



118 Central Avenue North, New Prague, MN 56071  
phone: 952-758-4401 fax: 952-758-1149

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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 CZECH OUT NEW PRAGUE  
**DATE:** MARCH 11<sup>TH</sup>, 2026

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Staff received an application from the New Prague Chamber of Commerce to host the 2026 Czech Out New Prague event at Memorial Park. They intend to host this on Thursday, August 6<sup>th</sup>, 2026, from 9am-9pm. There will be live music from 5pm-8:30pm.

Attendees will utilize the restrooms at Memorial Park, and the Chamber requests that the City provides additional trash cans. There will be food trucks selling food and beverages, and the Chamber will sell beer.

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 9am until 10pm on August 6<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 for the event.
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. Electrical provisions in the park and shelter areas are limited. Events that require large amounts of electricity may require 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.

6. The New Prague Chamber of Commerce shall provide for their own set up of the stage, crowd control, and parking attendance.
7. The New Prague Chamber of Commerce and any other vendor selling alcoholic beverages shall be limited to an area within the licensed premises, which is to be designated by barricades with controlled entry and exit points, for the specified time limit of the event.
8. All glass containers are prohibited within the licensed premises, and the licensee agrees to notify all liquor establishments authorized to sell or otherwise dispense alcoholic beverages during the assembly that only plastic or aluminum containers shall be allowed.
9. Live and recorded music must cease by 10pm.

**Staff Recommendation**

The Park Board recommends approval of the Large Assembly Permit for the New Prague Chamber of Commerce for the Czech Out New Prague on Thursday, August 6<sup>th</sup>, 2026, at Memorial Park with the conditions listed.