



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** 4/18/2023

**From:** Jeff Franco, Recreation Coordinator

Noreen Leek, Parks & Recreation Director

**Subject:** Application for Event Cosponsorship

### **Community Goal/Result**

Community Building & Fundraising

### **Purpose**

Promote cultural and social events that encourage community engagement and provide assistance to local non-profit organizations.

### **Recommendation**

Approve the Brisbane Dance Workshop's Annual Spring Performance as a cosponsored event.

### **Background**

Founded in 1983, Brisbane Dance Workshop (BDW) is a non-profit organization established to provide creative and skill based performing arts learning to children ages 3 and older. BDW embraces a real challenge in teaching dance: to preserve innocence, playfulness and creativity in a child while developing the more demanding technical and aesthetic aspects 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, 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 of Brisbane.

BDW strives to create entertainment for the community by hosting their annual Spring Performance of 'Down the Rabbit Hole' at the Mission Blue Center. This event is open to people of all ages and helps to support the mission of the Brisbane Dance Workshop. Tickets will be sold at \$15 for adults, and \$12 for youth and seniors. Evening performance gala event tickets will be available for \$35/person. BDW kindly requests continued support from the City for the compensated use of Mission Blue for the show and rehearsals, waiver of the insurance requirement, facility staff time, and assistance promoting the event to the community.

### **Discussion**

Brisbane Dance Workshop will hold their annual Spring Performance at the Mission Blue Center on Saturday & Sunday, May 18<sup>th</sup> & 19<sup>th</sup>. Brisbane Dance Workshop qualifies under the Group II category for recreation facilities indoor use permits as a non-profit group serving the Brisbane community. Meeting

the Group II requirements with the events open to the general public qualifies them for free use of the facility and waives the deposit requirement.

**Fiscal Impact**

Brisbane Dance Workshop is requesting support from the City as summarized in the table below. Use of the Mission Blue Center and the deposit are waived as part of their Group II designation.

<b>FINANCIAL IMPACT SUMMARY BASED ON APPLICATION</b>		
Hourly Rental of Mission Blue Center	Approximately 20 hours @ \$350/hour = \$7,000 <i>(including set up/clean 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
Staff time to set up and break down theatre risers	Approximately 10 staff labor hours @ \$40/hour = \$400	Requesting to be waived
Indoor 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
Use of existing theatre lighting at Mission Blue	Waived – provided at no cost.	
Lighting Technician	The City does not traditionally cover this cost and therefore it is the responsibility of the Non-profit organization to hire and pay a lighting technician.	
Promotional and Marketing Support	Waived – provided at no cost.	

**Attachments**

1. Cosponsorship application

Jeff Franco  
Jeff Franco, Recreation Coordinator

Noreen Leek  
Noreen Leek, Parks & Recreation Director

Clay Holstine  
Clay Holstine, City Manager





# CITY OF BRISBANE COSPONSORSHIP 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](mailto:brisbanerec@brisbaneca.org) | Office: 50 Park Place, Brisbane, CA 94005

## APPLICANT INFORMATION

Name of Contact Person: Camille Salmon Phone: 650-576-7126

Email: Camosal51@yahoo.com

Name of Organization: B.D.W. Organization Website: brisbanedanceworkshop.org

Organization Address or P.O. Box: P.O. Box 844 Brisbane CA 94005

Circle ONE of the following descriptions 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? 1983

How has your organization added value to the Brisbane community in the past?

provides After-school classes in performing arts for Brisbane children 3yrs thru high school and a annual performance to celebrate accomplishments

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

to provide performing arts classes and stage experiences to children and young adults all the while building community.

## EVENT DETAILS

(If you are requesting multiple days & times, please attach those details on a separate sheet of paper.)

Name of Event: B.D.W. Annual Performance

Event Set-up Start Time: see

Event Date (mm/dd/yy): SEE attached flyer

Event Start Time: attached flyer

Event Day of Week: SEE attached flyer

Event End Time: attached flyer

Event Location: MISSION BLUE

Describe what can be expected at this event? (ex. Performance, Dinner, Activities, etc.)

Will there be any fundraising at this event? GALA If yes, what will the funds raised be used for? Scholarships & Perf. costs.

Are there any admission fees for this event? Y If yes, please list them here: Adults 15 / Seniors/children 12 / GALA 35

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

\*2024 Down The Rabbit Hole



## INDOOR FACILITY ACCESS REQUEST

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

Date of Facility Access (mm/dd/yy): \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_  
Date of Facility Access (mm/dd/yy): \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_  
Date of Facility Access (mm/dd/yy): \_\_\_\_\_ Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_

SEE attached

## EQUIPMENT USE REQUEST

If you would like to request any equipment for an outdoor event, please include those details below. (If your event is at one of our indoor facilities, you may indicate your equipment needs on the rental layout.)

Quantity:	Item:
_____	6ft Long Rectangle Tables
_____	Chairs
_____	10ft x 10ft Canopy/Pop-up Tent
_____	Weighted Sandbags

### Mission Blue Center ONLY

If your event will be at the Mission Blue Center, please indicate if you wish to request any of the equipment listed below.

Bluetooth Speaker?  with Microphone? \_\_\_\_\_  
Projector & Screen? \_\_\_\_\_  
\*Theatrical Lighting?  with \*Lighting Technician?   
\*Theater Risers?  BDU has -

\*Any additional fees associated with reservation of special equipment will be the responsibility of the applicant, and may require additional planning time.

## PERMITS

### Alcoholic Beverage Permit

Will alcoholic beverages (beer/wine) be 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.

### Food & Beverage Permits - Outdoor Events Only

Will any food or non-alcoholic beverages be sold at your event? NO If yes, this permit is required [smchealth.org/food-program](http://smchealth.org/food-program)

### Traffic Permits

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

### Amplified Sound Permits - Outdoor Events Only

Do you wish to use amplified sound at this event? NO If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)

### Brisbane Business License

Do you intend to sell goods of any kind at your event? yes - T-Shirts / photos / Flowers - If yes, you must have a valid [Brisbane Business License](#)

## ADDITIONAL SUPPORT

To request promotional support, please circle the specific areas you would like support with. (Please note: promotional support is not guaranteed. Any graphics or content for your event are expected to be provided by the applicant.)

a. Brisbane Signboards b. Social Media c. City Website d. City Publications 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 Camille DeJohn Date 3/4/24

## ADMINISTRATIVE SECTION

Facility Application? \_\_\_\_\_ Permit # \_\_\_\_\_ CC Report Due \_\_\_\_\_ CC Meeting Date: \_\_\_\_\_ Page 2/2



Please have doors unlocked 30 min before noted times below. And as is past years, I am never really sure the schedule or needs of the lighting designer. There will be times he needs be in MB outside the noted times below.

**ALL REHEARSAL @ MISSION BLUE** (\*during the week of 5/15-5/17 - please allow time prior to or just after rehearsals for performers to try on their costumes)

Monday	Tuesday	Wednesday	Thursday
6 3:00 - 3:30 * Preschool & Kinders  3:00 - 4:00 1 <sup>st</sup> & 2 <sup>nd</sup>	7 3:30 - 5:30 All Actors	8  3:20 - 4:20 Tap I, & II  4:30 - 5:30 Tap III	9 3:15 - 4:15 Modern/Contemporary 1  4:15 - 5:15 Modern /Contemporary 2&3
13 3:00 - 3:30 * Preschool & Kinders  3:00 - 4:15 1 <sup>st</sup> & 2 <sup>nd</sup>  <u>Actors:</u> 3:15 - 4:00 Alice, Daisy, Jasmine, Marigold, Petunia, Poppy, Violet, Iris, Rose	14 3:30 - 5:30 All Actors	15  3:20 - 4:20 Tap I, & II <u>Actors:</u> Cards 1, 2, 3 4, 5 and Joker 4:00 - 4:45  4:40 - 5:30 Tap III <u>Actors:</u> Dee & Dum, Hatter, Alice, Dormouse & Hare	16 3:20 - 4:15 Modern/Contemporary 1 <u>Actors</u> 3:40 - 4:00 Mom, Dad, Alice & Aunt Cora  4:15 - 5:15 Modern /Contemporary 2&3  <b>TECH Rehearsal</b> <b>6:00</b>
<b>FRIDAY</b> <b>May 18</b> <b>Dress Rehearsal</b> <b>&amp;</b> <b>Photos</b>  Photo Sched. detail See #7  <b>Dress Rehearsal</b> <b>6:30</b>		<b>SATURDAY May 18</b> Calls: 2:00 - Actors 2:30 - Dancers 2:45 - Monday 1 <sup>st</sup> & 2 <sup>nd</sup> > 3:00 - Pre-school Kinder <b>SHOW 3:30</b>  Calls: 6:30 - Actors 6:45 - Dancers 7:00 Monday 1 <sup>st</sup> & 2 <sup>nd</sup> .  PRE-SCHOOL & KINDER CLASS DOES NOT PERFORM IN THIS SHOW <b>7:30 Gala Show</b>	<b>Sunday May 19</b> Calls 2:00 - Actors 2:30 - Dancers 2:45 - Monday 1 <sup>st</sup> & 2 <sup>nd</sup> > 3:00 - Pre-school Kinder <b>SHOW 3:30</b>

Please provide another space for Reg. Sched. Even to that usually take place @ Mission Blue

\* BDU with exception of Wed/Adult Tap classes 5:45-6:45 will all take place @ Mission Blue the weeks of 5/6 & 5/13