

**AGREEMENT FOR SERVICES  
NEW PRAGUE PRAHA OUTDOOR  
PERFORMANCE STAGE (POPS) FACILITY**

This agreement regarding Programming Services for the Praha Outdoor Performance Stage (the “Agreement”) is made and entered into this \_\_\_\_ day of July, 2026, by and between the CITY OF NEW PRAGUE, MINNESOTA, a Minnesota municipal corporation (the “City”), and NEW PRAGUE ARTS FOUNDATION, a Minnesota nonprofit corporation and 501(c)(3) organization (“Foundation”).

WHEREAS, the City has constructed and developed the Praha Outdoor Performance Stage ("POPS") as a public venue for arts, cultural, educational, recreational, and community programming; and

WHEREAS, the City issued a Request for Proposals, as set forth in Exhibit A and incorporated herein by reference, seeking a nonprofit organization to coordinate, schedule, and provide programming services for the POPS facility beginning in calendar year 2027, and an option for calendar year 2028; and

WHEREAS, the Foundation submitted a proposal, as set forth in Exhibit B and incorporated herein by reference, demonstrating substantial experience in planning, producing, promoting, and supporting fine arts and community programming in New Prague and the surrounding region; and

WHEREAS, the City Council determined that the Foundation possesses the qualifications, expertise, community relationships, and organizational capacity necessary to assist the City in maximizing utilization of the POPS facility and providing diverse programming opportunities for residents and visitors; and

WHEREAS, the Parties desire to establish the terms and conditions under which the Foundation will provide programming services at the POPS facility.

**NOW, THEREFORE, in good and valuable consideration hereinafter set forth, the Parties hereby agree to the following.**

1. **Incorporation of Recitals.** The foregoing recitals are incorporated herein and made a material part of this Agreement.

2. **Responsibilities of the City.** The City shall:

(a) Retain ownership, control, and management authority over the POPS facility;

(b) Provide routine maintenance, utilities, grounds maintenance, and capital repairs for the POPS facility;

- (c) Identify and reserve dates required for City events and other previously authorized uses;
- (d) Maintain authority over permits, licenses, facility regulations, and use policies applicable to the POPS facility;
- (e) Review and approve requests involving alcohol sales, temporary structures, or other activities requiring City approval; and
- (f) Provide reasonable assistance in promoting events through City communication channels as determined appropriate by the City.

3. **Responsibilities of the Foundation.** The Foundation shall:

- (a) Coordinate, organize, schedule, and administer programming activities at the POPS facility during the term of this Agreement;
- (b) Endeavor to provide diverse programming opportunities including, but not limited to, concerts, theatrical productions, visual arts activities, children's programming, family-oriented programming, educational events, cultural activities, and community events;
- (c) Coordinate with performers, promoters, sponsors, vendors, volunteers, and community organizations necessary to facilitate programming;
- (d) Develop and maintain an annual programming calendar;
- (e) Coordinate scheduling and reservations for dates available for public use as contemplated by the City's Request for Proposals;
- (f) Secure and maintain sponsorships, partnerships, and other relationships supporting programming activities;
- (g) Comply with all City ordinances, policies, facility regulations, permit requirements, and applicable laws; and
- (h) Provide information reasonably requested by the City concerning facility usage, attendance, programming activities, and scheduled events.

The Foundation shall have no authority to bind the City contractually or otherwise incur obligations on behalf of the City. Subject to compliance with this Agreement, applicable laws, City ordinances, facility regulations, and any required permits or approvals, the Foundation shall have authority to enter into agreements with performers, vendors, and event-related contractors in connection with programming activities at the POPS facility. The City reserves the right to prohibit or require modification of a scheduled event only where reasonably necessary to address public health, safety, legal compliance, facility-capacity limitations, protection of City property, or conflicts with previously authorized uses of the POPS facility.

**4. Payment Terms, Invoice Process, Expenses, and Disputes.**

- (a) The City shall provide no monetary compensation to the Foundation under this Agreement.
- (b) The Foundation shall be solely responsible for costs associated with programming activities undertaken pursuant to this Agreement.
- (c) Subject to applicable law, the Foundation may retain revenues generated through sponsorships, ticket sales, donations, concessions, fundraising activities, and other event-related revenue generated through Foundation programming.
- (d) Except as expressly authorized by written agreement, neither Party shall be responsible for expenses incurred by the other Party.
- (e) The Parties shall attempt in good faith to resolve disputes arising under this Agreement through informal discussions prior to initiating legal proceedings.

**5. Work Plan Deadlines and Term.**

- (a) This Agreement shall commence on January 1, 2027, and shall expire on December 31, 2027, unless earlier terminated pursuant to this Agreement.
- (b) By April 30, 2027, the Foundation shall provide the City with a proposed programming calendar for 2027 and beyond, identifying anticipated events and programming activities for the remainder of the calendar year. Any programming beyond the calendar year of 2027 will require a separate written agreement.
- (c) The Foundation shall provide reasonable periodic updates regarding programming activities upon request of the City.

**6. Renewal or Extension.**

This Agreement may be extended for calendar year 2028 upon approval by the City Council and execution of a written amendment by both Parties.

Neither Party shall have any right to automatic renewal.

**7. Standard of Performance.**

The Foundation shall perform all services under this Agreement in a professional, competent, and workmanlike manner consistent with the standards ordinarily exercised by organizations performing similar services.

**8. Amendments.**

This Agreement may be amended only by a written instrument approved by the City Council and executed by authorized representatives of both Parties.

**9. Entire Agreement.**

This Agreement constitutes the entire agreement between the Parties concerning the subject

matter hereof and supersedes any prior negotiations, understandings, and representations.

**10. Severability.**

If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**11. Force Majeure.**

Neither Party shall be liable for failure to perform its obligations under this Agreement due to causes beyond its reasonable control, including acts of God, severe weather, governmental actions, labor disputes, pandemics, terrorism, or other similar events.

**12. Compliance with Laws.**

The Foundation shall comply with all applicable federal, state, and local laws, ordinances, regulations, licenses, and permit requirements.

**13. Data Practices, Records Retention, and Audit Rights.**

To the extent applicable, the Foundation shall comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

The Foundation shall maintain records relating to activities performed under this Agreement for not less than six (6) years following expiration or termination of the Agreement and shall make such records available for inspection by the City upon reasonable notice.

**14. Intellectual Property and Publicity.**

The City shall retain ownership of intellectual property created specifically for the City under this Agreement. Notwithstanding the foregoing, intellectual property owned by the Foundation or by third parties and incorporated into programming, events, performances, educational content, marketing materials, or other services provided under this Agreement shall remain the property of the Foundation or the applicable third party, subject to any licenses or permissions granted to the City.

The Foundation may publicize events and activities conducted pursuant to this Agreement and identify itself as the City's programming partner for the POPS facility, provided that such publicity complies with any City policies and reasonable requirements regarding the use of City trademarks, logos, and branding..

**15. Indemnification.**

To the fullest extent permitted by law, the Foundation shall defend, indemnify, and hold harmless the City, its elected officials, officers, employees, and agents from and against any claims, damages, losses, liabilities, costs, and expenses arising out of or resulting from the negligent acts, errors, omissions, or misconduct of the Foundation, its officers, employees, volunteers, contractors, or agents.

Nothing contained herein shall constitute a waiver by the City of any immunities, limits, or defenses available under Minnesota law.

**16. Insurance Requirements.**

Throughout the term of this Agreement, the Foundation shall maintain:

- (a) Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate;
- (b) If ever applicable, workers' Compensation Insurance as required by Minnesota law;
- (c) Automobile Liability Insurance for owned, non-owned, or hired vehicles used in connection with Foundation activities, if applicable
- (d) The City shall be named as an additional insured under the Foundation's Commercial General Liability policy, or under another Commercial General Liability policy providing coverage for the activities contemplated by this Agreement, provided such coverage satisfies the requirements of this Section.
- (e) Certificates of insurance shall be provided to the City upon request.

**17. Assignment and Subcontracting.**

The Foundation shall not assign this Agreement or any part of it without the prior written consent of the City.

Nothing herein shall prohibit the Foundation from engaging performers, artists, production companies, vendors, or similar event-specific contractors in the ordinary course of programming activities.

**18. No Third Party Beneficiaries.**

This Agreement is solely for the benefit of the Parties and shall not create any rights in any third party.

**19. Relationship of the Parties.**

The Foundation is and shall remain an independent contractor.

Nothing contained herein shall be construed to create a partnership, joint venture, agency relationship, or employer-employee relationship between the Parties.

**20. Survival.**

The provisions regarding indemnification, records retention, governing law, and any other provisions which by their nature survive termination shall survive expiration or termination of this Agreement.

**21. Notices.**

Any notice required under this Agreement shall be in writing and delivered personally, by certified mail, or by recognized overnight delivery service to:

City:

Joshua M. Tetzlaff

City Administrator  
City of New Prague  
118 Central Avenue North  
New Prague, Minnesota 56071

Foundation:

Den Gardner  
Title: Chair  
New Prague Arts Foundation  
305 Columbus Ave. S  
New Prague, MN 56071

Either Party may designate a different address by written notice.

**22. Governing Law.**

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Venue for any action arising from this Agreement shall lie exclusively in Scott County, Minnesota.

**23. Disputes.**

The Parties may mutually agree to submit a dispute to mediation. Nothing herein shall require binding arbitration.

**24. Nondiscrimination.**

The Foundation shall not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, status with regard to public assistance, or any other classification protected by law.

**25. Violations, Notice, and Cure Period.**

If either Party believes the other Party is in material breach of this Agreement, written notice shall be provided describing the alleged breach.

The receiving Party shall have thirty (30) days to cure the breach, unless the nature of the breach reasonably requires additional time and diligent efforts toward cure are being undertaken.

**26. Termination and Effect.**

(a) The City may terminate this Agreement for cause upon written notice following failure to cure a material breach.

(b) Either Party may terminate this Agreement without cause upon sixty (60) days written notice.

(c) Termination shall not affect rights or obligations accrued prior to the effective date of

termination. Unless otherwise agreed by the Parties in writing, termination shall not require the cancellation of events that have been scheduled or contractually committed prior to the notice of termination. The Parties shall cooperate in good faith to determine whether such events will proceed as scheduled, be transferred to the City or another operator, or be cancelled, taking into account contractual obligations, public commitments, and the interests of facility users..

(d) Upon termination, the Foundation shall provide the City with any scheduling information reasonably necessary to facilitate continued operation of the POPS facility.

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DRAFT

IN WITNESS WHEREOF, the City and Foundation have caused this Agreement for Services to be duly executed by their duly authorized representatives as of the date first above written.

**CITY OF NEW PRAGUE, MINNESOTA**

By: Charles Nickolay  
Its: Mayor

By: Joshua M. Tetzlaff  
Its: City Administrator

STATE OF MINNESOTA    )  
                                      ) SS.  
COUNTY OF SCOTT        )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026, by Charles Nickolay and Joshua M. Tetzlaff, the Mayor and City Administrator, respectively, of the City of New Prague, Minnesota, on behalf of the City.

\_\_\_\_\_  
Notary Public

DRAFT

Execution page of the Amendment, dated as of the date and year first written above.

**NEW PRAGUE ARTS FOUNDATION**

By:

Den Gardner, Chair

STATE OF MINNESOTA    )  
                                          ) SS.  
COUNTY OF SCOTT        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
2026, by Den Gardner, Chair, New Prague Arts Foundation.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT DRAFTED BY:  
Kennedy & Graven,  
Chartered 150 South Fifth  
Street, Suite 700  
Minneapolis, MN 55402  
(612) 337-9300



REQUEST FOR PROPOSALS (RFP)  
FOR PRAHA OUTDOOR PERFORMANCE STAGE (POPS)  
FACILITY PROGRAMMING

**I. GENERAL INFORMATION**

This document is a Request for Proposals (RFP) for programming in 2027 (and beyond) to occur at the Praha Outdoor Performance Stage (POPS) facility located at 110 2<sup>nd</sup> Ave. NW within the City of New Prague, Minnesota. Generally speaking, the city is seeking a non-profit organization to provide for utilization/programming of the POPS facility which could include, but are not limited to a variety of diverse uses such as: concerts, plays, children's programming, and family programming. The facility would be provided at no cost to the non-profit organization providing the programming and the City will not provide monetary compensation for the programming. City will maintain ownership and be responsible for all utility costs and general maintenance. The City will provide a list of dates for "Community and School Events" which will be dates unavailable for programming.

The POPS facility is currently under construction and expected to be completed in the third quarter of 2026 at which point in time the completed facility will be donated to the City of New Prague by the Forward New Prague Foundation. This proposal would be required to cover all of 2027, but would have an option for 2028 as well, but not beyond these years without a new agreement.

New Prague is a dynamic and historic city located just 45 miles southwest of Minneapolis/St. Paul and in close proximity to Interstate 35 and U.S. Highway 169. Our residents and businesses enjoy New Prague's small-town feel including its historic downtown, outstanding amenities and quick access to the Twin Cities.

New Prague's motto is "A Tradition of Progress" and it shows. New Prague has a unique identity as a bridge between rural and suburban/metropolitan areas. New Prague's 2023 estimated population is 8,340 with 3,066 households. More information can be found on the City's website at [www.ci.new-prague.mn.us](http://www.ci.new-prague.mn.us).

**Submittal of Proposal**

The firm shall submit an electronic PDF copy of the proposal to:

Ken Ondich  
Community Development Director  
E-mail: [kondich@ci.new-prague.mn.us](mailto:kondich@ci.new-prague.mn.us)

### Closing Submission Date

Proposals must be submitted no later than 4:30 pm on Friday, May 8th, 2026.

### Inquiries

Inquiries concerning this RFP should be directed to Ken Ondich, Community Development Director, at (952) 758-4401, or [kondich@ci.new-prague.mn.us](mailto:kondich@ci.new-prague.mn.us).

### Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the submitter and will not be reimbursed by the City of New Prague.

### Right to Reject

The City of New Prague reserves the right to reject any and all proposals received in response to this RFP.

### Notification of Award

It is expected that a decision to select a successful consulting firm will be made within one month of the closing date of the receipt of proposals, with firms being contacted via phone or e-mail.

### Formal Agreement

The City will require a formal agreement to effectuate any Proposal. The agreement will include, but is not limited to, the following: the time within which the services will be performed and the Proposer's and City's responsibilities.

## **II. PROGRAMMING SOUGHT**

### **GENERAL EXPECTATIONS AND SCOPE OF SERVICES**

It is expected that the non-profit organization will, at minimum, provide programming and services at the POPS facility in 2027, with an option for 2028, as follows:

- The POPS Facility will not be available for programming, unless otherwise agreed to by the City during "Community Events". "Community Events" are defined as Memorial Day (the last Monday of May), Czech Out New Prague (the first Thursday of August), Dozinky (the third Friday/Saturday of September), and Holiday Parade of Lights (the first Friday of December).
- The POPS Facility will not be available for programming during designated school events dates (TBD)
- The POPS Facility will not be available for programming during the previously approved "Summer Concert Series" dates (via a separate agreement between the City and the Forward New Prague Foundation – specifically Section 19 of said agreement) which are held on the following dates each year for a 10 year period following the City's acceptance of the POPS facility (TBD): 8 dates on certain

weekday evenings from June 1 to August 31 from 4PM to 10PM. The New Prague Arts Foundation is required to provide the 8 dates by January 31<sup>st</sup> each year.

- The City encourages and will prioritize proposals with diverse programming (meaning a wide range of artistic disciplines, cultural perspectives and performance styles to engage a broad, community-wide audience that could include theater, dance, music and educational community events) that utilizes up to 3 to 4 days each week between Memorial Day and Labor Day.
- Programs must comply with City Code Chapter 91.01 (Use and Occupancy of Public Parks and Recreation Areas) and City Code Chapter 110 (Alcoholic Beverages).
- The non-profit must provide its own liability insurance for all programs that it schedules.
- For any dates not programmed by the City for Community Events, by the School or by the non-profit proposer (which must be established by April 30<sup>th</sup> of each year), the proposer must make available to the general public at no cost (including city residents and businesses/religious based in New Prague city limits) and keep track of those scheduling use of the facility and inform the City of those reserving the facility and at what time/date.
- The City will not provide monetary compensation to the non-profit organization for the programming, but nothing will prevent the non-profit from collecting an entrance fee, particularly for events where alcohol or food sales might occur (and which might require temporary fencing to meet alcohol compliance requirements). Please indicate in the proposal how many programs would be anticipated to have an entrance/participant fee.

The non-profit organization selected through this RFP will enter into a contractual agreement with the City to provide the programming at the POPS facility. The contract will also include a cancellation clause should either party wish to cancel the agreement and set those terms within.

Non-profit organizations are encouraged to submit proposals even if not meeting all the general expectations listed above. The City will also endeavor to assist in advertising programming on the city's website and social media. Banners will be allowed to be put up at the site advertising programs, events and recognizing event/program sponsors.

### **Proposal Form and Content**

The proposal must, at a minimum, include the following:

#### **Scope of Programming**

The non-profit organizations should present their understanding of the requirements of the programming sought and present a plan for providing for a diverse range of programming at the POPS facility.

#### **Timeline**

The firms are required to include a timeline for the programming and if they have a preferred length of agreement in which to provide programming at the POPS facility.

### Resumes

Identify person(s) with key responsibilities who will be assigned to work on the programming and describe their role and duties. If portions of the programming are to be “subcontracted” out to other individuals or organizations, be sure to disclose that information in the proposal.

### Experience

Discuss demonstrated experience of the non-profit with programming of similar scope and magnitude as requested in this proposal. Experience must be within the past 10 years.

### References

List of references (2 minimum) relating to the proposed programming and plan for the POPS facility.

### Selection Process

City staff will evaluate, and rank all submitted proposals and will recommend the most qualified non-profit organization to the City Council. The decision will be based on a combination including, but not limited to ranking and other qualifications.

### Interviews

Staff may schedule interviews with select non-profit organizations.

### Schedule of Events

The City of New Prague has developed the schedule of events listed below for selection of the firm; the schedule is subject to change.

|                                                      |                               |
|------------------------------------------------------|-------------------------------|
| Send RFP to Non-Profit Organizations                 | April 7th, 2026               |
| Questions from Non-Profits to City Due               | April 24 <sup>th</sup> , 2026 |
| Addendums Issued                                     | April 30 <sup>th</sup> , 2026 |
| Deadline for Proposals from Non-Profit Organizations | May 8th, 2026                 |
| Interviews (if necessary)                            | May 11th – May 22nd, 2026     |
| Approve Proposal by City Council                     | June 1st, 2026                |
| Notification of Award                                | June 2nd, 2026                |

### Evaluation of Proposals

City staff will evaluate proposals and shall evaluate the proposals based on the following criteria.

1. City of New Prague is interested in selecting a non-profit organization which demonstrates an understanding of the requirements of this programming project and the concerns of the City and professionally provides the City with optimal programming services, yet also meets the City’s concern with providing a diverse range of programming at the facility (as defined in the expectation of services) (25 pts)
2. Experience, qualifications, expertise and availability of key individuals in the non-profit organization assigned to provide the programming project and proven ability to work together as a team on similar programming projects. (25 pts)

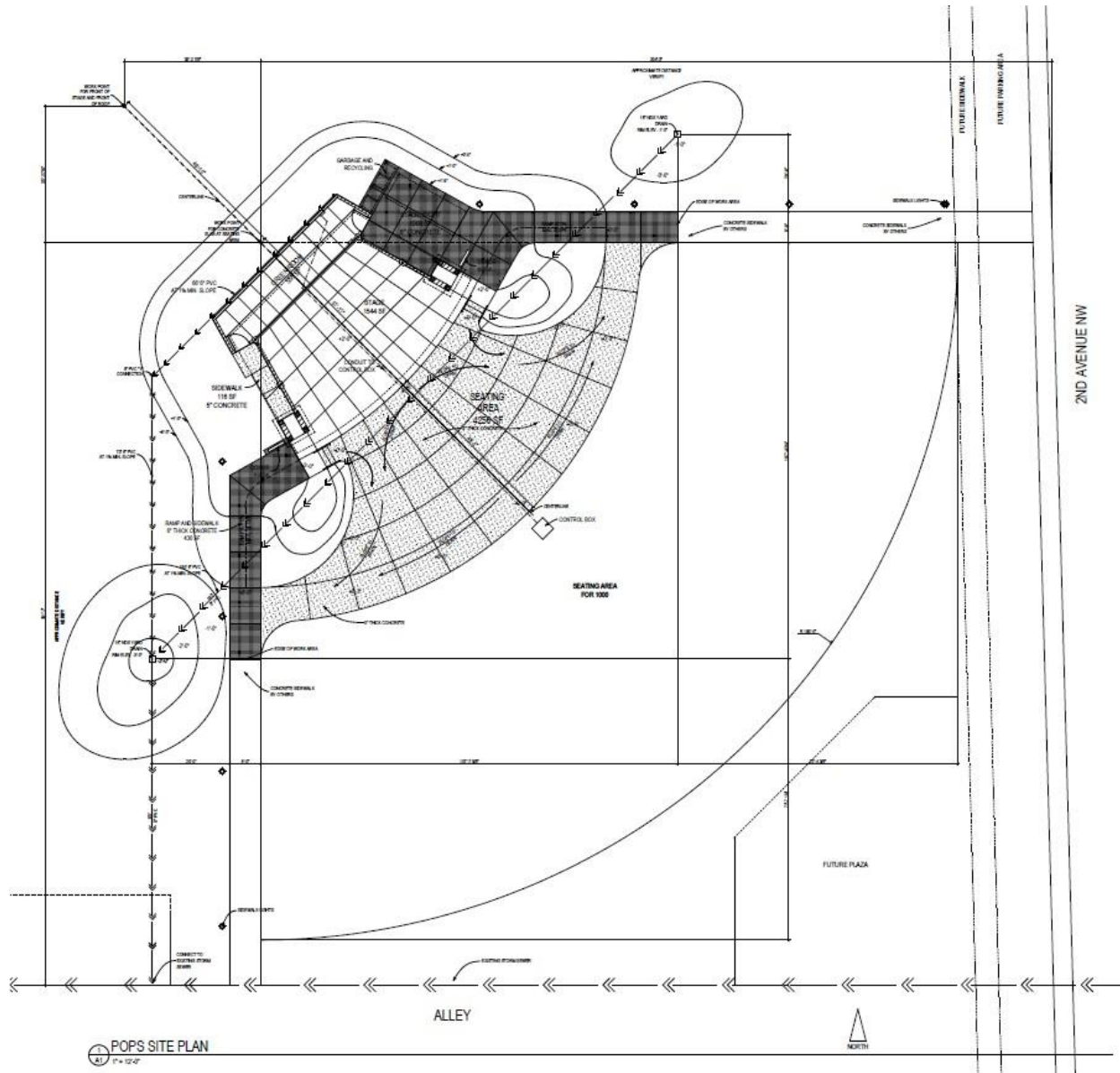
3. Testimony provided by past clients of the non-profit organization, i.e., references. (10 pts)
4. Relevance and suitability of the programming project approach. (10 pts)
5. Resources of the firm to conduct and provide the programming in a satisfactory manner. (10 pts)
6. Clarity, conciseness, and organization of the proposal. (20 pts)

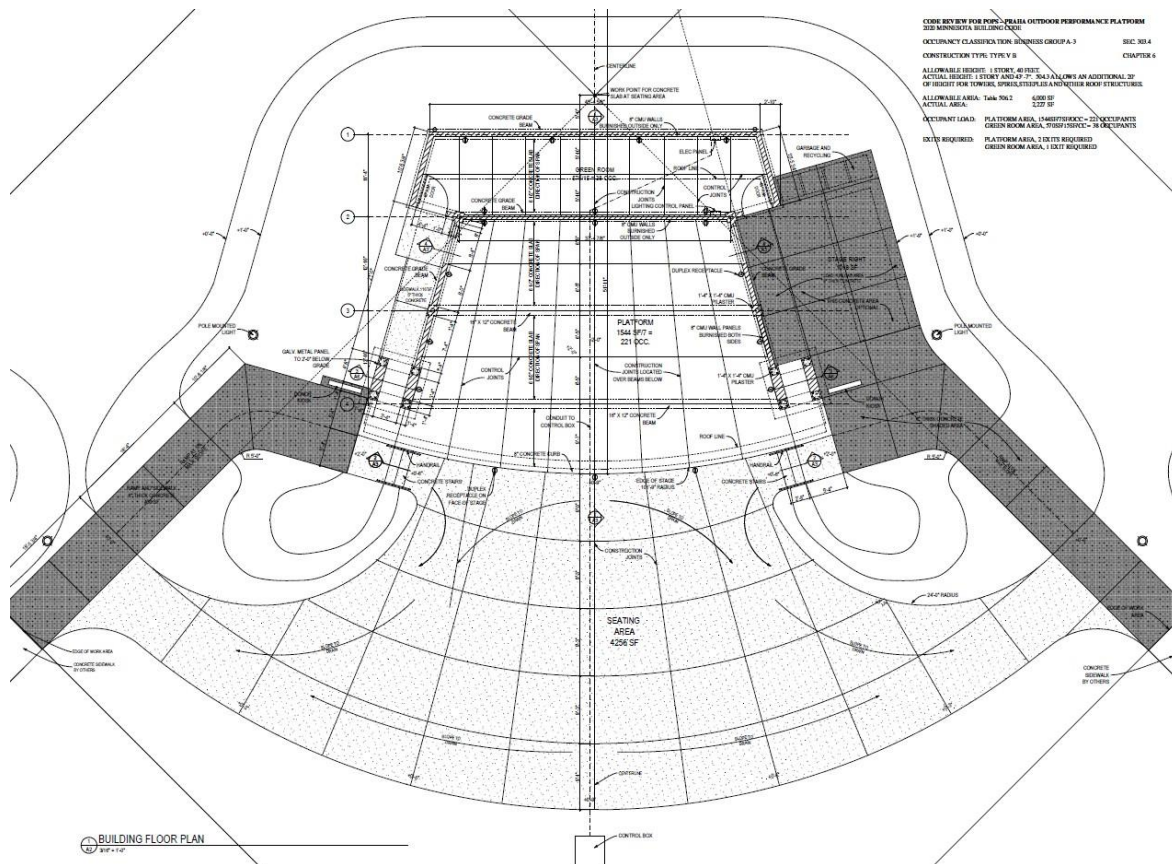
*Contract Terms and Conditions*

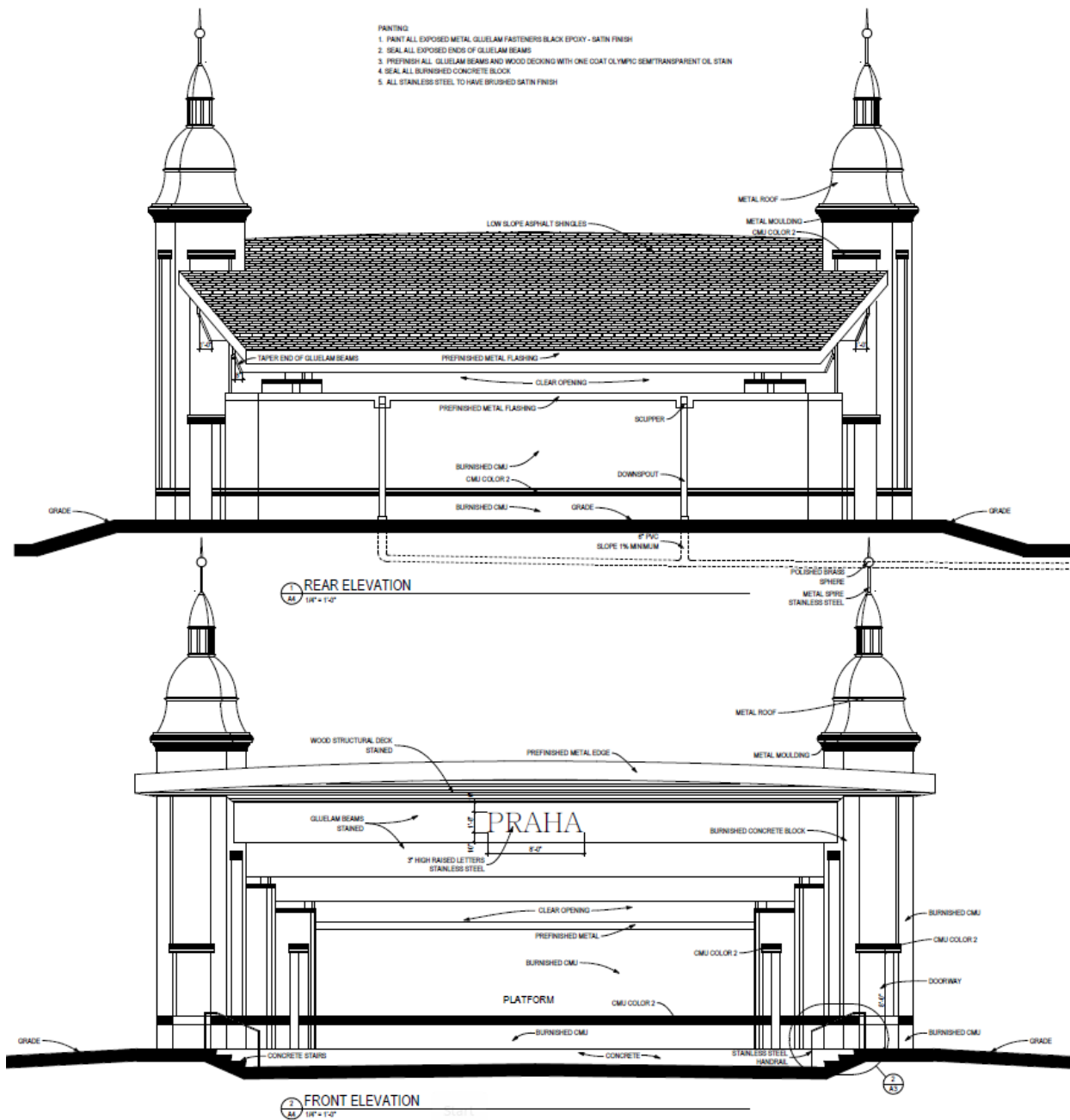
Upon selection of a non-profit organization, an Agreement or Contract for Services shall be entered into by the City and non-profit organization. It is expected that the contract will provide for the following conditions:

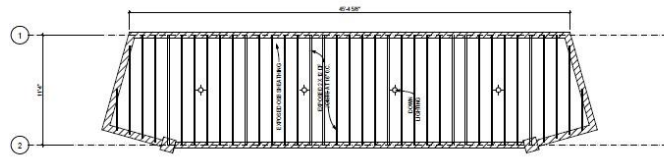
1. If, for any reason, the non-profit organization is unable to fulfill the obligations under the contract in a timely and proper manner, the city reserves the right to terminate the contract by written notice.
2. The non-profit organization shall not assign or transfer any interest in the contract without prior written consent of the city.

## Plans and Schematics of the POPS Facility

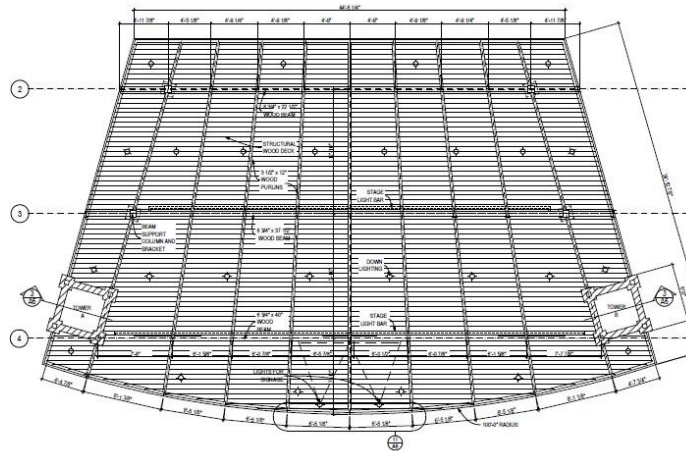




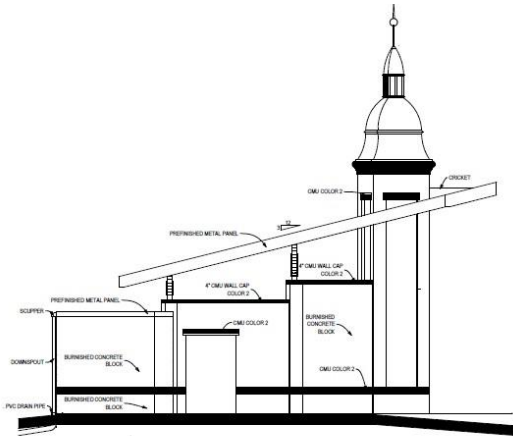




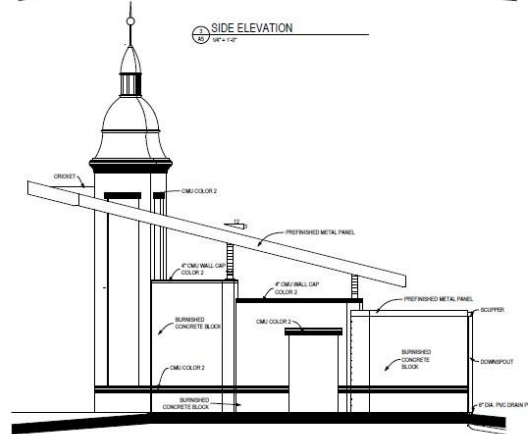
GREEN ROOM REFLECTED CEILING PLAN  
1/8" = 1'-0"



PLATFORM REFLECTED CEILING PLAN  
1/8" = 1'-0"



SIDE ELEVATION  
1/8" = 1'-0"



SIDE ELEVATION  
1/8" = 1'-0"



**Request for Proposal Document  
to the  
City of New Prague  
May 8, 2026**



## INTRODUCTION

The New Prague Arts Foundation (NPAF), a 501c3 non-profit organization established in 2024, is honored to submit this proposal to the City of New Prague for programming leadership at the Praha Outdoor Performance Stage (POPS) facility, beginning in 2027. Our vision is:

**“To create a vibrant gathering place where music, theater, arts and community experiences flourish for generations in New Prague.”**

## BACKGROUND

The NPAF was founded to provide for residents in and around New Prague with fine arts programming and recognize students at New Prague High School who have excelled in fine arts. It also provides grants to small arts groups in and around New Prague (e.g., Generations Theatre, New Prague Mascot/Costume group, etc.)

The New Prague Arts Foundation is made up of 13 board members, including:

- Den Gardner (Chair)
- Matt Goldade (Vice-Chair)
- Dan Gardner
- Shannon Allen
- Andy Beckius
- Lisa Dolezal
- Gina Fadden
- Randy Fierst
- Brian Gieseke
- Bill Halverson
- Sarah Kallal
- Larry Pint
- Tim Price.

Sandy Gardner, co-founder of the NPAF, serves in an ex-officio position. Two new board members to be installed in June are Casey Zack and Dawn Giesen.

**This group, collectively, has:**

- More than **500 years of experience in performing, directing, and producing fine arts activities** of all kinds. In the past 10 years ALL of the members of the NPAF have had experience with fine arts events.
- Approximately **200 years of experience serving on various fine arts boards, and other non-profit organization boards** in many areas of expertise.
- A high priority in raising awareness of the importance of fine arts to the mental and physical health of people in New Prague and the surrounding area.
- Knowledge of the New Prague area and appreciation of what the traditions are in the community regarding the fine arts.
- Hundreds of years of experience in various business, civic organizations, church activities and non-profit financial operations.

New Prague Arts Foundation Board – Top row, from left, Larry Pint, Lisa Dolezal, Bill Halverson, Andy



Beckius, Randy Fierst, Dan Gardner. Bottom row, from left, Brian Gieseke, Sarah Kallal, Gina Fadden, Den Gardner. Not pictured: Matt Goldade, Tim Price, Shannon Allen, Sandy Gardner.

**Our current foundation programs include:**

- Through a 10-year agreement with the city of New Prague, provide programming for eight free summer concerts at the POPS facility beginning in 2027. Some of the current board members have been responsible for the five years since the concert series has existed in New Prague.
- Christmas in New Prague – the only dinner/theatre holiday show in New Prague around the winter holidays.
- British Invasion III – annual concert saluting the British pop/rock bands of the '60s and '70s at New Prague Golf Club in July. Also the foundation's only fundraiser through a silent auction.
- Providing five, \$2,000 scholarships annually to New Prague High School fine arts students.
- Grants to local arts organizations.
- Other concerts and events as scheduled. For example, a Finnish brass band will be performing this summer at The Broz Event Center August 2, sponsored by the NPAF.

**PROGRAMMING AT POPS**

To produce programming for POPS in New Prague, it's vital the non-profit enlisted to produce events must have the ability to:

- Recognize talent
- Book talent
- Handle logistics for events big and small
- Connect with area music, theatre and other promoters
- Organize children's programming and recurring family-focused events
- Secure sponsorships and community partnerships to support programming and offset operating costs.

**BASED ON WHAT WE KNOW...**

Here are some comments for discussion from the NPAF's standpoint and points regarding the agreement as we understand them:

- All members of the NPAF would be involved with responsibilities for programming. Den and Dan Gardner, Sarah Kallal, Bill Halverson, Randy Fierst and Tim Price (all with specific experience with booking, creating and executing fine arts events) would be the predominant board members involved in programming.

- For 2027, NPAF is prepared to serve in this role without a fee compensation, with terms for 2028 to be discussed collaboratively.
- The NPAF will retain any revenue gathered through sponsorships, ticket sales and food/refreshments.
- There is no plan within the city to allocate any financial resources to pay for bands to perform at the outdoor venue.
- If the NPAF seeks to do a 50-50 raffle or similar-type effort to raise revenue for the organization during the events it manages, it will get permission from the city and apply for any appropriate licenses.
- The NPAF does NOT anticipate paid entrance-fee programming at POPS in the first year. Our research indicates this is not realistic in today's environment of community events. People's expectation, for the most part, is being entertained for free. If presented with an opportunity for an entrance-fee event, it will be treated on a case-by-case basis.
- **Programming opportunities at POPS include:**
  - Summer Concert Series – Eight musical concerts from mid-June to early August.
  - Additional concerts. These would be concerts by bands that would be more regional in nature. (e.g., bands that are in the range of \$3,000-\$5,000/appearance compared to \$500-\$1,100 with the annual Summer Concert Series.)
  - New Prague Community Band Concerts
  - Theatre Productions (local and regional/national)
  - Choral Productions (local and regional/national)
  - Dance Productions (local and regional/national)
  - Visual Arts Programming (still photography, videography, sculpture art, etc.)
  - Children's Programming
  - Family Movies
  - Church Events (local)
  - Religious Events (regional and/or national in scope)
  - Community Service Organization Events (Rotary, Lions, Chamber, Scouts, and other non-profit groups)
  - Weddings/Anniversaries, other personal family events.
  - School events (as noted in the RFP)
  - City events (as noted in the RFP)
  - NP Historical Society Programming
  - Exercise Classes
  - Corporate Outings
  - Other Miscellaneous Groups as approved and appropriate.

- There may be programming, especially major concert events or theatre productions, where a “subcontractor” may be retained.
- We have been in contact with a number of these groups in advance of presenting this proposal to gauge their interest in utilizing POPS. It has been positive.

## **PROPOSED GOALS FOR 2027**

We believe we should set some goals for 2027. At a minimum:

- Eight summer concerts through our annual community concert series
- Three-five special concert/theatre events
- Monthly family movie nights
- One youth art event
- Regularly morning children’s programming.
- Six events by community service organizations
- One or two local church-related events
- One religious (non-denominational) regional event.
- Establish sponsorship relationships for long-term benefits to the city.
- Discuss whether goals should be established for attendance at various events.

## **ECONOMIC IMPACT**

Determining the economic impact of New Prague through POPS programming is difficult to gauge at this time. Suffice it to say strong POPS programming will generate economic activity for restaurants, retailers, local lodging and community organizations. It will also enhance the quality of life and strengthen New Prague’s identity as a regional destination for arts and culture.

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## **REFERENCES**

### **First Letter of Reference – Shannon Brusseau**

TO: City of New Prague  
 FM: Shannon Brusseau, Owner, Brusseau-Diversified Wealth  
 Management. RE: Recommendation Letter for the New Prague Arts  
 Foundation

It is my distinct pleasure to recommend Den Gardner, chair, and the entire New Prague Arts Foundation to produce programming for the Praha Outdoor Performance Stage (POPS). I have known Den for over 20 years and, for the past four years, had the privilege of working alongside

him with the POPS project – our community organization dedicated to raising funds for a permanent outdoor performance venue in New Prague.

Our goal was ambitious: \$1 million privately generated. Den's organization excellence and relentless drive moved the campaign a full year ahead of schedule; and construction itself is well under way. From day one, Den has been the primary driver of this initiative – a testament to his punctuality, follow-through and uncommon ability to see complex projects through to completion. He ensures continuity plans are in place, so momentum is never lost. His passion for the arts (and obviously the entire New Prague Arts Foundation board), spanning both music and other performing arts, gives this work real meaning. His wife Sandy stands faithfully beside him (as they both created the arts foundation), amplifying every effort.

Having successfully operated his own business for over 30 years, Den brings proven discipline and commitment to this undertaking. You can be assured, with hundreds of years of experience in the fine arts by the board of directors, that Den and the board will have New Prague's best interests top of mind each day as they produce fine arts programming for families of our community.

## **Second Letter of Reference – Steve Frost**

TO: City of New Prague

FM: Steve Frost

RE: Request for Proposal for POPS Programming/Letter of Support for the  
New Prague Arts Foundation

With my active involvement and support of the New Prague area music, theatre, and other fine arts events and programming since 1980 when I moved here, I very strongly support the volunteer activities of the New Prague Arts Foundation (NPAF).

The individuals on the NPAF Board are an excellent collection of fine arts enthusiasts representing New Prague's finest. Residents would say yes to this group's requests even before they know what is being requested.

The NPAF Board already has an exceptional track record of providing support to successful community events planning -- with such activities as Music at Memorial (five years), Christmas in New Prague Dinner Theatre, as well as \$10,000 in Scholarships for New Prague High School fine arts graduates, and other support for the fine arts in New Prague.

The NPAF spirit of cooperation comes with professionalism, integrity, enthusiasm, and unselfishness.

The NPAF Board brings over 500 years of cumulative experience in providing direction for the support, planning, production, and presentation of local arts. The benefits of the arts culture extend well beyond the New Prague area. New Prague has a long and historical reputation for that tradition.

Start to finish the NPAF has top notch quality people that are respectful, successful, knowledgeable, experienced and will continue to strengthen New Prague's tradition of embracing the arts much beyond the experience in many communities.

Without hesitation I am glad to be associated with them in my support.

Additional references if appropriate (We can provide contact information as needed):

- Dr. Mike and Kay Wilcox
  - Dan Bishop
  - Kurt Ruehling
  - Shannon Allen
  - Brad/Kytyn Schoenbauer
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## **SUMMARY**

"It's Time!" was the motto used throughout the process of building POPS the past 3.5 years. And many members of the NPAF were directly involved in this building project.

The new

POPS facility is more than a venue – it shows what happens when a community comes together for the common good. We want to enhance the quality of life of area residents.

And, as we've said for years – "Let's make New Prague a regional destination for the arts."

**You should choose the New Prague Arts Foundation because:**

- We care, we know this town, and we know how to make this work."
- We have the passion, dedication, and talent to produce the best programming options for the New Prague area community. We're here, most of us live in the community and are invested in its success.
- We have the experience among our board members to execute the programming desired.
- We have a proven history in New Prague and elsewhere in creating and executing programs in the fine arts area. Some examples:
  - Created the Dozinky Variety Show 25 years ago.
  - Created the summer concert series in New Prague five years ago.

- Led the Praha Outdoor Performance Stage (POPS) building project.
- Created a scholarship program for high school students in the arts.
- Created a holiday dinner/theatre for New Prague.
- The NPAF is already in charge of programming for eight events at POPS for 10 years, under a donation agreement through the Forward New Prague Foundation. Continuity is important in the initial years of POPS programming.

Thank you for this opportunity. We are eager to answer any questions. For more information, contact Den Gardner, chair, New Prague Arts Foundation – [dengardner@gandgcomm.com](mailto:dengardner@gandgcomm.com). Cell: 612-325-3981.

The End

