



Memorandum

To: Parks and Recreation Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: October 22, 2014

Re: Action: Approval of Houdini Plaza – Rental and Fee Schedule Policy Effective January 1, 2015

The rental and fee schedule for Houdini Plaza is currently included in the Park Pavilions and Special Areas – Rental and Fee Schedule Policy. However, the renovations of Houdini Plaza in 2013 have significantly changed the demand and use of the plaza and the Parks, Recreation and Facilities Management Department determined it would be appropriate to consider a separate policy for the rental and use of Houdini Plaza.

Attached is the proposed Houdini Plaza – Rental and Fee Schedule Policy that would provide the framework for the continued use of Houdini Plaza for community activities, programs and events. The policy format is consistent with other policies developed by the Parks, Recreation and Facilities Management Department for park pavilions, athletic fields, pools, etc., but has been modified to address the rental characteristics specific to Houdini Plaza.

The rental fee structure in the proposed policy is similar to the current policy and allows local organizations like Appleton Downtown, Inc. to continue using Houdini Plaza in a similar manner as previous years with little or no financial impact. The proposed policy also includes a fee schedule to address the use of Houdini Plaza by national non-profit organizations, for-profit organizations or private events.

The Houdini Plaza – Rental and Fee Schedule Policy will appear as an action item on the Parks and Recreation Committee meeting agenda on October 22, 2014.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.