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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: KEN ONDICH, PLANNING / COMMUNITY DEVELOPMENT DIRECTOR
KYRA CHAPMAN, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: ROTARY CLUB'S CRAFT BEER
TASTING/FUNDRAISER EVENT
DATE: MARCH 12, 2025

At the March 11th Park Board meeting, the large assembly permit for the New Prague Rotary Club's Craft Beer/Fundraiser event at Memorial Park was presented. The New Prague Rotary Club is proposing to host a Craft Beer/Fundraiser event in Memorial Park on August 16th from 12pm-5pm. They anticipate that a maximum of 500 participants will be at the event. Although the band has not been determined, they will have live music from 2pm to 5pm. Barricades will be located at the entrance and exit to Memorial Park. Individuals will be able to sample craft beer, but it will not be sold on-site. There will be 15-25 beer tents, 5-10 food trucks, and 2-4 shade tents. The Rotary Club intends to card visitors and provide wristbands to those 21 years or older. Individuals who are not of age will not be given wristbands and breweries will not supply alcohol to minors. The Rotary Club will supply orange plastic fencing if the City or if the Police Department recommends it. Visitors will use side street parking rather than utilizing the parking stalls at Memorial Park. Visitors will utilize the on-site restrooms, and the Rotary Club intends to rent portable restrooms. The City will need to provide additional trash receptacles.

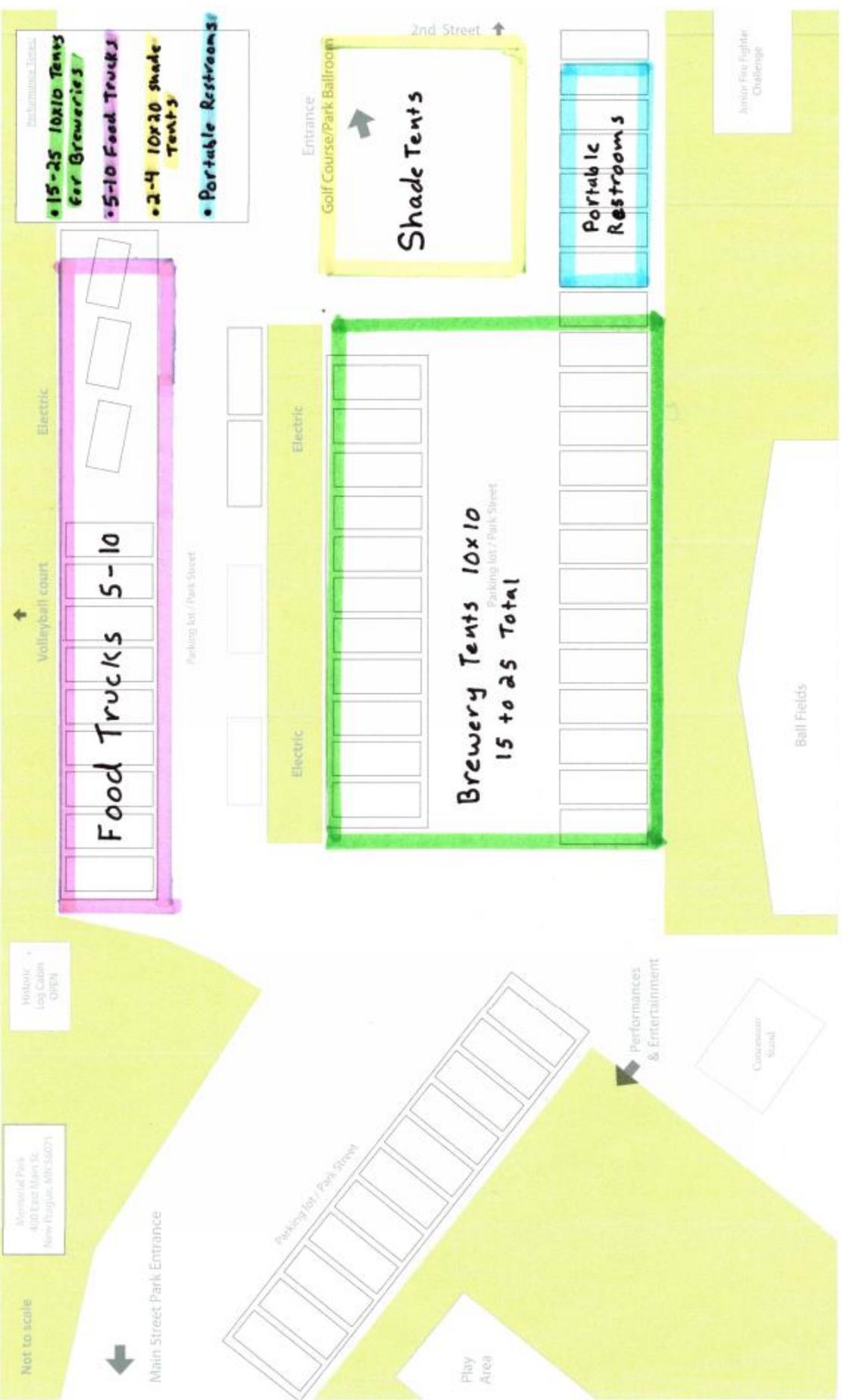
The Park Board made a motion (4-0) to recommend approval of the event to the City Council with the following conditions:

1. The City of New Prague shall be named as additional insured for the event since 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 10am to 8pm August 16th, 2025.
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. Rotary Club of New Prague 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 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 to review the event requirements and any cost that may be incurred.
6. If there will be live or recorded music must, it must cease at 10pm or earlier.
 7. Rotary Club of New Prague shall provide for their own set up of the stage, crowd control and parking attendance.
 8. Rotary Club of New Prague 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 the specified time limit.
 9. All the brewery tents must be located in one general area and fencing must enclose all the brewery tents. The sales and consumption of alcohol may only occur in the fenced area. Rotary Club staff must card individuals at the entrance and exit of the fenced area. The food trucks must be located outside the fence.
 10. 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.

Staff Recommendation

Approve the Large Assembly Permit for the Craft Beer Tasting/Fundraiser Event on August 16th at Memorial Park with the conditions listed.



- Performance Details:
- 15-25 10x10 Tents for Breweries
 - 5-10 Food Trucks
 - 2-4 10x20 Shade Tents
 - Portable Restrooms

Memorial Park
400 East Main St.
New Prague, MN 56071

Not to scale

Main Street Park Entrance

Volleyball court

Electric

Food Trucks 5-10

Parking lot / Park Street

Electric

Electric

Brewery Tents 10x10
15 to 25 Total

Parking lot / Park Street

Entrance
Golf Course/Park Ballroom

Shade Tents

2nd Street

Portable Restrooms

Bell Fields

Performances & Entertainment

Concession Stand

Play Area

Amish Pie Fights Challenge