



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

MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: EVAN C. GARIEPY, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: 2027 EASTER EGG HUNT IN SOUTHSIDE PARK
DATE: AUGUST 19TH, 2026

At the August 18th Park Board meeting, a large assembly permit was presented for an Easter Egg Hunt in Southside Park for 2027. The applicant, Bring the Light Electric, LLC, has hosted this event annually for the past three years for children and families. They are applying to host this at Southside Park on March 27th, 2027, from 7:00am-11:00am.

They estimate the event will be the same as past years, with approximately 250-300 people. The event is geared towards children aged 0-10. There will be a speaker system for announcements and there will be no live entertainment, street closures, fencing, alcohol sales, nor music. The application has been attached.

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 March 27th, 2027.
3. The applicant shall provide notification of the event and associated activities to the residential properties adjacent to Southside Park at least one week prior to the event.

Additionally, the Park Board asked staff to verify that a bathroom will be available. Public Works Director Matt Rynda confirmed that the city's portable bathroom will be on site for the event, but that if the applicant would like to add another portable restroom, they are able to do so at their own expense, which is standard practice for all large events, including Dozinky.

Staff Recommendation

Staff recommends approval of the Large Assembly Permit for the Easter Egg Hunt on March 27th, 2027, at Southside Park with the conditions listed.