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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL

**CC:** JOSHUA TETZLAFF – CITY ADMINISTRATOR

**FROM:** KEN ONDICH – PLANNING / COMMUNITY DEVELOPMENT DIRECTOR  
KYRA CHAPMAN – PLANNER

**SUBJECT:** LARGE ASSEMBLY PERMITS FOR NEW PRAGUE CHAMBER OF COMMERCE:  
CZECH OUT NEW PRAGUE, DOŽÍNKY AND HOLIDAY PARADE

**DATE:** APRIL 12, 2024

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The New Prague Chamber of Commerce submitted applications on 4/1/24 for three Large Assembly Permits in Memorial Park which include:

Czech Out New Prague in Memorial Park – 8/1/2024  
Dožínky on Main Street & in Memorial Park – 9/20/2024-9/21/2024  
Holiday Parade/Events on Main Street & in Memorial Park – 12/6/2024

This is the second year these events are being reviewed under the City's new Large Assembly Permit process. City staff offers conditions for approval based on current information presented and past practice for these events.

At their April 9th, 2024 meeting, the Park Board unanimously recommended approval of the events in Memorial Park and Downtown with the conditions listed.

### Staff Recommendation

Motion to approve of the Large Assembly Permits for the New Prague Chamber of Commerce for the following events with the conditions as listed:

1. Czech Out New Prague in Memorial Park – 8/1/2024
2. Dožínky on Main Street & in Memorial Park – 9/20/2024 - 9/21/2024
3. Holiday Parade/Events on Main Street & in Memorial Park – 12/6/2024

**Conditions for Czech Out New Prague in Memorial Park – 8/1/2024**

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 6 pm to 9pm on December 6th, 2024.
3. The City of New Prague will provide for up to 20 additional garbage receptacles in the park to be used by Chamber officials.
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 if they are still operating.
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 crowd control and parking attendance.
8. Live or recorded music must cease at 10 pm or earlier.
9. State/County road closure permit applications must be completed and submitted to, and approved by, the appropriate county or state entities.

**Conditions for Dožínky on Main Street & in Memorial Park – 9/20/2024 - 9/21/2024**

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 on September 20th, 2024 to the 21<sup>st</sup> at 5 pm.

3. The City of New Prague will provide additional garbage receptacles in the park and along Main Street to be used by the Chamber for garbage collection.
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 multiple locations of portable restrooms along Main Street.
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 of the stages, crowd control and parking attendance.
8. New Prague Chamber of Commerce 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. Live or recorded music must cease at midnight at the downtown stage.
11. State/County road closure permit applications must be completed and submitted to, and approved by, the appropriate county or state entities.
12. Main Street will be barricaded from 10<sup>th</sup> Ave. west to TH13/21 from 5pm on Friday September 20<sup>th</sup> to 5pm on Saturday, September 21<sup>st</sup>.

**Conditions for Holiday Parade/Events on Main Street & in Memorial Park –  
12/6/2024**

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 6 pm to 9pm on December 6th, 2024.
3. The City of New Prague will provide for up to 20 additional garbage receptacles in the park to be used by Chamber officials.
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 if they are still operating.
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 crowd control and parking attendance.
8. Live or recorded music must cease at 10 pm or earlier.
9. State/County road closure permit applications must be completed and submitted to, and approved by, the appropriate county or state entities.