

# *City of Brisbane*

## *Agenda Report*

To: Honorable Mayor and City Council

From: Tricia Vaccaro, Recreation Administrative Assistant

Subject: Application for Event Co-Sponsorship

Date: Meeting of October 12<sup>th</sup>, 2017

### **Recommendation:**

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

### **Background:**

The Friends of Brisbane Library will present their 14<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:

January 20<sup>th</sup> - Frequency 49 : Wind Ensemble  
February 17<sup>th</sup> - Allegra Chapman & Sara LeMesh: Voice Recital  
March 17<sup>th</sup> - JungHae Kim & Josh Lee: Harpsichord and Viola de Gamba  
April 21<sup>st</sup> – Telegraph String Quartet with Angela Lee: String Quintets  
School Performance – January 25<sup>th</sup> – Members of Philharmonia Baroque Orchestra

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

### **Fiscal Impact:**

In FY 16/17, \$15,318.78 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 \$16,576.75 based on the summary provided below:

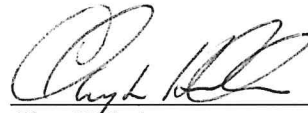
1. Waiver of deposit for use of Mission Blue Center – if no damage there would be no loss of revenue.
2. Waiver of 80/20 split as this is a fundraiser for the Friends of the Brisbane Library.
3. Set up of risers - \$575/event (4 events)
4. Lighting Technician - \$550/event (4 events)
5. Lighting Equipment Rental - \$1,300/event (4 events)
6. Piano Rental - \$1,500/event (2 events)
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 3 additional banners at a cost of approximately \$150.00. The installation expense to hang the banner set is approximately \$700.

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	\$1,300/event	4	\$5,200.00
Piano Rental	\$1,500/event	2	\$3,000.00
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	\$850.00	n/a	\$850.00
<b>TOTAL</b>			<b>\$16,576.75</b>



Tricia Vaccaro  
Recreation Administrative Assistant



Clay Hólstine  
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  
FoBL

Contact Person: Kevin Fayer

Day Phone: 650-219-4956

Evening Phone: Same

Address: 414 Swallowtail Ct

City of Residence: Brisbane CA

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:

See Attachment

Date and Time Requesting to Leave Facility:

See Attachment

## 3. Event Information

Date: See Attachment Day of Week: See Attachment # of Co-sponsored events this year 5

Starting Time of Event: " Ending Time of Event: "

Non Profit for Charity  For Profit  Fundraiser for Organization Use

140 Number attending under 18 years old: 5 18 - 20 years: 5 21+ years: 130

Yes Requesting Promotional Support

What is purpose of event: Live at Mission Blue is a concert series that brings high level performers to our community + schools. This will be our 14th season. LMB is well supported by the city, business community, and Brisbane residents

Will you need special sitting, tables, chairs, risers, etc.? Yes or No (please circle) Please explain if yes. Chairs, risers, tables for reception + Box office

Piano for concerts 1 + 2

Will event require sound equipment? no Sound Technician? no

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

Will event require promotional support?  Yes  No If Yes, what is requested? Brochure, Brisbane Star, Sign Board, Box office

Live at Mission Blue Season 14  
January to April 2018

1. January 20  
Frequency 49,  
Wind ensemble  
1:00pm – 11:00 pm  
Concert time; 8:00 pm
  
2. January 25  
School program  
with members of Philharmonia Baroque Orchestra  
8:30 am – 2:30 pm (Approx.)
  
3. February 17  
Allegra Chapman & Sara LeMesh  
Voice recital  
1:00pm – 11:00 pm  
Concert time; 8:00 pm
  
4. March 17  
JungHae Kim & Josh Lee  
Harpsichord and Viola de Gamba  
1:00pm – 11:00 pm  
Concert time; 8:00 pm
  
5. April 21  
Telegraph String Quartet with Angela Lee  
String quintets  
1:00pm – 11:00 pm  
Concert time; 8:00 pm

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: \$10-20

Will there be sales of novelties or goods?:

Yes

No

Will there be sales of food?:

Yes

No

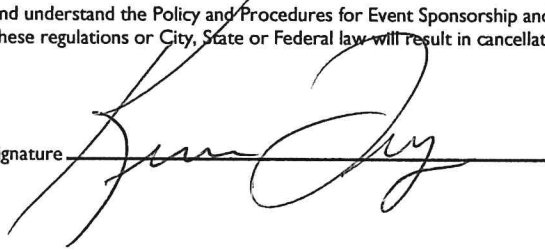
(If yes, a Permit To Operate is required by the California Health and Safety Code. Applications can be obtained from the Brisbane Parks & Recreation Department 415 / 467-6330)

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

9/17/17

**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