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**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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TO: Parks & Recreation Committee

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

DATE: 08-24-15

RE: Action: Approval of a private event/fundraiser at Houdini Plaza for the Fox Cities Building for the Arts/Fundraising Gala on September 22, 2015

The Fox Cities Building for the Arts/Fundraising Gala has reserved Houdini Plaza on Sunday, September 20 through Thursday, September 24, 2015 for a fundraiser. The actual event is on Tuesday, September 22, 2015. The before and after dates have been reserved for set up and take down of a tent in Houdini Plaza. They have hired an event planning company, A-mazing Events, to coordinate the details and logistics.

A-mazing Events has met with various City of Appleton staff to obtain advice, approvals and permits to allow a tent at Houdini Plaza and to ensure that the event follows the protocols and regulations set forth by City policies.

Per the City of Appleton Houdini Plaza-Rental and Fee Schedule, permission for a private event at Houdini Plaza must be approved by the City Council.

As all fees and permits have been obtained, the Parks, Recreation & Facilities Management Department is recommending approval of this event.

Please contact me at 832-5572 or [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.