



TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: November 8, 2019

RE: **Wadena Players Theatre Hall Rental Request**

ISSUE:

Wadena Players Theatre organized a promotional television segment to showcase coming events in Wadena. The interviews were done at the Community Legion Hall on Nov 6, 2019 and Wadena Players Theatre is requesting an exemption of the hall fee (attached).

BACKGROUND:

The 2017-008 Recreation Rates & Use Policy requires groups/users requesting discounted use of the hall to provide any such request in writing for Council's consideration.

ALTERNATIVES:

1. Council could approve the request.
2. Council could deny the request.

FINANCIAL IMPLICATIONS:

The event utilized the North/Club Room for two hours. The hourly rate for the North/Club Room is \$50 per hour, for a total of \$100 for this event.

ANALYSIS:

The "Talk of the Town" Wadena promotion has been an annual occurrence for several years, which according to Mr. Casement, originally came from the Town's Economic Development and Tourism Committee. The Access Communications television segment features and promotes events in Wadena. Wadena Players Theatre has been organizing the production with Access Communications, including soliciting community groups to be interviewed and setting up the interview area and props.

Administration has offered to take the lead on this event beginning next year by working directly with Access Communications and taking on the role of contacting and coordinating community groups. Wadena Players Theatre would continue to be involved in providing the set up and props. Wadena Players Theatre welcomed the Town's involvement. As a Town event, a request for waiving the rental fee would not be required.

ADMINISTRATIVE RECOMMENDATION(S):

The work of Wadena Players Theatre to bring Access Communications to Wadena to promote the community is very much appreciated and Administration recommends waiving the hall rental fee for the event.

“THAT the hall rental fee of \$100 for the Access Communications’ “Talk of the Town” segment held on November 6, 2019 be waived.”

From: [Patrick Casement](#)
To: [Jennifer Taylor](#)
Subject: Hall Rental
Date: Tuesday, November 5, 2019 4:08:17 PM

Hi Jennifer.

Wadena Players Theatre are requesting a pass on fees for hosting the Access Cable TV "Talk of the Town" videoing on November 6, 2019. 12 to 2.

This is a Town of Wadena promotion.

Pat Casement
Wadena Players Theatre