

City of Brisbane

Agenda Report

To: Honorable Mayor and City Council
From: Noreen Leek, Recreation Manager
Subject: Application for Event Co-Sponsorship
Date: Meeting for October 20th, 2016

Recommendation:

Approve Silverspot Cooperative Nursery Preschool's 14th 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 Annual Luau Fundraiser will be held on Sunday, March 12th. Silverspot is requesting the use of Mission Blue for this event. They kindly request continued support from the City for the compensated use of Mission Blue from 1:00-5:00 PM as well as set up and clean up time.


Fiscal Impact:

The Silverspot 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.


Silverspot is also requesting the City's support by allowing use of the Mission Blue Center and waiving the requirement of the club to provide insurance. Silverspot is asking for financial consideration for this year's event in the amount of \$107.40 for the waiving of the insurance requirement

Attachments:

A. Cosponsorship Application



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: Silverquest Cooperative
Nursery Preschool

Contact Person: Christine Hansell

Day Phone: 310-266 4673

Evening Phone: _____

Address: 4 Solano St

City of Residence: Brisbane

Zip: 94005

2. FACILITY

Facility Requested: Mission Blue Center

If Mission Blue Center, specify room (s)

Costanos Room (Dance Floor) X

Buckeye Room (Carpeted Room): X

Lupine Room (Conference Room): X

Date and Time Requesting to Enter Facility:

March 11 set up, All day

Date and Time Requesting to Leave Facility:

March 12 event, All day

3. Event Information

Date: March 12, 2017 Day of Week: Sunday # of Co-sponsored events this year _____

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

X Non Profit for Charity _____ For Profit X Fundraiser for Organization Use

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

Requesting Promotional Support _____

What is purpose of event: Silverquest Cooperative Nursery School's
14th Annual Luncheon 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 areas and
registration area, plus tables for a buffet
station and silent auction area.

Will event require sound equipment? X Sound Technician? _____

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

Will event require promotional support? X Yes _____ No If Yes, what is requested? _____

STAR Newsletter Ad, Posting on sign board

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: TBD

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

9/16/2016