

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 2nd, 2017

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 20th and Sunday, May 21st. The name of the show is "Wendy & Peter". 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 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 / BDW
Contact Person: CAMILLE Salmon / Annual Spring Performance
Day Phone: 650-576-7126 Evening Phone: 415-467-6698
Address: 325 San Bruno
City of Residence*: Brisbane Zip 94005

*(please provide proof of residence)

2. FACILITY

Facility Requested: Mission Blue
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
Date and Time Requesting to Leave Facility: " " " "

3. Event Information

Date: May 20/21 Day of Week: Sat/Sun # of Co-sponsored events this year 1
Starting Time of Event: see rental app. Ending Time of Event: see rental app
☐ Non Profit for Charity ☐ For Profit ☐ Fundraiser for Organization Use
Number attending under 18 years old: 18 - 20 years: 21+ years:
☐ Requesting Promotional Support

State in Detail Purpose of Event: Annual spring performance -
theater / dance - students 3 to 17 - perform
for family and community

Describe the set up for your event (include any musical instruments, sound amplifications, special signs, tents, booths, barbecues, stoves, stages or animals to be used):

Risers and curtains need to be set up.
all completed before 3:30 when students arrive

What City equipment will be needed for this event? Please specify equipment: and intended use

Risers - curtains - sound system - lighting board

Why is this needed:

Risers - seating / curtains - set stage
sound & lighting for production

Will event require sound equipment? yes

Sound Technician? yes/B

Please specify equipment needed and intended use of equipment: _____

sound - music for production

See previous answer

Will event require theatrical lighting equipment? yes

Lighting Technician? yes

Please specify equipment needed and intended use of equipment: _____

performance

Will event require promotional support? ☒ Yes ☐ No

(If yes, a separate application must be completed.)

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 GALA evening only*

6. **ADMISSION FEES AND SALES***

Will there be an admission fee or booth fee?:

Yes ☒ No ☐

Amount of Fee: Adults -

Will there be sales of novelties or goods?:

+ Yes ☒ No ☐

- T-shirts

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 ☒

Child/Senior
7.50

* 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

Camille Dwyer

Date

1-30-17

OFFICE USE ONLY

Received By: Noreen Leek

Date: 1/30/2017

Date Appl'n Approved: _____

Title: _____

Copies: _____

Custodian - Date: _____

Police - Date: _____

Fire - Date: _____

Is any group being displaced? NO

If so, which group? _____

of Co-sponsored events this calendar year? 1

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: \$ N/A

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?

N/A By City ☐ By Event Organizer ☐

Alcoholic Beverage Permit obtained?

Yes ☐ # _____ No ☐

Business License

Yes ☐ # _____ No ☐

County Health Permit:

Yes ☐ # _____ No ☐