



CITY COUNCIL AGENDA REPORT

Meeting Date: 10/6/2022

From: Sara Nahass, Recreation Coordinator

Subject: Application for event co-sponsorship

Community Goal/Result

Community Building

Purpose

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

Recommendation

Approve the 2022 BDW Holiday Arts and Crafts Fair Fundraiser 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 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 Brisbane.

Discussion

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 a concession stand and 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. They kindly request 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.

Fiscal Impact

The BDW Arts & Crafts Fair 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 the additional waiver of the insurance requirement and facility attendant staff time.

Measure of Success

Support from the City results in a successful event by the organization.

Attachments

1. Co-sponsorship Application
2. Reservation Permit
3. Event Flyer

Sara Nahass

Sara Nahass, Recreation Coordinator

Clayton L. Holstine

Clay Holstine, City Manager

CO-SPONSORSHIP EVENT APPLICATION

CITY OF BRISBANE, 50 Park Place, Brisbane, CA 94005
415 - 508 - 2840

1. ORGANIZATION INFORMATION

Organization: Brisbane Dance Workshop
Contact Person: Camille / Theresa
Day Phone: 650-576-7126
Evening Phone: " " "
Address: 325 San Bruno
City of Residence: Brisbane
Zip: 94005

2. FACILITY

Facility Requested: Mission Blue

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:

Fri 12/9/22 5pm - 8pm / Saturday 12/10/22

Date and Time Requesting to Leave Facility:

Fri 12/9/22 8pm Sat. 12/10/22 6pm
7AM - 6PM

3. Event Information

Date: 12/9 & 12/10/22 Day of Week: FRI-SAT. # of Co-sponsored events this year 2

Starting Time of Event: 12/9 @ 5pm 12/10 7AM Ending Time of Event: 12/9 - 8pm 12/10 - 6pm

Non Profit for Charity For Profit Fundraiser for Organization Use

hopefully 50 Number attending under 18 years old: 70 18 - 20 years: 70 21+ years: 200

Requesting Promotional Support

What is purpose of event: Annual BDN - Fundraiser - CRAFTS Fair

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

All tables - some chairs -

Will event require sound equipment? yes

Sound Technician? NO

Will event require theatrical lighting equipment? NO

Lighting Technician? NO

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

Sign boards and city publications

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:

75⁰⁰ - 125⁰⁰

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

Camille Dhora-Salmon

Date

3/7/22

OFFICE USE ONLY

Received By: _____

Date: _____

Date 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

Permit



City of Brisbane
Parks and Recreation Department
50 Park Place
Brisbane, CA 94005

PHONE:(415) 508-2140
FAX:(415) 467-4989
EMAIL:parks&rec@brisbaneca.org

Permit # R2861

Status Approved
Date Feb 18, 2022 12:55 PM

City of Brisbane Rental Guidelines and Regulations

- Facility users may not charge a registration fee, admission fee, or entrance fee of any kind. No solicitations or sales presentations may be made on City property. Permission to hold a fundraiser is limited to non-profit organizations at the discretion of the Parks and Recreation Department.
- Applicant must be on site and available at all times during the event.
- Completion of application does not guarantee a reservation. Please allow 1 week for review/processing. Invitations should not be sent out until permit and receipt are received.
- If the nature of the event or number of participants changes, the Department must be notified at least one week prior to scheduled use. If necessary, additional fees/deposits will be charged according to applicable rates. The Department reserves the right to deny any requested changes
- It is the renter's responsibility to remove all excess trash that does not fit in the provided receptacles.
- The City of Brisbane reserves the right to reschedule, relocate, or deny a request previously approved in the event of an emergency, or if the facility is needed for City use or maintenance. The applicant will be given as much advance notice as possible in this instance.

Company Name Brisbane Dance Workshop - 14
Customer Type Non-Profit: Resident
Company Address BDW
Brisbane, CA 94005

Agent Name Camille Salmon

Secondary Phone Number ~~(415) 551-7993~~ 415-467-6698
Primary Phone Number ~~(415) 467-6098~~ 650-576-7126
Text Alert Phone Number (650) 576-1726
Email Address ~~camosal@cbcglobal.net~~ Camosal51@yahoo.com

System User Sara Nahass

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$0.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

BDW Craft Fair

1 resource(s) 1 booking(s) Subtotal: \$0.00

Booking Summary

Mission Blue Center (Entire Facility) (City Sponsored Events)

Center: Mission Blue Center

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Dec 9, 2022 12:00 PM	Dec 10, 2022 10:00 PM	1	\$0.00

Custom Questions

QUESTION	ANSWER
Please indicate number attending: under 18 years old / 18-20 years old / 21 and over.	0/25/0
Will alcoholic beverages be served?	No
Will alcoholic beverages be sold?	No
Will the applicant be the contact on the day of the event?	Yes

X:

Date:

Brisbane Dance Workshop

Customer Type: Non-Profit: Resident

Customer ID: 32229

Mailing Address: BDW, Brisbane, CA
94005

Authorized Agent Name: Camille Salmon

Secondary Phone Number: (415) 551-7990

Primary Phone Number: (415) 467-6698

Text Alert Phone Number: (650) 576-1726

Email Address: camosal@sbcglobal.net

Permit



City of Brisbane
 Parks and Recreation Department
 50 Park Place
 Brisbane, CA 94005

PHONE:(415) 508-2140
 FAX:(415) 467-4989
 EMAIL:parks&rec@brisbaneca.org

Permit # R2861

Status Approved
Date Feb 18, 2022 12:55 PM

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Company Address BDW
 Brisbane, CA 94005

Agent Name Camille Salmon

Secondary Phone Number (415) 551-7990

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Text Alert Phone Number (650) 576-1726

Email Address camosal@sbcglobal.net

System User Sara Nahass

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$0.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

BDW Craft Fair

1 resource(s) 1 booking(s) **Subtotal: \$0.00**

[Booking Summary](#)

Mission Blue Center (Entire Facility) (City Sponsored Events)

Center: Mission Blue Center

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Dec 9, 2022 12:00 PM	Dec 10, 2022 10:00 PM	1	\$0.00

Custom Questions

QUESTION	ANSWER
Please indicate number attending: under 18 years old / 18-20 years old / 21 and over.	0/25/0
Will alcoholic beverages be served?	No
Will alcoholic beverages be sold?	No
Will the applicant be the contact on the day of the event?	Yes

X:

Date:

Brisbane Dance Workshop

Customer Type: Non-Profit: Resident

Customer ID: 32229

Mailing Address: BDW, Brisbane, CA
94005

Authorized Agent Name: Camille Salmon

Secondary Phone Number: (415) 551-7990

Primary Phone Number: (415) 467-6698

Text Alert Phone Number: (650) 576-1726

Email Address: camosal@sbcglobal.net

Permit



City of Brisbane
Parks and Recreation Department
50 Park Place
Brisbane, CA 94005

PHONE:(415) 508-2140
FAX:(415) 467-4989
EMAIL:parks&rec@brisbaneca.org

Permit # R3026

Status Approved
Date May 12, 2022 3:24 PM

City of Brisbane Rental Guidelines and Regulations

- Facility users may not charge a registration fee, admission fee, or entrance fee of any kind. No solicitations or sales presentations may be made on City property. Permission to hold a fundraiser is limited to non-profit organizations at the discretion of the Parks and Recreation Department.
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- It is the renter's responsibility to remove all excess trash that does not fit in the provided receptacles.
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Company Name San Bruno Mountain Watch - 61
Customer Type Non-Profit: Resident
Company Address 44 Visitacion
 Brisbane, CA 94005

Agent Name Michele Salmon

Secondary Phone Number (415) 377-0689
Primary Phone Number (415) 377-0689
Email Address mmsalmon@aol.com

System User Sara Nahass

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$0.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

SBMC Hold

1 resource(s) 1 booking(s) **Subtotal: \$0.00**

Booking Summary

Mission Blue Center (Entire Facility) (City Sponsored Events)

Center: Mission Blue Center

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Nov 19, 2022 8:00 AM	Nov 19, 2022 11:00 PM	1	\$0.00

Custom Questions

QUESTION	ANSWER
Please indicate number attending: under 18 years old / 18-20 years old / 21 and over.	0/0/200
Will alcoholic beverages be served?	No
Will alcoholic beverages be sold?	No
Will the applicant be the contact on the day of the event?	Yes

X:

Date:

San Bruno Mountain Watch

Customer Type: Non-Profit: Resident

Customer ID: 39266

Mailing Address: 44 Visitacion, Brisbane, CA
94005

Authorized Agent Name: Michele Salmon

Secondary Phone Number: (415) 377-0689

Primary Phone Number: (415) 377-0689

Email Address: mmsalmon@aol.com



BDW'S TWELFTH ANNUAL

Holiday Arts & Crafts Fair

Saturday • December 10 • 11am-4pm

Featuring a huge assortment of wonderful handmade items by over 30 local artists and craftspersons.

Check our FB page for full event/artist details:
www.facebook.com/BDWholidayFair

MISSION BLUE CENTER
475 Mission Blue Drive • Brisbane

Just south of SF on 101 – near the Cow Palace and (what was) Candlestick Park. Easy access also over Guadalupe Canyon Road from Daly City.

*Free admission and parking!
We will be following all city/county Covid mandates.*