

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 February 15th, 2018

Recommendation:

Approve Silverspot Cooperative Nursery Preschool's 15th 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, June 3rd. 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: SilverSpot CO-OP
NURSERY
Contact Person: CHRISTINA KON+MARIA
Day Phone: (323) 251-9091
Evening Phone: _____
Address: 4 Idolano
City of Residence: Brisbane
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:

6-2-2018, SET UP, All day

Date and Time Requesting to Leave Facility:

6-3-2018, EVENT, All day

3. Event Information

Date: 6-3-18 Day of Week: Sunday # of Co-sponsored events this year _____
Starting Time of Event: 1pm Ending Time of Event: 5pm
 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: SilverSpot COOPERATIVE NURSERY
Schools 15th Annual LVAU Fundraiser

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

We would love to use tables & chairs for dining
areas/registration area.
And tables for food buffet + Auction Area.

Will event require sound equipment? Sound Technician? _____

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

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

STAR Newsletter Ad and posting on the
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: T.B.D

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

1/29/18

Permit Contract

City of Brisbane
 Parks and Recreation Department
 50 Park Place
 Brisbane, CA 94005
 Phone: (415) 508-2140
 FAX: (415) 467-4989
 Email: Parks-Recreation@ci.brisbane.ca.us

Permit #1917, Issued
 Jan 30, 2018 3:14 PM



Company: Silverspot Cooperative Nursery School
 4 Solano Street
 Brisbane, CA 94005

Agent: Maria Davis
 Email: mariadavis7@yahoo.com

Customer Type: Works in Brisbane
 Prepared By: Tricia Vaccaro

Home: (617) 784-5658

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

RESERVATIONS

Event		Resource		Center		Notes
Silverspot Luau Type: City Sponsored Events Attend/Qty: 200		Mission Blue Center		Mission Blue Center 475 Mission Blue Drive Brisbane, CA 94005 (415) 508-2140		--
Days Requested		Event Begins	Duration	Event Ends		
Day	Date			Date	Time	
Saturday	Jun 2, 2018	8:00 AM	12 hours	Jun 2, 2018	8:00 PM	
Sunday	Jun 3, 2018	8:00 AM	12 hours	Jun 3, 2018	8:00 PM	
Summary					Notes	
Total Number of Dates: 2					--	
Total Time: 24 hours						

CUSTOM QUESTIONS

Question	Answer
Will the applicant be the contact on the day of the event?	Yes
Please indicate number attending: under 18 years old / 18-20 years old / 21 and over.	50/50/100
Will alcoholic beverages be served?	Yes
What times will alcohol be served?	1pm-5pm
Will alcoholic beverages be sold?	Yes
Has your group obtained an Alcoholic Beverage Permit?	Yes

All checks must be made payable to: CITY OF BRISBANE