

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Central Reservations Supervisor
DATE: May 13, 2009
SUBJECT: Request from the San Francisco Mime Troupe for Permission to Collect Donations and Sell Event Related Merchandise at Lakeside Park on Thursday, August 6, 2009 and at Mosswood Park on Saturday, August 29, 2009

SUMMARY

The Office of Parks and Recreation has received a request from the San Francisco Mime Troupe (SFMT), a non-profit organization, requesting permission to collect donations by passing a hat and sell event related merchandise at Lakeside Park on Thursday, August 6, 2009 and Mosswood Park on Saturday, August 29, 2009. The money collected will help cover the cost for the season.

FISCAL IMPACT

There will be no fiscal impact on the Office of Parks and Recreation.

BACKGROUND

This is the 50th year that the SFMT has performed in Bay Area parks with free theatrical performances. The SFMT has rented both Lakeside Park and Mosswood Park in the past. They came before the Parks and Recreation Advisory Commission in 2007 and 2008 for approval to collect donations and sell event related merchandise. The type of merchandise that will be available to purchase will be San Francisco Mime Troupe hats, shirts, recorded music, Frisbees, books, and bags.

Their previous requests were unanimously approved. The events have been successful and went as planned.

The overall goal of the event is to reach the broadest possible audience, on the grass, in the sunshine, with theater that addresses social issues, i.e., race, war, health, and environment.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the San Francisco Mime Troupe's request for permission to collect donations and sell event related merchandise at the free theatre performances at Lakeside Park on Thursday, August 6, 2009 and Mosswood Park on Saturday, August 29, 2009. The group is aware that additional permits are required provided their request to collect donations and sell event related merchandise is granted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Gail McMillon', written over a horizontal line.

Gail McMillon
Central Reservations Supervisor

Attachments: Request Letters (2)
Reservation Request (2)
Park Use Application (2)

PRAC 5/13/09
Item 12-D

Central Reservations Unit

250 Frank H. Ogawa Plaza Ste 3330
Oakland, CA 94612

(510) 238-3187



CITY of OAKLAND
OFFICE of PARKS & RECREATION

San Francisco Mime Troupe
855 Treat Avenue
San Francisco, CA 94110

Reservation Request

Status: In-Process

Customer Type: Non-Profit

Authorized Agent: Liza Frolkis

Work: (415) 285-1717 Home: (216) 337-6135

DATE/USER	REQUEST NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	REQUEST EXPIRES	BALANCE DUE
04/21/2009 Wendy Johnson	9003198	\$580.00	\$0.00	\$0.00	\$0.00	\$430.00	08/06/2009	\$150.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
"FREE" PERFORMANCE Attendance: 250 Type: Park Special Event	Lakeside Park Bird Feeding Area	Lakeside Park Lake Merritt Oakland, CA 94610

DATES RESERVED	HRS
Thursday - 8/6/2009	01:30 PM to 10:30 PM 9

Total Number of Dates: 1

Total Number of Hours: 9

NOTES: THIS CUSTOMER HAS SUBMITTED A REQUEST LETTER TO ACCEPT FEES (I.E. DONATIONS, FUNDRAISING, CONTRIBUTIONS, GIFTS, ASSISTANCE, OFFERINGS, ECT.) AT THIS PARK USE EVENT TO BE SUBMITTED TO THE PRAC BOARD ON 5/12/09 @ THE GARDEN CENTER - 666 BELLEVUE - OAKLAND @ 4:30 pm. PLEASE HAVE SOMEONE FROM YOUR ORGANIZATION ATTEND THIS MEETING. THANK YOU

THIS CUSTOMER UNDERSTANDS THAT THIS IS ONLY A REQUEST FOR A PERMIT, AND NOT A VALID PERMIT.

ACTUAL EVENT TIME: 6:30pm - 8:30pm

FOODS SERVED: NONE

ATTENTION

PLEASE READ AND ADHERE TO ALL ATTACHED DISCLAIMERS, RULES & REGULATIONS
VIOLATIONS CAN RESULT IN A FINE AND/OR CANCELLATION OF RESERVATION
THANK YOU & HAVE A GREAT DAY

- 1= OPD SPECIAL EVENTS PERMIT. _____
- 2= CERTIFICATE OF INSURANCE. _____
- 3= CHARITABLE SOLICITATION PERMIT. _____
- 4= SELLERS PERMITS (EACH VENDOR MUST HAVE A SEELERS PERMIT). _____
- 5= DUMPSTER REQUIRED FOR EVENTS WITH 200 OR MORE PARTICIPANTS. _____
- 6= PORTABLE TOILET CONTRACT COPY. _____

** REQUIRED ITEMS DUE BY - 7/6/09

1 TEMPORARY PORTABLE TOILET IS MANDATORY PER EVERY 200 PATRONS. PARKS & RECREATION RECOMMENDS 3 PORTABLE TOILETS. (1=MALE & 1=FEMALE POSSIBLY W/SINK & A HANDICAP ACCESSIBLE TOILET)) THANK YOU !!

"ABSOLUTELY NO ALCOHOL ALLOWED IN THE PARK"

CUSTOMER UNDERSTANDS THAT THE PARK MUST BE LEFT CLEAN & CLEAR OF ALL GARBAGE/DEBRIS GENERATED FROM THIS PARK USE EVENT

GROUPS HAVE NON-EXCLUSIVE USE OF THE PARK.



855 TREAT AVENUE, SAN FRANCISCO, CALIFORNIA 94110 415.285.1717 FAX 415.285.1290

To: Gail w/ request letter
4/21/09 wj
② Permit Reg. #9003198
③ Appl.
④ Park Rules -
⑤ OPD fax by wj 4/21/09
⑥ Insurance

April 17, 2009

Parks and Recreation Advisory Commission
Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330
Oakland, CA 94612

Dear Commissioners:

The San Francisco Mime Troupe respectfully requests permission to "pass the hat" and sell merchandise after our performances at Lakeside Park in Oakland. The performances will take place on August 6, 2009 from 6:30pm to 8:30pm.

This is our 50th year of performing in Bay Area parks at a price everyone can afford: free! Our mission is to reach the broadest possible audience, on the grass, in the sunshine, with theater that addresses the great social issues of our time; race, war, health, environment. The money that we collect in the hat covers about half our costs for the season and contributions are completely voluntary. The rest of our funds are raised through grants, donations, and merchandise sales. At Mime Troupe shows audience members have the opportunity to purchase San Francisco Mime Troupe hats, shirts, recorded music, Frisbees, books, and bags. The money that we raise through these means is integral to the success of our season. Thank you for your time and for considering our request.

Respectfully,

Liza Marshall Frolkis
Production Manager
San Francisco Mime Troupe
855 Treat Avenue
San Francisco, CA 94110
415.285.1717
production@sfmt.org

WENDY
Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330 Oakland,
CA 94612



CITY of OAKLAND
OFFICE of PARKS & RECREATION
Park Use Rental Application

21 APRIL 2009
Central Reservations Unit
PH (510) 238-3187 Fax (510) 238-2397

ATTENTION:

Application Date: _____

*RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD

REQ No. <u>9003198</u>	OFFICE USE ONLY	Receipt No. _____
RWP No. _____	Approved By/Date _____	Issued By/Date _____
Police Special Events Permit Required? <input checked="" type="radio"/> Yes <input type="radio"/> No	If required, Special Events Permit due to OPR by <u>7-06-09</u>	

Application on behalf of: (Group, Individual, Organization) SAN FRANCISCO MINE TROUPE

Address: 855 TREAT AVE City: SAN FRANCISCO State: CA Zip 94110

Individual responsible for event: Name: LIZA M FROKIS Address: 855 TREAT AVE

City: SAN FRANCISCO State: CA Zip 94110 Email: PRODUCTION@SFMT.ORG

Home #: _____ Work #: 415.285.1717 Fax #: 415.285.1290 Cell#: 216.337.6135

To use (Name of Park): LAKESIDE PARK Location: DUCK-FEEDING AREA

On the following date (s): 8/6/2009 General Public Allowed: Yes No Number of Participants: 250

Between the hours of: (Start Time/Setup) 1:30pm (Actual Event Time) from 6:30pm to 8:30pm (End Time/Cleanup) 10:30pm

Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.)
FREE THEATER PERFORMANCE

Sound Amplification: Amplified Yes No Non-Amplified Yes No

Type of equipment to be used (i.e. jumpers, musical instruments, live band, cd player, amplifiers, microphones, etc.)
GENTLY AMPLIFIED VOICE AND MUSICAL INSTRUMENTS

Will food be served? Yes No (If yes, please list type(s) of food to be served.) _____

Please describe below special accommodations/requests required for your event. If no special accommodations/request required, write **NONE**.
NONE

Fees:

Rent: <u>\$180.00</u>	Deposit: <u>\$150.00</u>
Sound Use: <u>\$100.00</u>	Other Fees: <u>0.00</u>
Total of ALL Fees PLUS Deposit: <u>\$430.00</u>	

(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned)

CANCELLATION FEES:

31 days or more notice:	Forfeit 1/2 Deposit
30 days 11 days notice:	Forfeit Deposit PLUS 1/2 Rental Fee
10 days or less notice:	Forfeit All Fees

Check Amount: \$ 430.00 Check #: 22379 Cash: _____

Type of Credit Card (Visa or Master Card Only): _____

Credit Card #: _____ Expiration Date: _____

I Authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card \$ _____ (Amount to be Charged)

for my reservation at Lake Merritt on August 6, 2009

(Park) (Event Date)

[Signature] Liza M Frokis (MI) F16425220475/1.17.2010

(Signature Required) (Print Name) (Driver License #/Expiration Date)

ATTENTION

- ✓ DID YOU REMEMBER TO SIGN THIS APPLICATION?
- ✓ DID YOU REMEMBER TO ATTACH A LEGIBLE COPY OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION CARD?



855 TREAT AVENUE, SAN FRANCISCO, CALIFORNIA 94110 415•285•1717 FAX 415•285•1290

April 17, 2009

Parks and Recreation Advisory Commission
Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330
Oakland, CA 94612

Dear Commissioners:

The San Francisco Mime Troupe respectfully requests permission to “pass the hat” and sell merchandise after our performance at Mosswood Park in Oakland. The performance will take place on August 29, 2009 from 1:30pm to 3:30pm.

This is our 50th year of performing in Bay Area parks at a price everyone can afford: free! Our mission is to reach the broadest possible audience, on the grass, in the sunshine, with theater that addresses the great social issues of our time; race, war, health, environment. The money that we collect in the hat covers about half our costs for the season and contributions are completely voluntary. The rest of our funds are raised through grants, donations, and merchandise sales. At Mime Troupe shows audience members have the opportunity to purchase San Francisco Mime Troupe hats, shirts, recorded music, Frisbees, books, and bags. The money that we raise through these means is integral to the success of our season. Thank you for your time and for considering our request.

Respectfully,

Liza Marshall Frolkis
Production Manager

Mosswood Recreation Center

3612 Webster Street
Oakland, CA 94609

(510) 597-5038



CITY of OAKLAND
OFFICE of PARKS & RECREATION

San Francisco Mime Troupe
855 Treat Avenue
San Francisco, CA 94110

Reservation Request

Status: In-Process

Customer Type: Non-Profit

Authorized Agent: Liza Frolkis

Work: (415) 285-1717 Home: (216) 337-6135

DATE/USER	REQUEST NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	REQUEST EXPIRES	BALANCE DUE
04/21/2009 John Hill	9003195	\$430.00	\$0.00	\$0.00	\$0.00	\$430.00	09/03/2009	\$0.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
S.F. Mime Troupe-Free Theater Performance Type: Assembly	Mosswood Valley Area (B'way side)	Mosswood Park 3612 Webster Street Oakland, CA 94609

DATES RESERVED	HRS
Saturday - 8/29/2009 09:00 AM to 06:00 PM	9

Total Number of Dates: 1 Total Number of Hours: 9

NOTES: Application submitted - 4/21/09; CRU Received.
Request letter received for permission to collect donatins and sell event related merchandise. To be presented at PRAC on 5/13/09.
Sound Use: Amplified voice and musical instruments.
OPD Special Event Permit needed for event - Due by 5/21/09 - fax to John Hill @ 510.597.5098
Certificate Of Insurance - Due 5/21/09 - fax to 510.5098

This event may require additional permits.

CHARGES

CHARGE DESCRIPTION	FACILITY/EVENT	UNIT FEE	QTY	TAX	TOTAL CHARGED	DISCOUNTED/PAID	BALANCE DUE
Deposit (Parks)	Mosswood Valley Area (B'way side) - S.F. Mime Troupe-Free Theater Performance	\$150.00	1.00	\$0.00	\$150.00	\$150.00	\$0.00
Park Special Event Fee	Mosswood Valley Area (B'way side) - S.F. Mime Troupe-Free Theater Performance	\$180.00	1.00	\$0.00	\$180.00	\$180.00	\$0.00
Sound Permit Fee	Mosswood Valley Area (B'way side) - S.F. Mime Troupe-Free Theater Performance	\$100.00	1.00	\$0.00	\$100.00	\$100.00	\$0.00

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1004815.024	04/21/2009	Park Special Event Fee	Mosswood Valley Area (B'way side) - S.F. Mime	\$180.00
1004815.024	04/21/2009	Deposit (Parks)	Mosswood Valley Area (B'way side) - S.F. Mime	\$150.00
1004815.024	04/21/2009	Sound Permit Fee	Mosswood Valley Area (B'way side) - S.F. Mime	\$100.00



Office of Parks and Recreation
250 Frank H. Ogawa Plaza, Suite 3330 Oakland,
CA 94612

Central Reservations Unit
PH (510) 238-3187 Fax (510) 238-2397

Park Use Rental Application

ATTENTION:

Application Date: _____

***RESIDENCY IS DETERMINED ACCORDING TO ADDRESS INDICATED ON DRIVER'S LICENSE OR STATE IDENTIFICATION CARD**

REQ No. _____	OFFICE USE ONLY	Receipt No. _____
Received By/Date _____	Approved By/Date _____	Issued By/Date _____
Police Special Events Permit Required? <input type="radio"/> Yes <input type="radio"/> No If required, Special Events Permit due to OPR by _____		

Application on behalf of: (Group, Individual, Organization) SAN FRANCISCO MIME TROUPE

* Address: 885 TREAT AVE City: SAN FRANCISCO State: CA Zip 94110

Individual responsible for event: Name: LIZA M FROLKIS *Address: 885 TREAT AVE

City: SAN FRANCISCO State: CA Zip 94110 Email: PRODUCTION@SFMT.ORG

Home #: _____ Work #: 415.285.1717 Fax #: 415.285.1290 Cell#: _____

To use (Name of Park): MOSSWOOD PARK Location: VALLEY AREA

On the following date (s): AUGUST 29, 2009 General Public Allowed: Yes No Number of Participants: 250

Between the hours of: (Start Time/Setup) 9:00 am (Actual Event Time) from 1:30 pm to 3:30 pm (End Time/Cleanup) 6:00 pm

Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.)

FREE THEATER PERFORMANCE

Sound Amplification: Amplified Yes No Non-Amplified Yes No

Type of equipment to be used (i.e. jumpers, musical instruments, live band, cd player, amplifiers, microphones, etc.)

GENTLY AMPLIFIED VOICE AND MUSICAL INSTRUMENTS

Will food be served? Yes No (If yes, please list type(s) of food to be served.) _____

Please describe below special accommodations/requests required for your event. If no special accommodations/request required, write **NONE**.

NONE

Fees:

Rent: \$180-

Deposit: \$150-

Sound Use: \$100-

Other Fees: _____

Total of ALL Fees PLUS Deposit: \$430.00

(Deposits are refunded 6-8 weeks AFTER event date, provided the facility is left in acceptable condition and the event goes as planned)

CANCELLATION FEES:

31 days or more notice:

Forfeit 1/2 Deposit

30 days 11 days notice:

Forfeit Deposit PLUS 1/2 Rental Fee

10 days or less notice:

Forfeit All Fees

Check Amount: \$ 430-

Check #: 22378

Cash: _____

Type of Credit Card (Visa or Master Card Only): _____

Credit Card #: _____ Expiration Date: _____

I authorize the Office of Parks and Recreation, Central Reservations Unit to charge my Visa or Master Card \$ _____ (Amount to be Charged)

for my reservation at MOSSWOOD (Park) on AUGUST 29, 2009 (Event Date)

[Signature]
(Signature Required)

Liza M Frolikis
(Print Name)

CAID F6425220475
(Driver License #/Expiration Date)

ATTENTION

✓ DID YOU REMEMBER TO SIGN THIS APPLICATION?

✓ DID YOU REMEMBER TO ATTACH A LEGIBLE COPY OF YOUR DRIVER'S LICENSE OR STATE IDENTIFICATION CARD?