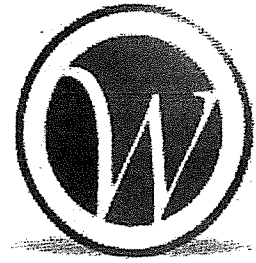


Williams Center for the Arts

Douglas McFarlane, Director
P.O. Box 636
Oelwein, Iowa 50662
Office: 319-283-6616
Cell: 563-663-2220
dmcfarlane@oelwein.k12.ia.us



February 18, 2020

To the City Council:

Enclosed is a request for \$1500 from the Hotel Motel Tax for the presentation of The Boy Band Night concert. This program will be held on April 25, 2020.

We appreciate your support in helping make us successful.

Sincerely

A handwritten signature in cursive script that reads "Douglas McFarlane". The signature is written in black ink and is positioned above the typed name.

Douglas McFarlane,
Director – Williams Center for the Arts
Oelwein, IA

**CITY OF OELWEIN
HOTEL AND MOTEL TAX FUNDING APPLICATION
(TOURISM, COMMUNITY CULTURE AND EDUCATION,
AND COMMUNITY RECREATION AND EVENTS)**

Application Deadlines
September 1 – December 1
March 1 – June 1

Applications must be received by 5:00 p.m. on the deadline date. All areas of the applications must be completed and typed. Each application will be afforded the opportunity to attend a brief question and answer session with the Advisory Board.

Organization Name: Williams Center for the Arts
(Williams Center, INC.)

Contact Name: Douglas E. McFarlane, Executive Director

Mailing Address: P. O. Box 636

City, State, and Zip: Oelwein, IA 50662-0636

Phone: 319-283-6616 **FAX:** 319-283-4497

Email Address: dmcfarlane@oelwein.k12.ia.us

Total Project Cost: \$13,906.25

Amount requested from the Hotel/Motel Tax Funds is \$1500.

Please indicate which category you are applying for funds:

- Primary
- Community Culture and Education
- Community Recreation and Events
- New and Emerging Organization and Events

Please sign and date this application. Your signature below certifies that you have read and understand the guidelines for this funding program. You further understand that you will be required to submit a summary of expenses at the end of the project and if any funds are not expended or are found to be outside the scope of the grant made by the City Council you will be required to reimburse/return these funds to the City of Oelwein.

Applicant:

By Douglas E. McFarlane February 18, 2020

Douglas E. McFarlane
(Printed name)

**CITY OF OELWEIN
HOTEL/MOTEL TAX FUNDING APPLICATIONM
(Tourism, Community Culture and Education, and Community Recreation and
Events.)**

Project Identification:

1. What is the title of your project?

To bring The Boy Band Night to the Williams Center for the Arts stage.

2. Provide a brief description of your project. Attach Additional pages if needed.

This project helps bring The Boy Band Night to the Williams Center for the Arts stage. The artist's contract is attached to this application. This program is part of the Williams Center for the Arts Artist Series. This program will be held on April 25, 2020. (It should be noted that this is a tribute concert.)

2. Hotel and Motel Tax Funds must be used to fund projects that promote and/or expand tourism activity in Oelwein. How will your project help to realize this goal?

The Williams Center for the Arts is one of the top destinations of choice for the arts in the five county area of northeast Iowa, consisting of Fayette, Allamakee, Clayton Winneshiek, and Buchanan Counties. Almost 1/3 of our audiences come from communities other than Oelwein. We have had concert attendees from over 40 area communities

Some of the locations which our patrons come from include: Spencer, IA, Des Moines, IA, Minneapolis, MN, Rochester, MN, Galena, IL, Dubuque, IA, as well as the Oelwein area.

People coming to Oelwein for programs at the Williams Center for the Arts not only come to the programs but also spend money with our local businesses such as eating establishments, convenience stores and motel/hotels.

During the 2019-2020 concert year the Williams Center for the Arts will spend almost \$10,000 in hotel costs at the Oelwein Cornerstone Inn and Suites. An additional \$1350 will be spent for meals and for hospitality, which is a required part of each contracted event. Sound for all nine events totals \$17,2100, and advertisement for the season is about \$5,89.50. These are yearly costs.

3. Project Evaluation:

A. Targeted Population

1.) Hotel/Motel guests generated by this project.

a. Number of guests.

The number of guests generated by this project are over 100 persons. This includes the performers as well as members of the audience needing housing.

b. How will hotel/motel guests be tracked?

We ask for information from the Super 8 Hotel, the Parkview Motel and the Cornerstone Inn and Suites as to the number of rooms used and how many guests were housed in those rooms per evening.

2.) Number of adults the project will reach.

The total number of visitors to the Williams Center for the Arts Artist Series is about 7,625 persons per year. Total number of persons using the Williams Center for the Arts during a calendar year is over 75,000. This includes the Williams Center for the Arts Artist Series, City of Oelwein, Mercy One Hospital, NICC use, school use, district and state music associations, the State of Iowa, and the Federal Government.

The total number of adults **attending** this event will reach a projection of 625 persons.

The Williams Center for the Arts provides residents with special needs the opportunity to attend the events at the center. Groups with special needs using the Williams Center for the Arts include: Mercy One Living Plus, the two Alternative Living Homes in Oelwein, Full Circle Services, Grandview Nursing Home, Oelwein Care Nursing Home, and the ABCM facilities in Independence, IA. These residents are admitted to the Artist Series event at a greatly reduced ticket price.

3. Number of youth the project will reach.

Approximately 300 youth will be reached by this event and over 10,000 youth will be served for the entire 2018 - 2019 performance year. This number includes all usage of by every Oelwein Community School District School student (K-12) and Sacred Heart are admitted at no charge.

C. Volunteers

1.) Number of volunteers

Based on past experience we will have over 25 volunteers per event.

2.) Number of volunteer hours.

We anticipated volunteers contributing over 50 hours per event.

D. Attendance of event previous year(s)

The total number of visitors to the Williams Center for the Arts are approximately 75,000 persons. (This includes the Williams Center for the Arts Artist Series, North East Iowa Honor Bands and Honor Choirs, Pre-All State High School Vocal Workshop, Programs and Concerts from the Oelwein Community Schools and Sacred Heart, Gallagher-Bluedorn children's plays, and various Community usages, as well as the State of Iowa, and the Federal Government.

E. Day open to the public or performances(s)?

The Williams Center for the Arts yearly Artist Series begins in late August. and concludes in mid-May. **The Boy Band Night** concert is a part of the 2019-2020 series. It will be held on April 25, 2020.

4. Project Budget:

A. Please provide a project budget and schedule of completion including all expenses. If desired, the project budget may be attached to the application. If exact costs are not known please attach estimates to the application, which should be identified as such.

Cost estimates are Included at the conclusion of this grant request. Date of cost completion should be about April 30, 2020, or at the payment of all bills.

B. List sources of matching funds obtained below. Funding requests are eligible up to 100% funding, but priority will be given to projects with additional sources of funding, including in-kind donations.

Matching funds:

Northeast Iowa Charitable Foundation, In-Kind donations,
Memorials, Ticket Sales, Sponsorships

The Williams Center for the Arts is hoping for a \$1,500 grant to help cover part of the cost of The Boy Band Night concert.

C. Is this application “seed money” for a new? Project? If yes, Please explain.

It is not “seed” money.

D. Is this application for the expansion of an existing project/program? If yes, please explain.

This application helps to fund the existing 2019-2020 Artist Series at the Williams Center for the Arts, in particular The Boy Night Band.

E. Have you ever received Hotel/Motel funding? From the City of Oelwein in the past?

Yes: X No: _____

If you answered yes, please answer the following: (attach additional pages if needed)

Amount of Funding: The Williams Center Artist Series has received \$4,000 each year in the past. This amount was raised to \$6,000 recently. We are hoping for a \$1,500 grant for this particular event.

Completion Date is April 25, 2020. The final report for this grant will be filed soon as all bills have been submitted and paid.

Generally this is after the first of the following month.

BUDGET FOR: The Boy Band Night

Artist fee - \$8,000

Housing - \$1,620

Meals and Hospitality - \$300

Sound - \$2,000

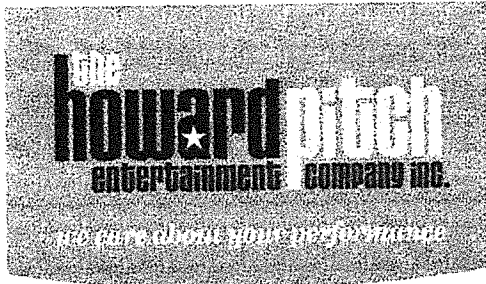
Additional Help - \$100

Advertising - \$550

Programs/post cards/ posters - \$836.25

Lighting - \$500

Total Projected Costs: \$13,906.25



7847 Tennyson Court
Boca Raton, FL
33433
Phone: 561-617-5735
Email: nancy@howardpitch.com

howardpitch.com

ENGAGEMENT AGREEMENT

ARTIST Rider attached hereto hereby made a part of this contract

Agreement made this 28th day of February, 2019 between **The Howard Pitch Entertainment Company, Inc.** (hereinafter collectively referred to as "PRODUCER") furnishing the services of **The Right Stuff Entertainment, Inc f/s/o The Boy Band Night** (hereinafter referred to as the "ARTIST") and **Williams Center for the Arts / Douglas E. McFarlane** (hereinafter referred to as "PURCHASER").

1. Venue & Address

Williams Center for the Arts
317 8th Avenue SE
Oelwein, IA 50662

2. Date(s) of Engagement: Saturday, April 25, 2020

- a. Number of shows: One (1)
- b. Doors: 6:15 pm (subject to change)
- c. Show Time(s): 7:00 pm
- d. Length of Performance: 90 minutes

3. Billing:

100% Sole Headline Billing as: "The Boy Band Night"

ARTIST Guarantee:

\$8,000.00 USD (Eight Thousand U.S. Dollars)
Payment Terms outlined in paragraph 9.

4. Production and Catering:

- a. PURCHASER to provide and pay for sound, lights, video and backline as outlined in the ARTIST rider.
- b. PURCHASER agrees to provide 3 meals per person for the day of the show as well as backstage hospitality as outlined in the ARTIST rider.

5. Accommodations and Transportation:

- a. PURCHASER agrees to provide and pay for five (5) double non-smoking rooms at ARTIST approved hotel. Rooms are to be provided for night of show.

ARTIST: The Boy Band Night
Performance Date: April 25, 2020

ARTIST rider shall form a part of this contract, and must be reviewed, signed by the PURCHASER, and returned to PRODUCER with this contract. In the event of a conflict between the provisions of this contract and said rider, the terms of the rider shall prevail.

We acknowledge and confirm that we have read and approved the terms and conditions set forth in this contract and the attached rider (if any).

PURCHASER Signature: *Douglas E. McFarlane*

Signatory Name: Douglas E. McFarlane

Date: 3-6-2019

PURCHASER: Williams Center for the Arts

Address: PO BOX 636

City/State: Oelwein, IA

Zip: 50662-0636

Phone: 319-283-6616

ARTIST Signature: _____

Signatory Name: Glenn Hudy

Date: _____

ARTIST: The Right Stuff Entertainment, Inc. f/s/o

The Boy Band Night

Address: The Howard Pitch Entertainment Company,
Inc.

7847 Tennyson Court

City/State: Boca Raton, FL

Zip: 33433

Phone: 561-617-5735

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 31 2005

WILLIAMS CENTER INC
C/O GENE FUELLING
PO BOX 639 14 E CHARLES ST
OELWEIN, IA 50662

Employer Identification Number:
68-0553161
DLN:
17053021012005
Contact Person:
GUY E STONE ID# 31123
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
JUNE 30
Public Charity Status:
509(a)(2)
Form 990 Required:
YES
Effective Date of Exemption:
MAY 19, 2003
Contribution Deductibility:
YES

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

Letter 947 (DO/CG)