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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KYRA CHAPMAN, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: 2025 NPAAC SUMMER CONCERT SERIES
DATE: OCTOBER 9, 2024

At the October 8th Park Board meeting, the large assembly permit for the 2025 New Prague Area Arts Council (NPAAC) Summer Concert series was discussed. In years prior, NPAAC has hosted their summer concert series at the Broz. In 2025, they would like to host their concert series under the shelter or on the concrete area near the shelter in Memorial Park on June 11th, June 25th, July 9th, July 23rd, and August 7th and potentially August 13th. Live music will be played from 6:30pm-8:30pm but set up will begin around 4:30pm. In addition to the live music, there will be art projects at a table for youth and possibly free massage. Bathrooms at Memorial Park and the existing trash cans will be utilized. Attendees will use the parking lot at Memorial Park, the golf course, or the Park Ballroom.

The Park Board made a motion of (7-0) to recommend approval of the event to the City Council, with the following conditions:

1. The City of New Prague shall be named as additional insured for the event since it is taking place in Memorial Park and shall also be provided a copy of the Certificate of Insurance. The City shall be held harmless for any injuries or damages occurring during the event.
2. All of Memorial Park shall be reserved for the event from 1pm to 10pm on June 11th, June 25th, July 9th, July 23rd, and August 7th, and potentially August 13th.
3. NPAAC shall provide notification of the event and associated activities to residential properties adjacent to Memorial Park at least one week prior to the event.
4. Electrical provisions in the park and shelter areas are limited. Events that require large amounts of electricity may require temporary service connections or a portable generator. All temporary electrical connections or portable generators will be required to be inspected by the state electrical inspector. Event holders should contact the New Prague utilities to review the event requirements and any cost that may be incurred.
5. NPAAC shall provide for their own set up of the stage, crowd control and parking attendance.
6. Live or recorded music must cease at 10pm or earlier.

Staff Recommendation

Approve the Large Assembly Permit for the NPAAC summer concert series on every other Wednesday from June 11th-July 23rd and Thursday August 7th and August 13th at Memorial Park with the conditions listed.



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NEW PRAGUE AREA COMMUNITY EDUCATION

Sandi Loxton, Director of Community Services
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Summer Concert Series

Past Concerts at the Broz and Memorial Park:

The New Prague Area Arts Council completed their third year of a successful music series this summer. The concerts were previously held on the lawn at the Broz and the events went off without any issues. During Czech out New Prague in 2023 and 2024, the Arts Council had their final concert at Memorial Park as an additional activity for the event. The concerts were well attended and enjoyed by many community members. Concert goers bring their own lawn chairs and sit in a comfortable place for them to relax and enjoy the music.

Future of the Concert Series:

In the future the concert series is planned to be held at the Praha Outdoor Performance Stage (POPS), and the hope is that the facility will be completed in time for the 2026 summer concert series. The New Prague Area Arts Council is grateful for the opportunities that the Broz provided for the past three years as the location for the concerts. Because the planning for this event needs to happen now to secure the musicians, the planning committee has been advised to secure a stable site for the 2025 interim year.

Bathrooms/Trash Cans:

The current plan is to utilize the bathrooms at Memorial Park, but if additional bathrooms are needed for the event the Arts Council will budget for this expense and rent additional bathrooms. This was an expense that the Arts Council budgeted for during the 2022 and 2023 years while at the Broz.

There is no plan to sell food during the concerts, so the amount of trash should be limited. If there are additional costs for trash the Arts Council can budget for that as well.

Thank you for considering our request. Since this is an interim facility year for the New Prague Area Arts Council, the plan is to only have 5 concerts instead of the 6-8 that were held in previous years. We have a dedicated group of volunteers that are passionate about this event and will be working to make sure everything runs smoothly.

If you have any other questions, please don't hesitate to reach out to me.

Sandi Loxton
Director of Community Services
New Prague Area Schools