

# City of Brisbane

## Agenda Report

To: Honorable Mayor and City Council  
From: Noreen Leek, Recreation Manager  
Subject: Application for Event Co-Sponsorship  
Date: Meeting of April 7, 2016

### **Recommendation:**

Approve Silverspot Cooperative Nursery School 13<sup>th</sup> Annual Luau Fundraiser as a co-sponsored event.

### **Background:**

Silverspot Cooperative Nursery Preschool is a parent-run, non-profit co-operative nursery school working to create a community of encouragement and learning for families. The goal at Silverspot is to provide a safe, secure environment in which children learn through play to develop their social and language skills. Today the school serves over 40 families each year and is an active member of California Council of Parent Participation Nursery Schools. The school enrolls children between the ages of 2.5 years and 5 years 11 months.

This year, their 13<sup>th</sup> Annual Luau Fundraiser will be held on Sunday, April 17th. Silverspot is requesting use of the Mission Blue Center for this event. They kindly request continued support from the City for the compensated use of Mission Blue.

### **Fiscal Impact:**

The Silverspot 13<sup>th</sup> Annual Luau Fundraiser qualifies under the Group II category for recreation facilities indoor use permits. Meeting the Group II requirements of being a resident non-profit with their event open to the general public qualifies them for free use of the facility and waives the deposit requirement.

  
Noreen Leek  
Recreation Manager

  
Stuart Schillinger  
Deputy City Manager

# CO-SPONSORSHIP EVENT APPLICATION

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

## 1. ORGANIZATION INFORMATION

Organization: Silverspot Cooperative Nursery  
Preschool

Contact Person: Ingrid Padilla, Board Member

Day Phone: 415-515-4707

Evening Phone: \_\_\_\_\_

Address: 4 Solano Street

City of Residence: Brisbane

Zip 94005

## 2. FACILITY

Facility Requested: Mission Blue Center

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:

April 16th Set up

Date and Time Requesting to Leave Facility:

April 17th 9 PM

## 3. Event Information

Date: April 17, 2016 Day of Week: Sunday # of Co-sponsored events this year 2

Starting Time of Event : 1 PM Ending Time of Event: 5 PM

Non Profit for Charity  For Profit  Fundraiser for Organization Use

Number attending under 18 years old: 50 18 - 20 years: 20 21+ years: 80

Requesting Promotional Support

What is purpose of event: Silverspot Cooperative Nursery School's 13th Annual Luau Fundraiser.

Will you need special sitting, tables, chairs, risers, etc.?  Yes or  No (please circle) Please explain if yes. Need tables and chairs for dining area and registration area, plus tables for a buffet station and silent auction area

Will event require sound equipment?  Sound Technician? \_\_\_\_\_

Will event require theatrical lighting equipment? \_\_\_\_\_ Lighting Technician? \_\_\_\_\_

Will event require promotional support?  Yes  No If Yes, what is requested? \_\_\_\_\_

STAR Newsletter Ad

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. for donation, for a ticket, for a meal, for entry to the event, for the beverage) then full liquor liability premiums are necessary.

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

Will there be an admission fee or booth fee?: Yes  No  Amount of Fee: \$20 Adults, \$5 Kids

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 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 \_\_\_\_\_

*Ingrid G. Padilla*

Date \_\_\_\_\_

*3/28/2016*

**OFFICE USE ONLY**

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Date Appl'n Approved: \_\_\_\_\_

Title: \_\_\_\_\_

Copies: \_\_\_\_\_

Custodian - Date: \_\_\_\_\_

Police - Date: \_\_\_\_\_

Fire - Date: \_\_\_\_\_

Is any group being displaced? \_\_\_\_\_

If so, which group? \_\_\_\_\_

# of Co-sponsored events this calendar year? \_\_\_\_\_

Promotional Support? Yes  No  Waived

Additional Lighting: Yes  No  Waived

Lighting Technician: Yes  No  Waived

Additional Sound: Yes  No  Waived

Sound Technician: Yes  No  Waived

Facility Use Charge -  
80/20 Split Yes  Waived

Other fee? Yes  Waived

Charge for Staffing cost for extended use of facility Yes  Waived

Deposit: Amount: \$ \_\_\_\_\_

Yes  Date Paid: \_\_\_\_\_ Waived

Ck # / M.O. # / Cash: \_\_\_\_\_

Event Insurance: By City  By Event Organizer

City: Cert #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Date Paid: \_\_\_\_\_

Ck#/M.O.#/Cash: \_\_\_\_\_

If selling alcohol additional insurance purchased?

By City  By Event Organizer

Alcoholic Beverage Permit obtained?

Yes # \_\_\_\_\_ No \_\_\_\_\_

Business License

Yes # \_\_\_\_\_ No \_\_\_\_\_

County Health Permit:

Yes  # \_\_\_\_\_ No