



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** September 4, 2025  
**From:** Jeff Franco, Recreation Coordinator  
Noreen Leek, Parks and Recreation Director  
**Subject:** Brisbane Dance Workshop Holiday Craft Fair Application for  
Event Cosponsorship

### Recommendation

Staff recommends approval of the Brisbane Dance Workshop (BDW) Holiday Craft Fair as a cosponsored event.

### Background

Founded in 1982, Brisbane Dance Workshop (BDW) is a non-profit organization established to provide creative, and skill based performing arts to children ages 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 performances involving children and adults and offers a wide range of classes such as: Ballet, Modern, Hip Hop, Composition, Creative Movement, 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.

BDW strives to create holiday cheer for all by hosting their annual Arts & Crafts Fair at the Mission Blue Center. They coordinate over 30 artists & makers to host booths to sell their handmade items and provide live music throughout the day for eventgoers. They also operate concessions and a photo studio for Santa photos. This event is open to people of all ages and helps to support the mission of the Brisbane Dance Workshop.

BDW requests continued support from the City for the compensated use of Mission Blue, waiver of insurance requirement, facility staff time, and assistance promoting the event to the community.

### Discussion

Brisbane Dance Workshop will hold their annual Holiday Arts & Crafts Fair at the Mission Blue Center on Saturday, December 6<sup>th</sup> from 11am-4pm. Since they are a resident non-profit group

and the event is open to the general public, they qualify as a Group II permittee and are therefore eligible for free use of the facility and waiver of the deposit requirement.

### Fiscal Impact

The Brisbane Dance Workshop is requesting support from the City as summarized in the table below. They have requested use of the Mission Blue Center for the event. Use of the facility and the deposit are waived as part of their Group II designation.


FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Hourly Rental of Mission Blue Center	Approximately 13 hours @ \$371/hour = \$4,823 <i>(including set up)</i>	Waived per City policy for Non-profit use
Mission Blue Rental Deposit	\$500 <i>(Typically refundable absent damages)</i>	Waived per City policy for Non-profit use
Event Insurance	Approximately \$100-\$250/event. <i>(Renters are typically required to procure insurance on their own and provide a copy to the city.)</i>	Requesting requirement be waived
Promotional and Marketing Support	Waived	

### Attachments

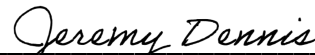
1. Cosponsorship application



Jeff Franco, Recreation Coordinator



Noreen Leek, Parks & Recreation Director



Jeremy Dennis, City Manager



# City of Brisbane CO-SPONSORSHIP APPLICATION

This application must be submitted to the Parks & Recreation Department at least **(90) working days** prior to the requested event.

**PHONE: 415-508-2140 | EMAIL: BRISBANEREC@BRISBANECA.ORG | OFFICE: 50 Park Place, Brisbane, CA 94005**

## APPLICANT INFORMATION

Name of Contact Person: Theresa Jimenez Contact Person's Phone: 415-350-6132  
 Contact Person's Email: theresa\_jimenez@sbcglobal.net  
 Name of Organization: Brisbane Dance Workshop Organization's Website: www.brisbanedanceworkshop.org  
 Organization's Address or P.O. Box: P.O. Box 844, Brisbane, CA 94005

Circle ONE of the following items below that best describes your organization.

- ☒ a. Brisbane Non-Profit Organization
- ☐ b. Non-resident, Non-Profit Organization (Outside of Brisbane)
- ☐ c. School District, School, or School Affiliated Group (ex. PTO)
- ☐ d. Private Group, Club, or Organization

What year did your organization begin serving the Brisbane community? Over 40 yrs ago.

How has your organization contributed to the Brisbane community in the past 2 years?

Yes

What is your organization's mission and/or purpose?

BDW partners with professional artists to facilitate classes & experiences in the performing arts.

## EVENT DETAILS

Name of Event: BDW's Annual Holiday Arts & Crafts Fair Event Set-up Start Time: Friday 12/5<sup>th</sup> Afternoon/Evening - Sat 12/6<sup>th</sup> at 7:30 AM  
 Event Date (mm/dd/yy): 12/6/25 Event Start Time: 11:00 AM  
 Event Day of Week: Saturday Event Close Time: 4:00 pm + 1-2 hrs cleanup  
 Event Location: Mission Blue Community Center  
 Reservation Permit Number (if applicable): \_\_\_\_\_

Describe what can be expected from this event? (ex. Performance, shopping, activities, etc.)

Shopping / Santa Photo Opportunity / Raffle / Concession Stand

Will there be any fundraising at this event? Yes If yes, what will the funds raised be used for? for BDW programs & performance

Are there any admission fees for this event? No If yes, please list them here: \_\_\_\_\_

If this event is NOT open to the general public, what are the restrictions for who may attend? (ex. Age, membership, residency, etc.)

N/A

**INDOOR FACILITY ACCESS REQUEST**

City Staff must be present to accommodate the use of any of our indoor facilities. The following schedule will be used to ensure someone will be available when you need access. (If you are not requesting indoor facility use, you may skip to the next section)

Date of Facility Access (mm/dd/yy): 12/5/25 Opening Time: 4:00pm Closing Time: 6:00pm (flexible)  
 Date of Facility Access (mm/dd/yy): 12/6/25 Opening Time: 7:30am Closing Time: 6:00pm  
 Date of Facility Access (mm/dd/yy): \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_

**EQUIPMENT USE REQUEST**

<Insert Equipment Use Liability Notice>

Indicate the equipment you wish to borrow for this event.

Bluetooth Speaker? ☒ with Microphone? ☒

Projector & Screen? (Mission Blue Only) \_\_\_\_\_

Theater Risers? (Mission Blue Only) \_\_\_\_\_

Theatrical Lighting? (Mission Blue Only) yes Lighting Technician: yes

Other: Annika Schmitt is not at the bar

Quantity:

14-15

5

approx 60

5

5

Item:

in addition to what is at mbs.

6ft Long Rectangle Tables TBD based on vendors

5ft Diameter Round Tables

Chairs

10ft x 10ft Canopy/Pop-up Tent

Weighted Sandbags

**PERMITS****Food & Beverage Permits**

Will any food or non-alcoholic beverages be sold at your event? yes If yes, this permit is required [smchealth.org/food-program](http://smchealth.org/food-program)

Will alcoholic beverages be served or sold at your event? NO If yes, you must attach a copy of an [Alcoholic Beverage Permit](#)

\*Full Liquor Liability: If 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.

**Traffic Permits**

Will this event require any street or parking closures? NO If yes, you must obtain a [Brisbane Encroachment Permit](#)

**Amplified Sound Permits**

Do you wish to use amplified sound at this event? NO If yes, you must submit an [Brisbane Amplified Sound Permit Application](#) just the usual speakers for CD music (low) and mic for raffle announcements.

**ADDITIONAL SUPPORT**

Do you need any promotional support for this event?

Signboards? yes Social Media? yes

Digital Graphics / Flyers? NO Programs? NO

Other: \_\_\_\_\_

**USE AGREEMENT & LIABILITY RELEASE**

To the fullest extent allowed by law, I agree to indemnify and defend the City of Brisbane, its directors, officers, agents, employees and volunteers and hold them harmless from and against any and all loss, liability, expense, claims, costs, suits, and damages, including attorneys' fees, arising out of the use or occupancy described in this application. I agree to waive all rights of subrogation against the City, its elected or appointed officers, officials, agents and employees for losses paid under the terms of any policy which arise from the use or occupancy described in this application

Applicant Signature

Theresa

Date

6/3/25