



CITY COUNCIL AGENDA REPORT

Meeting Date: 11/4/2021

From: Noreen Leek, Parks & Recreation Director

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 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 concessions 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



Noreen Leek, Parks & Recreation Director



Clay Holstine, City Manager

CO-SPONSORSHIP EVENT APPLICATION

CITY OF BRISBANE, 50 Park Place, Brisbane, CA 94005
415 - 657-4320

1. ORGANIZATION INFORMATION

Organization: Brisbane Dance Workshop (BDW)
Contact Person: Camille Salmon
Day Phone: 650 576-7120
Evening Phone: 415 467-6698
Address: 325 San Bruno Ave

City of Residence: Brisbane
Zip 94005

2. FACILITY

Facility Requested: Mission Blue Center

If Mission Blue Center, specify room (s)
Costanos Room (Dance Floor) all rooms
Buckeye Room (Carpeted Room): _____
Lupine Room (Conference Room): ↓

Date and Time Requesting to Enter Facility:
6am 12/12/21

Date and Time Requesting to Leave Facility:
8pm 12/12/21

3. Event Information

Date: 12/12/21 Day of Week: Sunday # of Co-sponsored events this year 1
Starting Time of Event: 6am Ending Time of Event: 8pm
 Non Profit for Charity For Profit Fundraiser for Organization Use
150-300 Number attending under 18 years old: _____ 18 - 20 years: _____ 21+ years: _____
 Requesting Promotional Support

What is purpose of event: Annual Craft Fair fundraiser for BDW
facility will be used 6am-8pm.

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

all tables 18 6ft tables
BDW will hang banner outside
kitchen to store food

Will event require sound equipment? X Sound Technician? NO

Will event require theatrical lighting equipment? NO Lighting Technician? NO

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

add to City STAR & Blast

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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: \$75.00

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

Cryel Hanna

Date

10/27/21