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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: 2026 EASTER EGG HUNT IN SOUTHSIDE PARK  
**DATE:** FEBRUARY 11<sup>TH</sup>, 2026

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At the February 10<sup>th</sup> Park Board meeting, a large assembly permit was presented for an Easter Egg Hunt in Southside Park. The applicant, Bring the Light Electric, LLC, has hosted an easter egg hunt annually for the past few years for children and families. They are applying to host this at Southside Park on April 4<sup>th</sup> from 7:00am-11:00am.

They estimate having approximately 250-300 people, as they have in the past. The event is geared towards children aged 0-10. They will have a speaker system to announce the beginning and end of the egg hunt. There will be no live entertainment, street closures, fencing, alcohol sale, or music. They also requested a single portable restroom for the event.

The Park Board made a unanimous motion of 5-0 to recommend approval of the event to 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 6:00am to 12:00pm on April 4<sup>th</sup>, 2026.
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.

### **Staff Recommendation**

Approve the Large Assembly Permit for the Easter Egg Hunt on April 4<sup>th</sup>, 2026, at Southside Park with the conditions listed.