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## MEMORANDUM

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**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: RUN NEW PRAGUE IN MEMORIAL PARK  
**DATE:** FEBRUARY 14, 2024

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At the February 13<sup>th</sup> Park Board meeting, the large assembly permit for the Run New Prague in Memorial Park and downtown was presented. The Chamber of Commerce intends to host a 5k, color run, and bike race on Saturday May 4<sup>th</sup>, 2024 from 8:00am-12:00pm, starting along Main Street, and ending in Memorial Park with Central Plaza also being utilized prior to the start of the race. Unlike previous years, the race will begin on Main St. Consequently, road closures will be expected along TH 19 from 10:00am-11:00am. From 9:00am-12:00pm, there will be outdoor sound systems to broadcast the radio in Central Plaza and Memorial Park. Giesenbrau Bier Co will provide alcoholic beverages in Memorial Park and the Chamber of Commerce will provide bottled water for runners.

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 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 6AM to Noon on May 4th, 2024.
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. New Prague Chamber of Commerce 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. New Prague Chamber of Commerce shall be allowed to utilize the bathrooms in the park during the event but must also provide a minimum of four (4) additional portable rest rooms.

6. 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.
7. New Prague Chamber of Commerce shall provide for their own set up including for crowd control and parking attendance.
8. Giesenbräu Bier Co 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 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.
10. New Prague Police Department will apply for a road closure permit for TH 19 contingent on City Council's approval.

#### **Staff Recommendation**

Approve the Large Assembly Permit for the Run New Prague Event on May 4, 2024 at Memorial Park with the conditions listed.



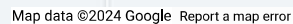
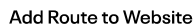
 **Everyone**

📍 **New Prague, MN, United States**

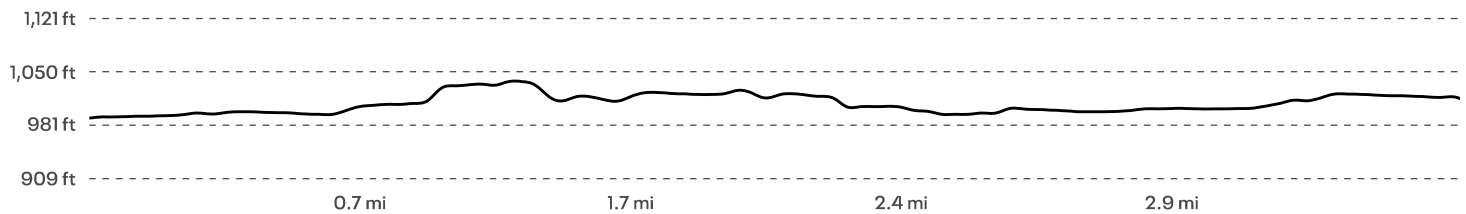
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