

**City of Brisbane
Agenda Report**

To: Honorable Mayor and City Council
 From: Clay Holstine, City Manager
 Date: Meeting of February 16, 2009
 Subject: Applications for Event Co-Sponsorship of Brisbane Dance Workshop Annual Spring Performance

PURPOSE:

To support BDW's Spring Performance which may be enjoyed by all Brisbane residents.

RECOMMENDATION:

Consider approval of Brisbane Dance Workshop Annual Spring Performances as a co-sponsored event in the Mission Blue Center on May 16th and 17th, 2009.

DISCUSSION:

EVENT: Brisbane Dance Workshop Annual Spring Performances

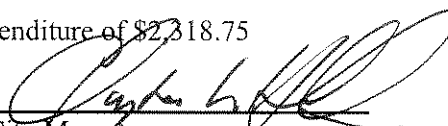
This event is a non-profit event. All proceeds go to the Brisbane Dance Workshop.

For this event they request:

1. Waiver of 80/20 Split
2. Waiver of Deposit - if no damage there would be no loss of revenue.
3. Promotional Support – 2 sign board, 500 flyers for distribution at School, 100 extra flyers and 10 posters
4. Extended Use of Facility: Time requested including performances 72 Hours -
 66 hours set up time x \$60 per hour
 6 hours performance time x \$126 per hour
5. Staff Time at Facility:
 One Staff Member Time during Set Up: 66 X 16.00
 Two Staff Members Time during performances: 6 hours - 2 staff members @ \$16.00 per staff member
6. Set up of Risers =\$450.00 Hang Curtains -
7. Pheobus Lighting to design lights (Any lighting cost over this amount will be paid for by BDW.)
8. Waiver of purchase of additional insurance to sell alcohol – Proof of insurance to come.
 Brisbane Dance Workshop provides 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.

FISCAL IMPACT/FINANCING ISSUES:

See Attached Event Cost Form – Total Actual Cash Expenditure of \$2,318.75


 City Manager

Event Costs**May 16th and 17th, 2009 Brisbane Dance Workshop – Annual Spring Performances**

Item	Soft Cost	Hard Cost	Actual
Promotional Support			
School Distribution –			
Printing Cost .0075 cent per copy 500 copies		\$3.75	_____
Staff time to make Signboards (2) \$32 a ½ hour x 1 hours		\$32.00	_____
Lighting Technician \$100 an hour x 4 hours		\$450.00	_____
Riser Set-Up		\$450.00	_____
Event Insurance		Not Required	_____
Alcohol Insurance		Provides Own	_____
Hang Curtains		\$135.00	_____
Extended Use of Facility:			
Time requested including performances 72 Hours	\$4,716.00		
66 hours set up time x \$60 per hour = \$3,960.00			
6 hours performance time x \$126 per hour = \$756.00			
Staff Time at Facility - 84 hours at \$16.00 an hour			
	<u>\$4,716.00</u>	<u>\$1,248.00</u>	
		\$2,318.75	

Spring Performance

CO-SPONSORSHIP EVENT APPLICATION

CITY OF BRISBANE, 50 Park Place, Brisbane, CA 94005

415 - 657-4320

Fax: 467-4989

1. ORGANIZATION INFORMATION

Organization: Brisbane Dance Workshop

Contact Person: Camille Olivier-Salmon

Day Phone: 415-551-7990 Evening Phone: 415-467-6698

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: 5/11-5/17/09 Day of Week: Sat + Sun Show # of Co-sponsored events this year 2

Starting Time of Event: _____ Ending Time of Event: _____

Non Profit for Charity For Profit Fundraiser for Organization Use

150 Number attending under 18 years old: _____ 18 - 20 years: _____ 21+ years: 400-450

Requesting Promotional Support

State in Detail Purpose of Event: B.D.W. Annual Spring Performance 2009 - The Middle Kingdom

Performance Dates - May 16-17 - Sat + Sun

Rehearsal date Fri May 8 - 3:30 - 7:30

Monday - Sunday 5/17/09 - 3:00 - 9:30 - daily times attached

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):

B.D.W. will need use of sound system - kitchen

Risers to be set up by Friday 5/15/09 - 3:30

Phoebus lighting - lights set by Thursday 5/14/09 3:30

Storage space - cleared of chairs - to use as additional dressing room

What City equipment will be needed for this event? Please specify equipment and intended use

ladder for light focusing - risers & chairs -

Why is this needed:

ladder for sets & lighting

sound for performance

lights for production

1-2 - B.D.W. Performance Application

Spring Performance

Will event require sound equipment? Sound Technician? have one

Please specify equipment needed and intended use of equipment: Sound for music
Kitchen for pit luck on Sunday & dressing Room
during shows-

Will event require theatrical lighting equipment? Lighting Technician? have one for shows

Please specify equipment needed and intended use of equipment: Phoebus lighting will set lights
for production before 5/14/09 - Thursday -

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: 5 - 10⁰⁰
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 / 487-6330)
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 content. I understand that failure to observe these regulations or City, State or Federal law will result in cancellation of my event and co-sponsorship status for future events.

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

2-2- B.B.W Performance Application