



George Gretsas, City Manager  
City of Delray Beach  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, Florida 33444

March 31, 2020

Dear City Manager Gretsas,

This letter humbly requests your relief assistance in the midst of the turmoil caused by the Covid-19 pandemic.

Arts Garage gratefully partners with you as often as we can, and it is truly our pleasure to assist specifically during this time of crisis as you film the City of Delray Beach's Covid-19 updates.

We are incredibly aware of the generous lease terms we have with the City of Delray Beach, and we are grateful to work in a city that supports the Arts in all we do, Arts Garage in particular.

Unfortunately, due to the pandemic, we have cancelled all performances starting March 15<sup>th</sup>, 2020 and at the very least through April 30<sup>th</sup>, 2020. As a result, we have been forced to lay off 80% of our staff with another 17% having their status changed from full-time to part-time. We have done everything we can think of to cut costs during this time, and we have applied for aid whenever possible.

I would like to request a waiver for our lease payments for the months of April and May (and possibly June) due to this closure. If you are unable to grant this request, I respectfully request the ability to pause our rent payments until we reopen and can again serve our community and generate revenues.

Thank you for your consideration, and thank you even more for your leadership during this crisis. Our city is important to all of us for so many reasons, and we are grateful you are here to champion us.

Sincerely,

A handwritten signature in blue ink that reads "Marjorie Waldo". The signature is fluid and cursive, with the first name being more prominent than the last.

Marjorie Waldo, M.Ed.

President & CEO

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DELRAY BEACH CRA  
COMMUNITY REDEVELOPMENT AGENCY



Arts Garage is a 501 (c) (3) non-profit organization.