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**MEMORANDUM**

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** EVAN C. GARIEPY, PLANNER  
**SUBJECT:** LARGE ASSEMBLY PERMIT: NEW PRAGUE CHAMBER OF COMMERCE –  
2026 HOLIDAY PARADE  
**DATE:** MARCH 11<sup>TH</sup>, 2026

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The New Prague Chamber of Commerce is applying for a permit to host their annual holiday parade and tree lighting ceremony on December 4<sup>th</sup>, 2026, from 5pm-9pm. The event will take place on Main Street and Memorial Park. There will be music played at Memorial Park from 6pm-8pm.

This was brought forth to the Park Board on the March 10<sup>th</sup>, 2026 meeting, and the Park Board made a unanimous motion (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 as 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 5pm to 9pm on December 4<sup>th</sup>, 2026.
3. The City of New Prague will provide for up to 20 additional garbage receptacles in the park to be used by the Chamber.
4. The New Prague Chamber of Commerce shall provide notification of the event and associated activities to residential properties adjacent to Memorial Park at least one week prior to the event.
5. The New Prague Chamber of Commerce shall be allowed to utilize the bathrooms at the park during the event if they are still operating.
6. Electrical provisions in the park and shelter area 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 Department to review the event requirements and any costs that may be incurred.

7. The New Prague Chamber of Commerce shall provide for their own crowd control and parking attendance.
8. Live or recorded music must cease at 10pm or earlier.
9. State and County road closure permit applications must be completed, submitted to, and approved by, the appropriate State or County entities.

**Staff Recommendation**

The Park Board recommends approval of the Large Assembly Permit for the New Prague Chamber of Commerce for the Holiday Parade on Friday, December 4<sup>th</sup>, 2026, at Memorial Park with the conditions listed.