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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KYRA CHAPMAN, PLANNER  
**SUBJECT:** LARGE ASSEMBLY PERMIT: 2025 EASTER EGG HUNT IN SOUTHSIDE PARK  
**DATE:** OCTOBER 9, 2024

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At the October 8<sup>th</sup> Park Board meeting, the large assembly permit for the 2025 Easter Egg Hunt in Southside Park was presented. Earlier this year, Bring the Light Electric obtained a large assembly permit for their 2024 Easter Egg Hunt on March 30<sup>th</sup> at Southside Park. At the event there were close to 250-300 people present and there will likely be more for the 2025 event. They would like to host an Easter Egg Hunt on April 19<sup>th</sup>, 2025, from 7:00am-11:00am at Southside Park. The event is geared for children ages 0-10 years old. There will be no live entertainment, street closures, fencing or alcohol sales. At the beginning of the event, they will likely use a megaphone to provide clear audible instructions to the crowd, but no music will be played.

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 Southside 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 Southside Park shall be reserved for the event from 6am to 12pm on April 19th, 2025.
3. Bring the Light Electric shall provide notification of the event and associated activities to residential properties adjacent to Southside Park at least one week prior to the event.
4. The City will provide one portable restroom at Southside Park during the event.
5. The City of New Prague has the right to close off access to the baseball fields if they are wet, snowy, or frosty.

### **Staff Recommendation**

Approve the Large Assembly Permit for the Easter Egg Hunt on April 19, 2025 at Southside Park with the conditions listed.