

# Festhalle Oversight Committee

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City of Leavenworth  
City Hall Council Chambers & Zoom  
10:00 AM – 11:00 AM  
April 8, 2024

## Join Zoom Meeting

<https://zoom.us/j/91710342024?pwd=YW9ZRvVwQmFyYXFWcytiYVdYSXZGdz09>

**Meeting ID:** 917 1034 2024

**Passcode:** 598382

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**Find your local number:** <https://zoom.us/u/acD7iOaLNy>

## Agenda Items:

1. Approval of October 9, 2023 meeting notes
2. Manager's Report
3. Discussion – Festhalle stage
4. Discussion – Future of Festhalle Oversight Committee
5. Margaret Neighbors Resignation
6. Adjourn

## **Members:**

Sharon Waters – *Council*

Travis McMaster – *Council*

Matthew “Selby” – *Mayor Designee*

Karl Ruether – *Business Community*

Margaret Neighbors – *Community*

Shari Day-Campbell – *Community*

**VACANT** – *Business Community*

## **Staff:**

Sue Cragun – *Recording Secretary*

*\*Chairperson*

*Audio recording available upon request for 90 days*

# Festhalle Oversight Committee

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October 9, 2023

## Meeting Notes:

**Attendance:** Tibor Lak, Sharon Waters, Margaret Neighbors, Shari Day-Campbell, Matthew “Selby,” Sue Cragun, Ashley Coffin.

### 1. Approval of January 9, 2023 Meeting notes

Committee members approved the January 9, 2023 meeting notes.

### 2. Manager’s Report

Ashley addressed revenues and expenses from the time when Local Event Co. began managing the Festhalle, which shows that Festhalle revenues are coming back since the pandemic. She went on to address recent and upcoming Festhalle events, users in the contract phase, and maintenance needs. Sue shared that she was working with Susan Huffman from Leavenworth Summer Theater about the theater returning to the Festhalle in the summer of 2025.

Ashley noted that she has asked for a small increase to the managerial fee in her contract with the City and that Whitney is no longer working with Local Event Co. Ashley noted that is not looking to increase Festhalle rates for 2025. She also stated that the Riverside Center is no longer offering facility rentals beginning in June of 2024.

### 3. Festhalle Facilities Policy Update

Sue addressed the redline changes to the Festhalle Policy, which include the following:

1. Failure to vacate the Festhalle by midnight will result in forfeiture of deposit.
2. Law enforcement calls due to event altercations will result in forfeiture of deposit.
3. Clarification to general rules regarding refuse bins, open flames, returning keys, and event ending time.
4. Requirement to use a MAST certified bartender at private events with over 100 guests.
5. Requirement to use Festhalle hired security at private events with over 100 guests.
6. Key replacement cost increased to \$300, due to the replacement cost of the new CyberKey.
7. Festhalle users are no longer permitted to use the City’s scissor lift.

The Festhalle Committee approved the changes to the Festhalle policy.

### 4. Festhalle sponsored events – Kids Open Play, Community Skate Night, Swing Dance, etc.

Ashley stated that the Festhalle sponsored events were very well received by the community earlier in the year. They plan to offer those same events beginning in January, which includes the adult social walking group. Selby suggested looking into swing dance classes leading up to the Jazz Festival event.

### 5. Adjourn

Meeting adjourned at 11:10 AM.

Respectfully Submitted,  
Sue Cragun, Recording Secretary