

County of Santa Clara
Office of the County Executive

County Government Center, East Wing
70 West Hedding Street, 11th Floor
San Jose, California 95110
(408) 299-5105



OFF-AGENDA MEMORANDUM

DATE: November 1, 2018

TO: Board of Supervisors
Jeffrey V. Smith, County Executive

FROM: Bruce Knopf, Asset and Economic Development Director

DocuSigned by:

381574P68367460...

SUBJECT: Board Referral 2018-126
Item 11, Board Meeting October 30, 2018
Grant Relating to the Annual Labor Community Holiday Party on
December 22, 2018, in an amount not to exceed \$18,916. (Cortese) (ID#
93880)

At the request of President Simitian at the Board meeting of October 30, 2018, Item #11, the Board directed Administration to provide an off-agenda memo providing a cost breakdown of the intended grant amount to the Fairgrounds Management Corporation on behalf of the South Bay Labor Council Annual Community Holiday party. See attached detail.

cc: Chief Board Aides
Miguel Márquez, Chief Operating Officer
James Williams, County Counsel
Megan Doyle, Clerk of the Board

Attachment:
Invoice Estimate for SB Labor Council Holiday Event

2018 Event Estimate

Event Name: Union Holiday Party
Contract #: 1814
Contact Name/Ph #: Betsy Hammer Carr/408-809-2122
Date of Event: 12/22/2018
Guest Count: 2500

Facility Rental	Price		Count	Total
Pavilion Hall - 1 day	\$3,465.00	x	1	\$3,465.00
Pavilion Hall - additional days (includes standard set up & tear down)	\$3,245.00	x	2	\$6,490.00
(10% nonprofit discount)	-\$995.50	x	1	-\$995.50
Parking				
Patron paid or Promoter Buyout (500 x \$10)	\$5,000.00	x	1	\$5,000.00
Equipment & Services	Price		Count	Total
8' Recs Tables	\$7.00	x	150	\$1,050.00
Metal Chairs	\$1.75	x	400	\$700.00
Metal Barricade Racks	\$6.00	x	80	\$480.00
Stage 20'x40'x12"	\$1,600.00	x	1	\$1,600.00
Pipe & Drape 100'	\$10.00	x	23	\$230.00
		x		
Additional Labor	Price		Count	Total
Labor per hour	\$35.00	x		
Housekeeping per hour (4 @ 8hrs)	\$28.00	x	32	\$896.00
Food & Beverages Services	Price		Count	Total
Volunteer provided Cookies & Juice				\$0.00
FMC to serve Hot Dogs				
Other Required Services	Price		Count	Total
<i>The Fairgrounds is a County property and the following services are mandatory for most general public attended events.</i>				
Fire Marshal Inspection/permit - pd directly to SCC Fire (Fees may vary dependent on layout & setup)	\$201.00	x	0	\$0.00
		x		\$0.00
Sheriff Services		x		\$0.00
Private Security Services		x		\$0.00
First Aid Services - EMTs onsite		x		\$0.00
			sub total	\$0.00
Grand Estimated Total				\$18,915.50
Total Balance Due				\$18,915.50