

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: March 8, 2018

DAVIES SYMPHONY HALL

Another Planet Entertainment My Favorite Murder	October 28, 2018	\$2,750.00 vs 10% \$7,900.00 maximum
San Francisco Symphony 2017-18 Season (Partial)	Jun 1, 2018, 2017 – Aug 31, 2018	\$69,200.00 vs 10% 69,200.00 maximum

HERBST THEATRE

Commonwealth Club of California Sean Penn	April 9, 2018	\$1,250.00
San Francisco Opera Center Orchestra Rehearsals	August 15 & 16, 2018	\$2,100.00
Congregation Sha'ar Zahav 2018 High Holidays	September 9, 10, 18 & 19, 2018	\$5,200.00
Educational Media Group One Day University One Day University Short Film Festival	September 22, 2018	\$4,400.00
InterMusic SF SF Music Day	September 30, 2018	\$1,300.00
Philharmonia Baroque Orchestra Mozart Magnified Vivaldi the Teacher Philharmonic Fire Viennese Pivot Anne Sofie von Otter Handel's Saul	October 5, 2018 November 9, 2018 December 7, 2018 February 8, 2019 March 8, 2019 April 12, 2019	\$7,800.00
Another Planet Entertainment The Improvised Shakespeare Company Tallest Man on Earth	November 2, 2018 November 27, 2018	\$5,200.00

WILSEY CENTER FOR OPERA

San Francisco Ballet Open Orchestra Rehearsal Board Meeting	March 15, 2018 April 18, 2018	\$1,025.00
San Francisco Opera Center Merola Grand Finale Rehearsals	August 6-14, 2018	\$1,500.00

SAN FRANCISCO WAR MEMORIAL AND PERFORMING ARTS CENTER

RENTAL REQUESTS: March 8, 2018

WILSEY CENTER FOR OPERA (continued)

San Francisco Opera		\$22,900.00
Exclusive Use Period #2	August 20-September 9, 2018	
Board Meetings	September 20 and November 15, 2018	
Exclusive Use Period #3a	October 29-November 11, 2018	
Education Workshops	November 24 & 25, 2018	
Exclusive Use Period #3b	November 27-December 2, 2018	
InterMusic SF	September 30, 2018	\$1,800.00
SF Music Day		
San Francisco Dance Film Festival	October 4, 2018	\$1,050.00
Festival Launch Screening & Reception		
Chanticleer	October 17, 2018	\$1,050.00
40 th Anniversary Concert & Reception		
San Francisco Contemporary Music Players	October 20, 2018	\$800.00
Concert		
Symphony Parnassus		\$3,150.00
Concert	November 18, 2018	
Concert	January 27, 2019	
Concert	April 7, 2019	
San Francisco Opera Guild		\$2,400.00
Lucinda y las Flores de la Nochebuena	December 11, 12 & 13, 2018	

San Francisco War Memorial
FY 2017-18 Revenue Report - February 28, 2018

REF.		FEB REVENUE	YEAR TO DATE	LAST YEAR TO DATE
FACILITY RENTAL				
35511	Opera House	\$ -	\$ 489,976.45	\$ 473,826.00
35512	Green Room	12,550.00	288,698.44	229,478.00
35521	Herbst Theatre	17,475.00	316,050.00	307,605.00
35531	Davies Symphony Hall	13,050.00	547,723.23	565,028.65
35542	Wilsey Center	12,125.00	119,360.00	78,335.00
62891	Zellerbach Rehearsal Hall	64,822.50	239,109.10	193,650.00
OFFICE RENTAL				
35519	San Francisco Opera (OH)	12,744.84	101,958.72	114,703.56
35519	San Francisco Ballet (OH)	1,765.25	14,122.00	14,122.00
35539	San Francisco Symphony (DSH)	27,038.40	121,672.80	108,153.60
35540	Veterans Bldg. Office Rent (SFO)	33,813.49	270,507.92	304,321.41
35540	Veterans Building Occupancy Fees	1,534.26	3,430.92	5,057.76
FOOD/BEVERAGE CONCESSIONS				
35611	Opera House	23,683.96	266,948.51	206,285.10
35611	Herbst Theatre	4,055.30	63,270.79	16,965.81
35631	Davies Symphony Hall	8,560.17	150,397.23	116,408.69
PROGRAM CONCESSIONS				
35612	Opera House	-	6,382.56	5,180.32
35612	Herbst Theatre	165.16	3,451.12	4,247.66
35632	Davies Symphony Hall	-	3,808.68	5,721.77
OTHER				
35232	Parking Fees	5,700.20	30,019.35	28,979.70
62899	Miscellaneous Revenue	16,868.00	167,714.01	84,468.74
GROSS REVENUE		\$ 255,951.53	\$ 3,204,601.83	\$ 2,862,538.77
	Less 15% War Memorial Reserve	(38,392.73)	(480,690.23)	(429,087.61)
	Payment to War Memorial Commission	(3,216.00)	(24,006.00)	(22,466.00)
NET REVENUE		\$ 214,342.80	\$ 2,699,905.60	\$ 2,410,985.16
OTHER FUNDS				
35614	Concessions Equipment Replacement	\$ 2,217.13	\$ 26,732.28	\$ 20,415.47

San Francisco War Memorial
FY 2017-2018 Appropriations Report - February 28, 2017

OBJ	DESCRIPTION	REVISED APPROPRIATION	YTD ENCUMBERED & EXPENDED	BALANCE	LAST YEAR ENCUMBERED & EXPENDED
501010	Permanent Salaries	\$ 5,624,374	\$ 3,610,012	\$ 2,014,362	\$ 3,387,820
501010	Temporary Salaries	477,368	-	477,368	-
509010	Premium Pay	130,180	65,380	64,800	61,469
510210	One-Time Salaries Payments	-	9,016	(9,016)	12,973
511010	Overtime	126,464	144,257	(17,793)	110,821
501070	Holiday	87,786	65,309	22,477	65,193
513710	Mandatory Fringe Benefits	2,987,271	1,770,035	1,217,236	1,633,756
521020	Non-Air Travel Vendors	-	40	(40)	120
521030	Air Travel	3,786	1,351	2,435	1,400
521050	Non-Air Travel Employees	9,560	3,158	6,402	1,170
522000	Training	8,150	5,259	2,891	5,103
523010	Auto Mileage	100	-	100	-
524010	Membership Dues	2,225	1,189	1,036	940
527020	Engineering Services	-	1,280	(1,280)	-
527610	Systems Consulting	66,246	53,784	12,462	13,560
527990	Other Professional	9,500	6,702	2,798	-
528000	Building Maintenance Services	918,979	838,389	80,590	682,772
529000	Equipment Maintenance Services	50,780	19,395	31,385	26,228
531000	Equipment Lease/Rental	16,760	21,787	(5,027)	7,816
535000	Other Current Expenses	33,646	21,813	11,833	15,421
540000	Materials & Supplies	315,944	196,622	119,322	273,143
552110	Taxes	63,941	63,951	(10)	62,076
552115	Sales Tax	-	18,767	(18,767)	-
552210	Licenses and Permits	16,050	2,046	14,004	8,605
06000	Equipment	-	-	-	20,250
581051	GF-PUC-Light & Power	878,550	313,735	564,815	776,225
581063	PUC-Sewer Service	138,223	51,915	86,308	109,830
581064	PUC - Water	108,230	42,854	65,376	91,003
581140	IS-TIS-ISD Service	121,800	-	121,800	-
581210	IS-TIS-ISD Service Infrastructure	166,150	-	166,150	117,498
581245	HR-HR Management System	4,814	253	4,560	34,322
581270	City Attorneys Legal Svc	100,000	-	100,000	100,000
581325	Enterprise Agreement	4,521	-	4,521	1,109
581360	GF-TIS-Telephone	39,914	19,336	20,578	34,020
581410	GF-GSA-Facilities	3,466,030	1,636,072	1,829,958	3,436,975
581450	GF-HR-MGMT Training	1,080	250	830	1,080
581460	GF-HR-Workers' Compensation	59,859	16,782	43,077	101,533
581570	GF-CHS Medical Service	19,185	9,083	10,102	18,688
581580	GF-CHS-Toxic Waste	6,295	(799)	7,094	8,180
581820	IS-PURCH-Reproduction	8,500	-	8,500	8,500
581880	GF-Rec & Park Gardener	142,489	84,402	58,087	142,489
08600	Exp Recovery	(229,095)	(229,095)	-	(228,585)
	TOTAL OPERATING	\$ 15,985,655	\$ 8,864,331	\$ 7,121,325	\$ 11,143,503
067AAP	Facilities Maintenance	\$ 804,731	\$ 257,678	\$ 547,054	NA
070AAP	Debt Service	9,274,936	2,848,435	6,426,501	NA
067ACP	Capital Improvements	3,851,333	31,997	3,819,336	NA
067ACP	Capital Equipment	56,500	56,050	450	NA
	GRAND TOTAL	\$ 29,973,156	\$ 12,058,490	\$ 17,914,666	
	War Memorial Reserve	\$ 2,363,137	\$ 412,944	\$ 1,950,192	NA
	Concessions Equip. Repl. Fund	\$ 100,817	\$ -	\$ 100,817	NA

San Francisco War Memorial
FY 2017-18 Housekeeping Expenditures - February 28, 2018

[illegible]

(2) INTERDEPARTMENT WORK ORDER

(3) JOURNAL ENTRIES

Elizabeth Murray
Managing Director

3/1/2018

301 Van Ness Ave
San Francisco, CA 94102

Dear Ms. Murray,

We would like to request approval to change the service format and hours for North Box Bar & Lobby. We've received feedback from patrons desiring an extension of hours, we are only open 1 hour pre-performance which they feel isn't enough time to order and enjoy their food. We've also received numerous requests to expand options, offering small bite options and plates that folks can share. We are recommending a menu change, focusing mostly on tapas and small plates. Our goal is to create unique dining spaces throughout the Opera House, increasing the number and types of dining options available for patrons.

We are proposing the following changes to be implemented on a trial bases:

- Change hours to match Café at the Opera, open 2 hours pre-performance and at all intermissions
- Create a menu that is unique to the space, featuring tapas/small plate options

It is our desire to move forward quickly, implementing the changes to coincide with the Ballet's Unbound series. That will give us time to properly test the proposed changes prior to The Ring cycle.

Please note that we are in the process of improving our reservation system, moving to the same web-based format that Café at the Opera uses, Open Table. The electronic system will help improve visibility to the area, making it easy for anyone to make reservations, and improving our ability to deliver service excellence.

Listed below are some tapas menu ideas from Chef Robert Hohmann:

Prawn cocktail
Bacon wrapped scallop, chili-lime vinaigrette
Sicilian Arancini with Marinara
Fig and Goat cheese flatbread with Balsamic reduction
Chipotle Steak Churrasco with Green Onion Salsa Verde
BBQ chicken drumettes
Vegetable spring rolls with Agro dolce
Tuscan Ratatouille tartlets with herbed ricotta cheese and olive oil

Thank you,



Brian Crowell
General Manager, Patina Restaurant Group
War Memorial Performing Arts Center



Michael Tilson Thomas
Music Director

Sakurako Fisher
President

Herbert Blomstedt
Conductor Laureate

Brent Assink
Executive Director

March 2, 2018

Elizabeth Murray, Managing Director
War Memorial Performing Arts Center
401 Van Ness Avenue
San Francisco, CA 94102

Dear Beth,

The Symphony requests approval to install 2018-19 season ticket renewal campaign graphics in Davies Symphony Hall, approximately mid-March through June, 2018. Attached you will find renderings indicating the proposed graphics and locations. These locations are identical to previous years, and have proven to be extremely helpful in the success of the campaign.

Please let me know if you have questions, or if I can provide additional information.

Sincerely,

A handwritten signature in dark ink, appearing to read "A. Dubowski".

Andrew Dubowski
Director of Operations



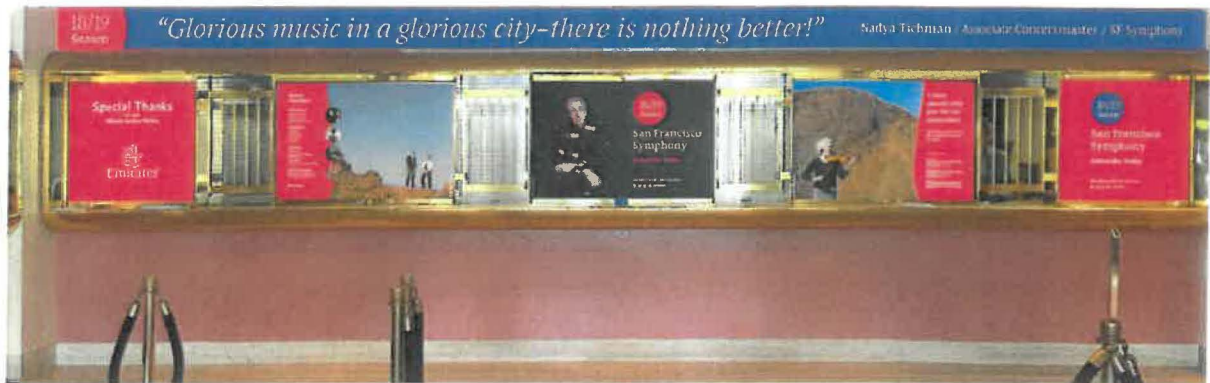
FRONT WINDOW



BOX OFFICE ENTRANCE



BOX OFFICE EXIT



BOX OFFICE