

CITY OF OAKLAND
Interoffice Memorandum



Office of Parks and Recreation

TO: Jeffrey Taylor, Chair, Parks and Recreation Advisory Commission
FROM: Gail McMillon, Reservation Supervisor
DATE: July 8, 2009
SUBJECT: Request From Sistahs Steppin in Pride to have Food Vendors and Community Merchants to Sell Items at Snow Park on Saturday August 29, 2009

SUMMARY

Staff received a request from Sistahs Steppin In Pride (SSIP) for permission to have three (3) food vendors and thirty (30) community merchants selling items on site at Snow Park for their 8th Annual March and Walk Festival on Saturday, August 29, 2009.

FISCAL IMPACT

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

BACKGROUND

Sistahs Steppin In Pride is a non-profit organization located at 2215 Carroll Street, Suite 303, in Oakland, CA. This 8th Annual March and Walk Festival, around Lake Merritt to Snow Park is to celebrate the Lesbian Community.

They have held events at Lakeside Park and Snow Park since 2001. They came before the Parks and Recreation Advisory Commission in 2004 and 2006 to have vendors at their annual march and festival event and were granted approval both years.

The vendor request was administratively approved in 2005.

In 2008, the group had the event without submitting an application request to the Office of Parks and Recreation. The event was billed and paid by the Parades, Runs, Street Fund through the City of Oakland's Cultural Arts and Marketing Department.

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Commission approve the request for the selling of food and merchandise on site at the Sistahs Steppin In Pride 8th Annual March and Walk Festival on Saturday, August 29, 2009. The contact person, Peggy Moore, is aware that additional permits may be required for this event provided the request is granted.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gail McMillon".

Gail McMillon
Reservation Supervisor

prac_item 12-D

Attachments: Request letter from Sistahs Steppin in Pride
Facility Reservation Request
Facility Application



June 16, 2009

Park and Recreation Advisory Commission

250 Frank H. Ogawa Plaza Suite 3330

Oakland, CA 94612

Sistahs Steppin In Pride (SSIP) celebrates the largest Lesbian Community in the nation. Oakland Lesbian Community will meet at the Pillars of Lake Merritt and March, Walk And Celebrate through the Farmer's Market on Grand/Lakeshore to Snow Park. Snow Park will then transform into Sistah Village. SSIP will showcase local artists that will Perform live jazz, soul and spoken work (poetry). SSIP is requesting permission to have Three (3) food vendor (30) community merchants that will sell a variety of craft items. Informational booths will be available as well as a children's area with a jumper. Our organization is aware that additional permits are needed and will be provided upon Commission's approval.

Thank you,

Peggy Moore

Sistahs Steppin In Pride



Central Reservations Unit

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

(510) 238-3187



CITY of OAKLAND
OFFICE of PARKS & RECREATION

Sistahs Steppin In Pride
P.O. Box 70302
Oakland, CA 94612

Reservation Request

Status: In-Process

Customer Type: .Private

Authorized Agent: Margaret Moore

Work: (510) 406-8560 Home: (510) 406-8560

DATE/USER	REQUEST NUMBER	CHARGES	DISCOUNT	TAXES	REFUNDS & CREDITS	PAYMENTS	REQUEST EXPIRES	BALANCE DUE
06/30/2009 Zermaine Thomas	19279	\$1400.00	\$0.00	\$0.00	\$0.00	\$0.00	N/A	\$1400.00

RESERVATIONS

EVENT NAME	FACILITY	CENTER
March & Walk Festival Attendance: 1000 Type: Assembly	Snow Park	Snow Park 19th St/Harrison St Oakland, CA 94612

DATES RESERVED	HRS
Saturday - 8/29/2009	06:00 AM to 08:00 PM 14

Total Number of Dates: 1

Total Number of Hours: 14

NOTES: ***ATTENTION*** PLEASE READ AND ADHERE TO ATTACHED DISCLAIMERS

NOTE CUSTOMER SCHEDULED TO GO BEFORE PRAC WEDNESDAY, JULY 8, 2009

SOUND USE: MUSICAL INSTRUMENTS, LIVE BAND, CD PLAYER, AMPLIFIERS, MICROPHONES
GROUP IS TO ADHERE TO: SOUND AMPLIFICATION OMC 12.64.080 AND POLICY REQUIREMENT DISCLAIMERS

FOODS TO BE SERVED: (3) FOOD VENDORS / (30) COMMUNITY MERCHANTS

ACTUAL TIME OF EVENT: 12:00PM - 6:00PM

NON- PROFIT CERTIFICATE: 501 (C) 3 - S.F. LGBT PRIDE 94-3006693

FOLLOWING PERMITS REQUIRED:
~CERTIFICATE OF INSURANCE
~APPROVED OPD SPECIAL EVENT PERMIT
~VENDORS SELLER'S PERMIT & BUSINESS TAX LICENSE
~COPIES OF VENDOR'S APPLICATIONS FORM SISTAHS STEPPIN IN PRIDE
~PORTABLE TOILET CONTRACT AGREEMENT

Type: Assembly

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: 6-16-09

ATTENTION:

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

REQ No. _____ OFFICE USE ONLY _____ Receipt No. _____
RWP No. _____ Received By/Date _____ Approved By/Date _____ Issued By/Date _____
Police Special Events Permit Required? Yes No If required, Special Events Permit due to OPR by _____

Application on behalf of: (Group, Individual, Organization) Sistahs Steppin In Prioe

* Address: P.O Box 70302 City: OAKLAND State: CA Zip 94612-0302

Individual responsible for event: Name: MARGARET R. MOORE (PEGGY) *Address: 2215 CARROLL ST #303

City: OAKLAND State: CA Zip 94606 Email: MOOREFOROAKLAND@yahoo.com

Home #: _____ Work #: _____ Fax #: _____ Cell#: 510-395-0077

To use (Name of Park): SNOW PARK _____ 19th - 20th AND HARRISON

On the following date (s): 8-29-08 & 8-30-08 General Public Allowed: Yes No Number of Participants: 1000

Between the hours of: (Start Time/Setup) 6am (Actual Event Time) from 12:00 to 6:00 (End Time/Cleanup) 8:00pm

Type of Event/Purpose (be specific; i.e., Picnic, Walk/Run, Entertainment, Family Reunion, Rally, etc.)
Vendors, stage music - Food / Festival 8th year Marche Walk Festival

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.)
Jumper, musical instruments, live band, cd player, amplifiers, microphones

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.
Clean Bathrooms All Day + Clean up Bird DooDoo, Electricity on ground. Thank you!

Fees: Rent: \$800.00 Deposit: \$500.00

Sound Use: \$100.00 Other Fees: _____

Total of ALL Fees PLUS Deposit: \$1400.00

(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: \$ _____ Check #: _____ 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 _____ on _____ (Park) (Event Date)

Margaret R. Moore (Signature Required) MARGARET R. MOORE (Print Name) A9497769 H13 (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

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: October 12, 2000

Person to Contact:
Kathy Masters #31-04015
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
94-3006693

San Francisco Lesbian Gay Freedom Day Parade &
Celebrity Committee, Inc.
1390 Market Street Suite 903
San Francisco, CA 94102-5323

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in July 1992 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

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 sections 509(a)(1) and 170(b)(1)(A)(vi).

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.