

# *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 September 15<sup>th</sup>, 2016

### **Recommendation:**

Approve Friends of the Brisbane Library Chamber Concert Series as a co-sponsored event.

### **Background:**

The Friends of Brisbane Library will present their 13<sup>th</sup> concert season of Live at Mission Blue, which brings classical music to Mission Blue Center. Kevin Fryer, Live at Mission Blue Director, will present five performances for the 2017 Chamber Concert Series. This year's performances are:

February 11<sup>th</sup> - Archetti : Baroque Orchestra, Italian masterpieces  
March 4<sup>th</sup> - Robert Howard and friends: Trios for Clarinet, Piano, and Cello  
March 25<sup>th</sup> - Jacques Ogg, and Elisabeth Wright: Duo Harpsichord  
April 22<sup>nd</sup> - Clerestory: Vocal music for double choir  
School Performance – Date TBA - Soltice: 6 voice women's ensemble

Funds raised from the series will be used by the Friends of the Brisbane Library to support library programs.

### **Fiscal Impact:**

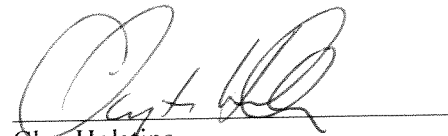
In FY 15/16, \$13,923.40 was spent in support of the series. The Friends of the Brisbane Library are requesting financial consideration for this year's series in the amount of \$14,326.75 based on the summary provided below:

1. Waiver of deposit for use of Mission Blue Center – if no damage there would be no loss of revenue.
2. Waiver of 80/20 split as this is a fundraiser for the Friends of the Brisbane Library.
3. Set up of risers - \$575/event (4 events)
4. Lighting Technician - \$550/event (4 events)
5. Lighting Equipment Rental - \$800/event (4 events)
6. Piano Rental - \$1,500/event (1 event)
7. Printing of Brochure - \$2,296
8. Mailing Brochure to Community - \$410.75
9. Staff time for box office support during actual events - \$80/event *(Note: additional staff time for behind the scenes support is not currently being billed to this sponsorship.)*
10. Alcohol may be served at various performances, but not sold so additional insurance is not necessary.

11. New this year, the FOBL is requesting cosponsorship coverage for the purchase of downtown street banners to promote the series. This expense would include the design, construction, and printing of 30 banners at a cost of approximately \$1,500. The installation expense to hang the banner set is approximately \$600.

Event Costs for Performance Series			
Item Detail	Cost	Number of Events	Total Expense
Set up of Risers	\$575/event	4	\$2,300.00
Lighting Technician	\$550/event	4	\$2,200.00
Lighting Equipment Rental	\$800/event	4	\$3,200.00
Piano Rental	\$1,500/event	1	\$1,500.00
Brochure Printing	\$2,296.00	n/a	\$2,296.00
Postage for Brochure Mailing	\$410.75	n/a	\$410.75
City Staff for Box Office Sales	\$80/event	4	\$320.00
Downtown Banners	\$2,100	n/a	\$2,100.00
TOTAL			\$14,326.75

  
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: Live at Mission Blue

Contact Person: Kevin Egan

Day Phone: 657-4320

Evening Phone: same

Address: 414 2nd Street

City of Residence: Brisbane

Zip: 94035

## 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: 11:20 am

11:30 am - 3:00 pm X 4:00 pm

Date and Time Requesting to Leave Facility: 1:00 pm

## 3. Event Information

Date: 11/11/12 Day of Week: Wed # of Co-sponsored events this year 5

Starting Time of Event: 1:20 pm Ending Time of Event: 11:00 pm

✓ 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: Live at Mission Blue is a new

band performing at Mission Blue - this is our first time

performing at Mission Blue - this is our first time

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performing at Mission Blue - this is our first time

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

100-200 chairs

100-200 chairs

100-200 chairs

Will event require sound equipment? yes Sound Technician?       

+piano rental (1x)

Will event require theatrical lighting equipment? yes Lighting Technician? yes

Will event require promotional support? ✓ Yes        No If Yes, what is requested? on VISA

on VISA

on VISA

on VISA

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.

6.

**ADMISSION FEES AND SALES\***

Will there be an admission fee or booth fee?:

Yes ☒

No ☐

Amount of Fee: \$12.50

Will there be sales of novelties or goods?:

Yes ☐

No ☒

Will there be sales of food?:

Yes ☐

No ☒

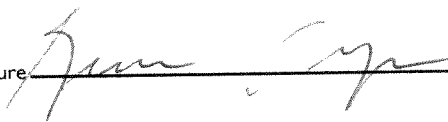
(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Brisbane Parks & Recreation Department 415 / 467-6330)

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



Date

8/30/16