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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, COMMUNITY DEVELOPMENT DIRECTOR
EVAN C. GARIEPY, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: NEW PRAGUE CHAMBER OF COMMERCE –
2026 DOŽÍNKY FESTIVAL
DATE: MARCH 11TH, 2026

Staff received an application from the New Prague Chamber of Commerce to host the 2026 Dožínky Festival from September 18th to 19th, 2026, along Main Street. On Friday the 18th, the event will be open from 9am-midnight, and on Saturday the 19th, it will be from 9am-5pm. The requested permit is similar to prior years with two exceptions: 1. they do not plan to utilize Memorial Park and 2. They are moving the stage from Central Ave. N. to the City Hall south parking lot for more capacity for a band that they are expecting to draw a larger crowd than normal.

There will be live music in the City Hall south parking lot on the large stage from 5pm-midnight on Friday, and music at the Snap Fitness parking lot from 10am-5pm on Saturday. On Main Street, there will be multiple food trucks and other vendors. All vendors will be responsible for their own electric and water. The Chamber of Commerce will sell beer. Near Strikeforce Bowling, there will be a farm animal petting area.

The Chamber of Commerce requested additional garbage receptacles from the City along Main Street. They also requested portable restrooms from the City for use by attendees, which is a change from past years.

The large assembly permit did not require Park Board approval, as it does not involve any City Parks. Staff recommends approval of the event by City Council, with the following conditions:

1. The City of New Prague shall be named as additional insured for the event 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. The City of New Prague will provide additional garbage receptacles along Main Street to be used by the Chamber for garbage collection.
3. The City of New Prague will provide additional portable restroom facilities along Main Street to be used by the Chamber during the event.

4. The New Prague Chamber of Commerce shall provide for their own set up of the stages, crowd control, and parking attendance.
5. The New Prague Chamber of Commerce or any other vendor selling alcoholic beverages shall be limited to an area within the licensed premises, which is an area designated by barricades with controlled entry and exit points, for a specified time limit.
6. 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.
7. Events that require large amounts of electricity may require temporary service connections or a portable generator. All temporary electric 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 cost that may be incurred.
8. Live or recorded music must cease at midnight at the downtown stage.
9. State and County road closure permit applications must be completed, submitted to, and approved by, the appropriate State and County entities.
10. Main Street will be barricaded from 10th Ave E to TH 13/21 from 5pm on Friday, September 18th, until 5pm on Saturday, September 19th.

Staff Recommendation

Staff recommends approval of the Large Assembly Permit for the New Prague Chamber of Commerce for the Dožínky Festival on Friday, September 18th and Saturday, September 19th, 2026, on Main Street, with the conditions listed.