



CITY COUNCIL AGENDA REPORT

Meeting Date: 10/5/2023

From: Sara Nahass, 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 Holiday Arts & Crafts Fair as 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 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. 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 Holiday Arts & Crafts Fair on at the Mission Blue Center on Saturday, December 9th from 11am-4pm. Brisbane Dance Workshop meets Group II requirements with the event 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 aforementioned event. Although use of the facility and the deposit are waived as part of their Group II designation, they are also asking the City to waive costs associated event insurance.

FINANCIAL IMPACT SUMMARY BASED ON APPLICATION		
Hourly Rental of Mission Blue Center	Approximately 14 hours @ \$350/hour = \$4,900 <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
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 to be waived and the City to absorb liability as done in the past.
Promotional and Marketing Support	Waived	

Attachments

1. Cosponsorship application

Sara Nahass

Sara Nahass, Recreation Coordinator

Noreen Leek

Noreen Leek, Parks & Recreation Director

Clay L. 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 | Office: 50 Park Place, Brisbane, CA 94005

APPLICANT INFORMATION

Name of Contact Person: Theresa Jimenez Phone: 415-350-6132

Email: theresa_jimenez@sbcglobal.net

Name of Organization: Brisbane Dance Workshop 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? 1982

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

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 offers a wide range of classes such as: Ballet, Modern , Hip Hop, Composition, Creative Movement, Irish, Acting, Voice, and Improvisation.

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

Now in our 4th decade, Brisbane Dance Workshop helps facilitate class offerings in theater, dance, and voice lessons for kids and adults. We nurture the creative and magical spirit of each student, culminating in a full-length performance each May.

Class are for anyone from age 3 through adult.

EVENT DETAILS

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

Name of Event: BDW Holiday Craft Fair

Event Set-up Start Time: 7am

Event Date (mm/dd/yy): 12/09/23

Event Start Time: 11am

Event Day of Week: Saturday

Event End Time: 4pm

Event Location: Mission Blue Center

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

Slae of arts & crafts from local creators.

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

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.)

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: _____

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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? _____

*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 be served or sold at your event? _____ 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? _____ If yes, this permit is required smchealth.org/food-program

Traffic Permits

Will this event require any street or parking closures? _____ 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? _____ If yes, you must submit an [Brisbane Amplified Sound Permit Application](#)

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 will need 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 Theresa Jimenez Date 09/20/23

ADMINISTRATIVE SECTION

Facility Application? _____ Permit # _____ CC Report Due _____ CC Meeting Date: _____