

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Parks and Recreation Advisory Commission
FROM: Gail McMillon, Central Reservations Supervisor
DATE: May 1, 2008
SUBJECT: Request approval for the San Francisco Mime Troupe to collect donations and sell merchandise after their theatrical performance at Mosswood Park on Saturday, July 12, 2008.

SUMMARY

The Office of Parks and Recreation has received a request from the San Francisco Mime Troupe, a non-profit organization, requesting permission to collect donations and sell merchandise on the day of their Theatrical Performance at Mosswood Park, Saturday, July 12, 2008. The donations collected covers half the cost for the season since the event is free to the public.

FISCAL IMPACT

There will be no fiscal impact on the Office of Parks and Recreation. San Francisco Mime Troupe has paid the rental fees, sound use fee and deposit.

BACKGROUND

This is the 49th year that the San Francisco Mime Troupe has performed in Bay Area parks. The San Francisco Mime Troupe has rented Mosswood Park to host their Theatrical Performance in the past and has come before the Parks and Recreation Advisory Commission for approval to collect donations and sell merchandise for the same event. Their requests were granted and 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 the great social issues of our time, race, war, health and environment.

RECOMMENDATION

Staff recommends that the Park and Recreation Advisory Commission approve the request for the San Francisco Mime Troupe to collect donations and sell merchandise at their Theatrical Event on Saturday, July 12, 2008. This group is aware that additional permits are required provided their request to collect donations and sell merchandise on site is granted.

Respectfully submitted,

Gail McMillon

Gail McMillon
Central Reservations Supervisor

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
04/17/2008 John Hill	9002569	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	06/27/2008	\$0.00

RESERVATIONS

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

DATES RESERVED	HRS
Saturday - 7/12/2008	09:00 AM to 06:00 PM 9

Total Number of Dates: 1

Total Number of Hours: 9

NOTES: Application Submitted-4/17/08
Sound permit paid-4/17/08-"Gently" amplified voice and musical instruments.
OPD permit needed for event-due by 6/2/08
Park permit fee paid-4/17/08-(Ck#21886-\$400.00)

This event may require additional permits.
Customer will provide details for custom setup.

CHARGES

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

PAYMENTS AND REFUNDS

RECEIPT NUMBER	DATE	CHARGE DESCRIPTION	FACILITY/EVENT	AMOUNT
1004365.024	04/17/2008	Deposit (Parks)	Mosswood Valley Area (B'way side) - San Francico	\$150.00
1004365.024	04/17/2008	Park Special Event Fee	Mosswood Valley Area (B'way side) - San Francico	\$150.00
1004365.024	04/17/2008	Sound Permit Fee	Mosswood Valley Area (B'way side) - San Francico	\$100.00



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

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

Application Date: _____

ATTENTION:

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

REQ No. _____	OFFICE USE ONLY	Receipt No. <u>1604305-024</u>
RWP No. _____	Approved By/Date _____	Issued By/Date _____
Police Special Events Permit Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If required, Special Events Permit due to OPR by <u>6-2-08</u>	

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

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

Individual responsible for event: Name: LIZA M FROLKIS *Address: 855 TREAT

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

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

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

On the following date (s): JULY 12, 2008 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: \$ 150.00 Deposit: \$ 150.00
Sound Use: \$ 100.00 Other Fees: n/a
Total of ALL Fees PLUS Deposit: \$ 400.00

(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: \$ 400.00 Check #: 21886 Cash: _____

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

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 _____ on _____ (Event Date)

(Signature Required) [Signature] LIZA M FROLKIS F6425220475/1.17.2010
(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?

Internal Revenue Service

Date: September 19, 2003

San Francisco Mime Troupe
855 Treat Ave.
San Francisco, CA 94110-2723

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Brenda Fox 31-07209
Customer Service Representative

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

94-1602975

Dear Sir or Madam:

This is in response to your request of September 19, 2003, regarding your organization's tax-exempt status.

In October 1965 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

San Francisco Mime Troupe
94-1602975

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

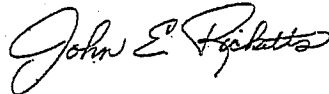
Section 6104 of the Internal Revenue Code requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. The law also requires organizations that received recognition of exemption on July 15, 1987, or later, to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. Organizations that received recognition of exemption before July 15, 1987, and had a copy of their exemption application on July 15, 1987, are also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. For additional information on disclosure requirements, please refer to Internal Revenue Bulletin 1999 - 17.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services