



CITY COUNCIL AGENDA REPORT

Meeting Date: 3/6/2025

From: Jeff Franco, Recreation Coordinator

Noreen Leek, Parks & Recreation Director

Subject: Approve the BDW Spring Performance 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 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.

BDW strives to create entertainment for the community by hosting their annual Spring Performance of "Where the Wild Things Are" 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 \$10 for adults, and \$7 for youth and seniors. Evening performance gala event tickets will be available for \$35/person. 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.

Discussion

Brisbane Dance Workshop will hold their annual Spring Performance at the Mission Blue Center on Saturday & Sunday, May 17th & 18th, 2025. 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. 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.

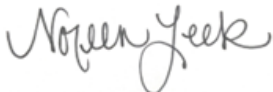
FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Hourly Rental of Mission Blue Center	Approximately 55 hours @ \$371/hour = \$20,405 <i>(including set up/clean up)</i>	Waived per City policy for Non-profit use
Mission Blue Rental Deposit	\$500 <i>(Typically refundable absent damages)</i>	Waived per City policy for Non-profit use
Staff time to 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	
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	

Attachments

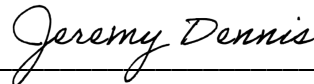
1. Cosponsorship application



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: Camille Salmon Contact Person's Phone: 650-576-7126
Contact Person's Email: camosals1@yahoo.com or brisbanerecworkshop@gmail.com
Name of Organization: BDW Brisbane Dance Workshop Organization's Website: www.brisbanedanceworkshop.org
Organization's Address or P.O. Box: P.O. Box 844

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? 1983

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

Provides After school classes in performing arts for
Brisbane children ages 3y/o thru high school and an
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
while building community

EVENT DETAILS

Name of Event: BDW-Annual Performance Event Set-up Start Time: _____
Event Date (mm/dd/yy): _____ Event Start Time: _____
Event Day of Week: _____ Event Close Time: _____
Event Location: Mission Blue
Reservation Permit Number (if applicable): _____

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

Performance

Will there be any fundraising at this event? ☒ If yes, what will the funds raised be used for? Scholarships and to cover perf. costs

Are there any admission fees for this event? ☒ If yes, please list them here: children/seniors 7⁰⁰ / adults 10⁰⁰

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

GALA 35⁰⁰

SEE Attached 2

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): _____ Opening Time: _____ Closing Time: _____
Date of Facility Access (mm/dd/yy): _____ Opening Time: _____ Closing Time: _____
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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) _____ Lighting Technician? _____

Other: _____

Quantity:

Item:

6ft Long Rectangle Tables

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? NO If yes, this permit is required 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? _____ If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)

ADDITIONAL SUPPORT

Do you need any promotional support for this event?

Signboards? ☒ Social Media? ☒

Digital Graphics / Flyers? ☒ Programs? ☒

Other: _____

Thanks

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 Sahn

Date 1-22-25

May 2025

Mission Blue Rehearsal Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	May 5 2:30 – 6:00 2:45 – 3:30 Modern 1 3:30 – 4:30 Modern 2 4:30-5:30 Modern 3	May 6 3:00 – 5:00 3:15-6:00 Theater All Classes	May 7 2:45 – 6:00 3:00 – 3:45 Tap 1 3:45 – 4:45 Tap2 4:45 -5:45 Tap 3	May 8 2:15 – 5:30 2:30 – 3:15 Pre-School 3:30 – 5:15 Ballet All Classes	May 9 3:00-5:30 3:15 – 4:15 Hip Hop 1 5:15 -5:15 Hip Hop 2	May 10 10:30 – 1pm Costume/Sets Move in
**	May 12 2:30 – 6:00 2:45 – 3:30 Modern 1 & Pre-school 3:30 – 4:30 Modern 2 4:30-5:30 Modern 3	May 13 3:00 – 5:00 3:15-6:00 Theater All Classes	May 14 2:45 – 6:00 3:00 – 3:45 Tap 1 3:45 – 4:45 Tap2 4:45 -5:45 Tap 3	May 15 2:15- 8:30 2:30 – 3:15 Pre-School 3:30 – 5:15 Ballet All Classes 6:00 Tech Rehearsal Everyone	May 16 3:00-9:30 3:15 – 4:15 Hip Hop 1 5:15 -5:15 Hip Hop 2 5:30- 9:00 Pics & Dress Rehearsal	May 17 11:30 – 9:30
May 18 11:30 – 6:00 Shows Potluck / Strike	May 19 Final lighting strike?					

- Note. Beginning May 10, BDW asks that the Mission Blue space not be used by anyone else. We will be moving in sets and costumes on May 10 and Joe Joe Martin, will be working on setting lights prior to students arriving for rehearsals. He will communicate directly with Park and Rec. on his opening needs. BDW will not be using the Community Center for student classes May 5 -16. BDW will use the Community Center for adult classes: Wednesdays 6:00 – 7:00 and Thursday 5:30 - 6:00. Classes will resume at the Community Center for final week of classes– May 19 – May 23.

attachment
Original by Eva Langman
where the wild Things are