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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: CITY-WIDE BLOCK PARTY IN MEMORIAL PARK
DATE: FEBRUARY 14, 2024

At the February 13th Park Board meeting, the large assembly permit for the City-Wide Block Party in Memorial Park was presented. Calvary Church is proposing to host a City-Wide Block Party at Memorial Park on Thursday July 18th, 2024 from 5:00pm to 8:30pm. The event will consist with free food/water, inflatables, face painting, games, guest speakers, and live concert. It's anticipated that about 2,000 people will attend the event at some point during the scheduled time. City parks close at 11:00pm, therefore, all clean ups would need to be completed with all individuals out of the park by 11:00pm.

The Park Board made a motion of (5-0) to recommend approval of the event to the City Council, with the following conditions:

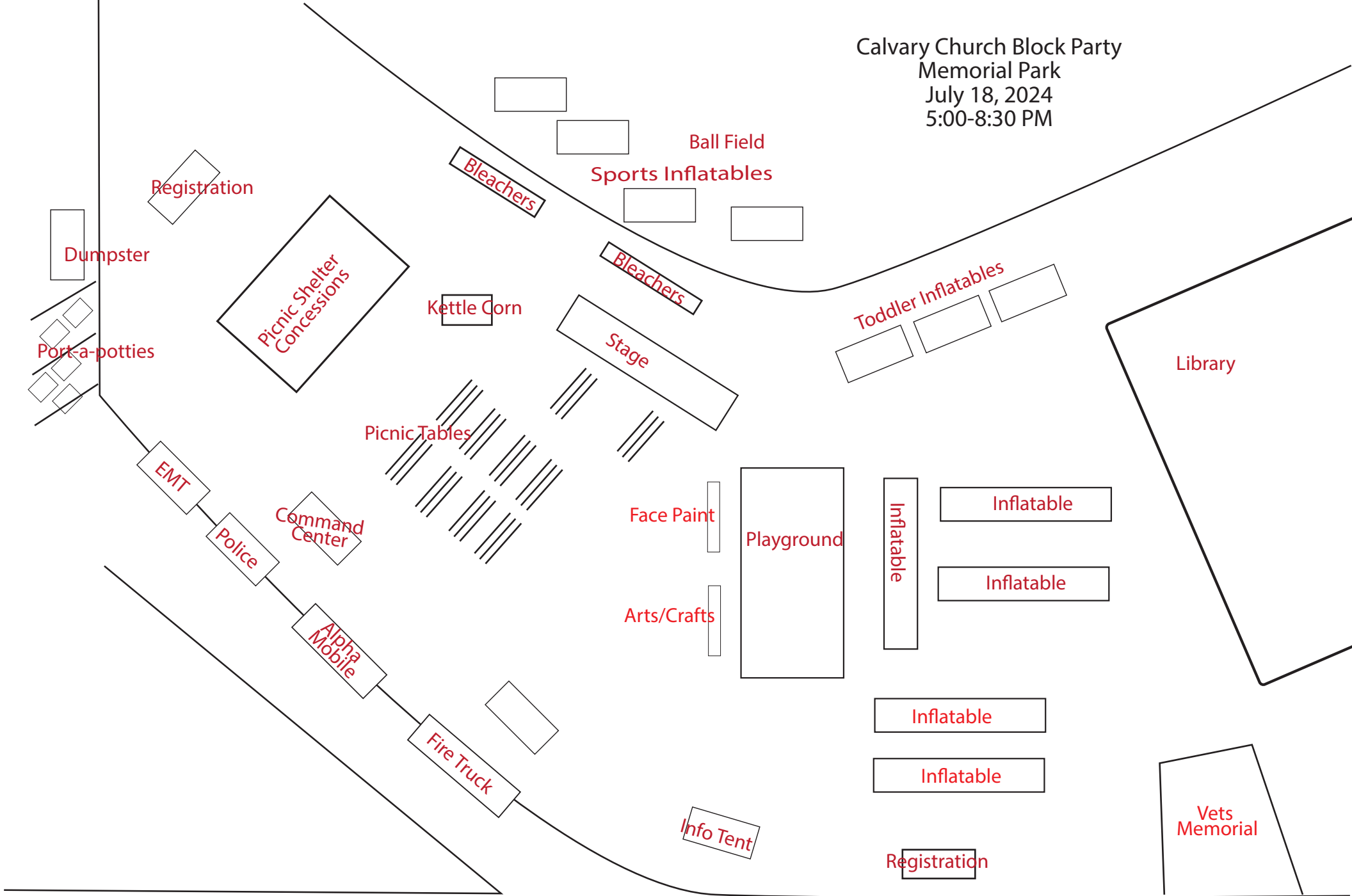
1. The City of New Prague shall be named as additional insured for the event since it is taking place in Memorial Park and shall also be provided a copy of the Certificate of Insurance. The City shall be held harmless for any injuries or damages occurring during the event.
2. All of Memorial Park shall be reserved for the event from 1:00pm – 11:00pm on Thursday July 18th, 2024.
3. The City of New Prague will provide for up to 20 additional garbage receptacles in the park to be used by church officials/volunteers to be emptied into a dumpster provided by Calvary Church for the event. Calvary Church officials/volunteers are responsible for clean-up of the park by placing trash in appropriate receptacles. Any clean up charges from the City will be the responsibility of Calvary Church.
4. The City does not have additional picnic tables to provide at the park. If Calvary requires more picnic tables than what are provided for at the park, they must provide them.
5. The ballfield lights may be utilized but must be turned off no later than 10pm.

6. The stage and seatings are not allowed to be installed on the ballfields.
7. Calvary Church shall provide notification of the event and associated activities to residential properties adjacent to Memorial Park at least one week prior to the event.
8. 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.
9. Calvary Church shall provide for their own set up of the stage crowd control and parking attendance.
10. Live, recorded, broadcast music and other entertainment shall cease on or before 9:00 PM due to the close proximity of the residential homes in the area and because the event is taking place on a weeknight.
11. Calvary Church shall be allowed to utilize the bathrooms in the park during the event but must also provide a minimum of four (4) additional portable restrooms.

Staff Recommendation

Approve the Large Assembly Permit for the City-Wide Block Party on July 18, 2024 at Memorial Park with the conditions listed.

Calvary Church Block Party
Memorial Park
July 18, 2024
5:00-8:30 PM



Main Street