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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: EASTER EGG HUNT IN SOUTHSIDE PARK
DATE: JANUARY 10, 2024

At the January 9th Park Board meeting, the large assembly permit for the Easter Egg Hunt in Southside was presented. Bring the Light Electric is proposing to host an Easter Egg Hunt at Southside Park on March 30th, 2024 from 10:00am to 12:00pm. They anticipate that children 0-10 years old will participate in the event. Bring the Light Electric is uncertain how many individuals will take part in the event since this is the first year that they are offering this occurrence.

The Park Board made a motion of (5-0) 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 Southside Park and shall also be provided with 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 8am to 2pm on March 30th, 2024.
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. Bring the Light Electric shall be allowed to utilize the portable bathroom in the park during the event.
5. The City has the right to close access to the baseball field if it is snowy or frosty.

Staff Recommendation

Approve the Large Assembly Permit for the Easter Egg Hunt on March 30, 2024 at Southside Park with the conditions listed.