

# City of Brisbane

## Agenda Report

To: Honorable Mayor and City Council  
From: Clay Holstine, City Manager  
Date: Meeting of June 16, 2009  
Subject: Application for Event Co-Sponsorship of Brisbane Dance Workshop Silent Auction

### **PURPOSE:**

To assist the Brisbane Dance Workshop in raising funds for next year of classes which are offered to all Brisbane residents.

### **RECOMMENDATION:**

Consider approval of Brisbane Dance Workshop Silent Auction as a co-sponsored event in the Mission Blue Center on November 14, 2009.

### **BACKGROUND:**

The Brisbane Dance Workshop would like to request co-sponsorship status for their Silent Auction to occur on Saturday, November 14th. Council will need to decide whether:

1. To approve or deny event for Co-sponsorship
2. Determine the level of support Council further wishes to lend to the event through approval of waived options. (See Below)

### **DISCUSSION:**

**EVENT: Silent Auction, Saturday, November 14, 2009**  
**Brisbane Dance Workshop, Camille Salmon, Organizer**

BDW "Silent Auction" is a fundraiser to support the operations of BDW, artists, low class costs and production costs.

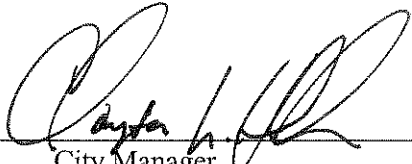
For this event they request:

1. Waiver of 80/20 split - will be charging an admission fee of \$25.00
2. Waiver of Deposit - if no damage there would be no loss of revenue.
3. Light Technician to hang BDW Lights
4. Waiver of cost for extended use of facility – 19 hours for set up time at 60.00 per hour  
4 hours for event time at 126.00 per hour
5. Facility Staff hours – 26 hours@ \$16.00 an hour
6. Promotional support – 2 Sign Boards, Flyer Distribution at Schools
7. Waiver of purchase of additional insurance to sell alcohol – Proof of insurance attached.

Brisbane Dance Workshop will provide their own insurance. Current proof covers a one year period. Please note, this insurance must be purchased in order to secure an alcohol permit from ABC Licensing to sell alcohol at events, which BDW does for each event. Permits to sell alcohol along with the verification of insurance are filed in the Police Department for each event. Verification of renewal of this insurance will be provided for November 14th event.

**FISCAL IMPACT/FINANCING ISSUES:**

See attached Event Cost Sheet



\_\_\_\_\_  
City Manager

**Event Costs**

**November 14, 2009 Brisbane Dance Workshop – Silent Auction**

Item	Soft Cost	Hard Cost	Actual
Promotional Support			
Staff time to make Signboards (2)			
\$32 an hour x 2 hours		\$64.00	_____
School Distribution –			
Printing Cost .05 cent per copy 500 copies		\$25.00	_____
Lighting Technician \$115 an hour x 4 hours		\$450.00	_____
Event Insurance		Not required	_____
Alcohol Insurance		Provides own	_____
Facility Usage Fee –			
19 hours set up x \$60 per hour			_____
4 hours performance x \$126 per hour	\$1,620.00		_____
Facility Staff Time – 26 hours x 16.00 an hour		\$448.00	_____
	\$1,620.00	\$987.00	\$ _____

Silent Auction

CO-SPONSORSHIP EVENT APPLICATION

CITY OF BRISBANE, 50 Park Place, Brisbane, CA 94005  
415 - 657-4320

1 ORGANIZATION INFORMATION

Organization: Brisbane Dance Workshop  
Contact Person: Camille Olivier-Salmon  
Day Phone: 415-551-7990 Evening Phone: 415-464-6698  
Address: 325 San Bruno  
City of Residence\*: Brisbane Zip 94005

\*Please provide proof of residence

2 FACILITY

Facility Requested: MISSION Blue  
If Mission Blue Center, specify room (s) Costanos Room (Dance Floor)   
Buckeye Room (Carpeted Room):  Lupine Room (Conference Room):   
Date and Time Requesting to Enter Facility: \_\_\_\_\_  
Date and Time Requesting to Leave Facility: \_\_\_\_\_

3 Event Information

Date: 11/14/09 <sup>11/13/09</sup> Day of Week: Fri Sat # of Co-sponsored events this year 2  
Starting Time of Event: set up 11/3-10AM - Ending Time of Event: Clean-up 11/15/09-NOON  
Non Profit for Charity \_\_\_\_\_ For Profit  Fundraiser for Organization Use   
Number attending under 18 years old: \_\_\_\_\_ 18 - 20 years: \_\_\_\_\_ 21+ years: 200  
 Requesting Promotional Support

State in Detail Purpose of Event: Annual Fundraising - Silent Auction for Brisbane Dance Workshop

• Clear out back storage of Chairs & Risers - space is needed for Auction close-out of items

Describe the set up for your event (include any musical instruments, sound amplifications, special signs, tents, booths, barbecues stoves, stages or animals to be used):

• begin set up for Auction on Friday 11/13/09 10:00AM -

• Auction times - 11/14/09 - pre-set up - catering etc 4pm public doors open 7pm - midnight / clean 11/15-10am

What City equipment will be needed for this event? Please specify equipment and intended use  
Sound - Kitchen stove & refer. - lights - Plecter - w/ 11/13/09

Why is this needed:  
- sound - for announcement  
kitchen for catering  
Tables for items

B.D.W. Auction Application  
1 - A 2

Silent Auction

Will event require sound equipment?  Sound Technician? N/A

Please specify equipment needed and intended use of equipment:  
MUSIC while auction is taking place  
microphone for announcements

Will event require theatrical lighting equipment?  Lighting Technician? N/A

Please specify equipment needed and intended use of equipment:  
Proscenium lighting to come in on Friday  
11/13/09 - to set lights -

Will event require promotional support?  Yes  No  
(if yes a separate application must be completed)

5. **ALCOHOLIC BEVERAGES\***

Will alcoholic beverages be served? Yes  No  Sold? Yes  No   
If selling alcohol, your group must obtain an Alcoholic Beverage Permit.  
Please attach a copy of the permit.  
ABC permits may be obtained from:

The State of California Alcoholic Beverage Control Department  
185 Berry Street  
San Francisco, CA 94107  
415 / 557 - 3660

\* Full Liquor Liability: If liquor, beer or wine is available for consumption and money is transacted in any form (i.e.

6. **ADMISSION FEES AND SALES\***

Will there be an admission fee or booth fee?: Yes No Amount of Fee: \_\_\_\_\_  
Will there be sales of novelties or goods?: Yes No  
Will there be sales of food?: Yes No  
(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Brisbane Parks & Recreation Department 415 / 467-6330)  
Does your group have a City of Brisbane License?: Yes No

\* Additional insurance is required for exhibitors, non-food sales concessionaires and food sales concessionaires.

I have read and understand the Policy and Procedures for Event Sponsorship and hereby agree to comply with its contents. I understand that failure to observe these regulations or City, State or Federal law will result in cancellation of my event and sponsorship status for future events.

Applicant's Signature Camille Chughan Date 2/12/09

2 of 2 B.D.W Silent Auction Application