

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 March 17th, 2016

Recommendation:

Approve Brisbane Dance Workshop's Annual Spring Performance as a co-sponsored event.

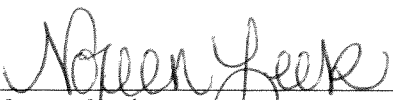
Background:

Founded in 1982, Brisbane Dance Workshop (BDW) is a non-profit organization established to provide creative and skill based performing arts learning to children 3 and older. BDW embraces a real challenge in teaching dance: to preserve the innocence, playfulness and creativity in a child while developing the more demanding technical and aesthetic aspect of the performing arts. BDW has staged over thirty original performance involving children and adults and offers a wide range of classes such as: Ballet, Modern, Hip Hop, Composition, Creative Movement, Irish, Acting, Voice, and Improvisation. BDW offers scholarships to students who participate in BDW classes as well as scholarships for students who have a proven record of dedication and wish to expand their learning experience outside Brisbane.

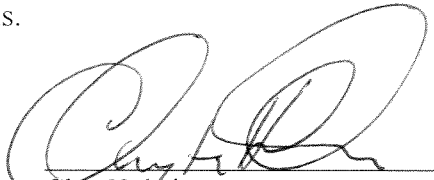
This year, their annual performance will be held on Saturday, May 14th and Sunday, May 15th. The name of the show is "Oh the places you can go" inspired by Dr. Seuss. BDW is requesting use of Mission Blue for this event. They kindly request continued support from the City for the compensated use of Mission Blue as well as financial support for lighting and risers.

Fiscal Impact:

The BDW Spring Performance 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. BDW is asking for financial consideration for this year's event in the amount of \$2,700.00 for the rental of risers as well as lighting and lighting technicians.



Noreen Leek
Recreation Manager



Clay Holstine
City Manager

CO-SPONSORSHIP EVENT APPLICATION

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

1. ORGANIZATION INFORMATION

Organization: Brisbane Dance Workshop
Annual Spring Performance
Contact Person: Camille Salmon
Day Phone: 650-576-7126
Evening Phone: 415-467-6698
Address: 325 San Bruno
Brisbane
City of Residence: Brisbane
Zip 94005

2. FACILITY

Facility Requested: Mission Blue Center

If Mission Blue Center, specify room (s)

Costanos Room (Dance Floor) YES

Buckeye Room (Carpeted Room): YES

Lupine Room (Conference Room): YES

Date and Time Requesting to Enter Facility:

See facility rental application for details.

Date and Time Requesting to Leave Facility:

See facility rental application for details.

3. Event Information

Date: May 14-15 Day of Week: Sat/Sun # of Co-sponsored events this year 1

Starting Time of Event: See rental application Ending Time of Event: See rental application

Non Profit for Charity For Profit Fundraiser for Organization Use

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

Requesting Promotional Support

What is purpose of event: Annual spring dance and theater
performance of BDW students for family
and community

Will you need special sitting, tables, chairs, risers, etc.? (Yes or No (please circle) Please explain if yes. Yes No

Risers -

Chairs

Curtains

Will event require sound equipment? will use

Sound Technician? BDW has - Yes

Will event require theatrical lighting equipment? yes

Lighting Technician? has BDW Yes

Will event require promotional support? Yes No

If Yes, what is requested? sign boards

city news

5. **ALCOHOLIC BEVERAGES***

Will alcoholic beverages be served? Yes No Sold? Yes No

**yes - for Sat evening Gala Performance*

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.

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)

*Adult 10.50
Child / Senior
7.50*

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 _____

[Handwritten Signature]

Date _____

3/2/16

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