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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**CC:** JOSHUA M. TETZLAFF, CITY ADMINISTRATOR  
**FROM:** KYRA CHAPMAN, PLANNER  
**SUBJECT:** LARGE ASSEMBLY PERMIT: 2025 NEW PRAGUE ARTS FOUNDATION -  
SUMMER CONCERT SERIES  
**DATE:** APRIL 9, 2025

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At the April 8<sup>th</sup> Park Board meeting, the large assembly permit for the 2025 New Prague Arts Foundation's Summer Concert series was discussed. Last year the Park Board approved the summer concert series for the New Prague Area Arts Council (NPAAC). Recently, NPAAC contacted the City that they would like to cancel all their scheduled days except for August 7<sup>th</sup> (Czech Out New Prague). New Prague Arts Foundation, which is largely comprised of similar members, intends to host their music concert series over the same days that were canceled. They would have their concert series on June 11<sup>th</sup>, June 18<sup>th</sup>, June 25<sup>th</sup>, July 2<sup>nd</sup>, July 9<sup>th</sup>, and July 23<sup>rd</sup>. The event would take place from 4pm-9pm by the shelter by the two baseball fields and the playground. Outdoor music will occur from 6:30pm-8pm. Visitors will utilize the toilets at the site. They anticipate that there will be about 350 people. Vehicles may park in the streets or the Golf Course/Park Ballroom parking lot. Despite what the application states, no refreshments or food will be sold.

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 1pm to 10pm on June 11<sup>th</sup>, June 18<sup>th</sup>, June 25<sup>th</sup>, July 2<sup>nd</sup>, July 9<sup>th</sup>, and July 23<sup>rd</sup>.
3. New Prague Arts Foundation shall provide notification of the event and associated activities to residential properties adjacent to Memorial Park at least one week prior to the event.
4. 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.

5. New Prague Arts Foundation shall provide for their own set up of the stage, crowd control and parking attendance.
6. Live or recorded music must cease at 10pm or earlier.

**Staff Recommendation**

Approve the Large Assembly Permit for the New Prague Arts Foundation's summer concert series from Wednesday, June 11<sup>th</sup>, June 18<sup>th</sup>, June 25<sup>th</sup>, July 2<sup>nd</sup>, July 9<sup>th</sup>, July 23<sup>rd</sup> at Memorial Park with the conditions listed.