



APPLICATION

LICENSE TO PERMIT LARGE ASSEMBLY

City of New Prague, 118 Central Ave. N., New Prague, MN 56071

952-758-4401

APPLICANT MUST SUBMIT COMPLETED APPLICATION A MINIMUM OF 60 DAYS PRIOR TO EVENT.

Circle which large assembly permit (over 250 people) you are applying for:

Level A – New Event - \$150 (single/mult. days, street closures, alcohol, fencing, live entertainment)

Level A – Repeat Event - \$75 (street closures, alcohol sales, fencing, live entertainment, repeat event)

Level B – New/Repeat Event - \$50 (single/multiple days, sidewalk use, live entertainment with PA)

Level C – New/Repeat Event - \$30 (single day, park area, no live entertainment)

Name of Organization _____ New Prague Arts Foundation _____

Contact Person(1) __Den Gardner_____

Phone __612 325 3981_____

Contact Person(2) __Sarah Kallal_____

Phone __651-398-4737_____

Contact Person _____

Phone _____

Applicant's Address _305 Columbus Ave S, New Prague, MN 56071_____

Street City State Zip

Email _____dengardner@gandgcomm.com_____

Name and Address of Person(s) Responsible for Payment of Bills:

__Den Gardner, 305 Columbus Ave S, New Prague, MN 56071_____

Name Street Address City State Zip

I, __Den Gardner, hereby make application on behalf of New Prague Arts Foundation ☐ Corporation
☐ Partnership ☒ **Society, Group or Association** ☐ Other _____

to the City of New Prague for a license to permit the lawful assembly of over 250 persons on the following described property:

_____Building Shelter by Softball/Little League Fields in Memorial Park_____

The nature and purpose of the assembly will be as follows:

_____Music at Memorial Summer Concert Series_____

☐ I am also applying for permission for road closure and agree to notify all affected property and business owners.

☐ If the event is held in the downtown area, I agree to notify all liquor establishments to prohibit the use of glass containers. (Only plastic or aluminum containers will be allowed.)

The assembly will be held on:

June 17, June 24,

July 1, July 8, July 15, July 22, July 29,

August 5

between the hours of __4:30pm__ and __8:30pm

The maximum number of persons I will permit to attend are _300+_ persons. The maximum number of event tickets to be sold, if applicable _____N/A_____.

OUTDOOR MUSIC. Will there be outdoor music? XX Yes No

If yes, please describe: Various genres of bands will perform for two hours at Memorial Park.

Outdoor music: Start Time 6 pm END TIME 8 pm

Applicant is required to answer all questions.

1. List all activities planned for this event.

- Music during the two hours.

2. Submit layout of activities, parking, sanitation, and music.

- Musicians will perform under the shelter or on the concrete next to the shelter.
- Attendees expected to park in the golf course/Park Ballroom lot or the streets nearby.

3. Certificate of liability insurance coverage provided by the contractor/vendor/supplier of certain activities is required, with the City of New Prague named as "Additional Insured" with respect to general liability for the event.

(Example: circus, carnivals, entertainment, races, contests, etc). List name of Vendor/Insured party.

4. General liability insurance coverage required for the event. List your agent and contact information.

Tupy Insurance is our agent. They can be reached at 952-758-2433. Liability Policy is through Auto-Owners Insurance.

5. Explain the location and placement of fencing and/or barricades.

 N/A

6. Explain plans for providing toilet and lavatory, or portable sanitation. Include site location and quantity including ADA accessible units.

 Plan to use the toilet facilities at Memorial Park.

7. Explain plans for refuse collection and disposal of waste material: (Number of dumpsters/waste receptacles and location.

 Plan to use the garbage containers on site.

8. Public Safety – Police Officers. Arrangements for police officers at the event must be made prior to the event by contacting the New Prague Police Chief at 952-758-4401. List agreed upon arrangements (number of officers and hours of service.)

_____ Will inform local police about the concerts, as done previously. _____

9. For outdoor music, sound systems, describe location, equipment, hours of music, etc. (Note: Music is not allowed past 10PM).

_____ Hours noted previously. Performers are required to bring their own sound systems. Concerts are completed by 8pm. _____

10. Sales of food/beverages and products. Explain vending of food and/or product sales. (Applicant must inform concessionaires who will be allowed to operate on the grounds to obtain a transient merchant permit from the City of New Prague at least 10 days prior to the event and any temporary liquor licenses must also be obtained as necessary. All necessary food handling permits must also be obtained.)

_____ N/A _____

11. Contact Information. List cell phone numbers of the event organizers in case of an emergency, and whether they will be on-site during the event.

_____ A member of the NP Arts Foundation will be at each event. Den Gardner will be at most, if not all. His cell is: 612-325-3981

12. Animals - Will there be animals associated with your event? Yes No.

If Yes, give details, such as type and number of animals, time frame, plan for waste disposal.

13. Notification Requirements: Applicant is required to notify the following of the event.

a. Contact North Memorial Ambulance. .

b. Contact New Prague Fire Chief.

c. All vendors at the event must obtain an approved peddlers permit from the City at least seven (7) days before the event.

d. If event is held in the downtown area, notify the liquor establishments of the requirement to prohibit the use of glass bottles or beverage containers.

X By checking this box, applicant agrees to comply with the required notification.

14. Explain plans for supplying potable water, including the source, amount available, and location of outlets.

_____ N/A _____

15. Explain plans to provide for medical facilities, including the location and the construction of a medical structure, the names and addresses and hours of availability of physicians and nurses, and provisions for emergency ambulance services.

_____ N/A _____

16. Explain plans for fire protection (ie – contacted the Fire Chief, etc.).

_____ N/A _____

17. Explain plans or camping facilities, if any, including facilities available and their location:

_____ N/A _____

18. Explain plans for parking vehicles, including size and location of lots, points of highway access and interior roads including routes between highway access and parking lots. A layout may be required.

_____ The band each week will usually drive their vehicles/trailers up to the performing location, unload, then park away from the staging area until the concert is finished. _____

19. Explain plans, if any, to illuminate the location of the assembly, including the source and amount of power and the location of lights.

_____ N/A _____

20. Explain plans for area traffic control for egress from and exit onto public roads and highways.

_____ N/A _____

21. If your organization has obtained a Large Assembly Permit last year, will there be any changes for your event this year? **No changes.** Yes. If Yes, please describe the changes and new activities.

22. Will there be any additional special requests or activities for this event that have not been addressed in this permit application? No Yes. If yes, please provide details.

Mandatory requirements:

1. Certificate of liability insurance for general liability required.
2. Certificate of liability insurance by the contractor/vendor required for activities with the City of New Prague listed as the "Additional Insured."
3. All food vendors must obtain Peddler's Permit from the City of New Prague.
4. Applicant must pay the City for Police Officers as determined by City and/or Police Chief.
5. Applicant must provide portable restrooms. Minimum quantity 1, with more as determined by city staff.
6. Applicant must provide refuse hauling services for the event.
7. Applicant must install barricades and remove barricades.
8. Applicant is responsible for picking up litter from the streets and sidewalks immediately after the event.
9. If the event is held in the downtown area, applicant must notify all liquor establishments to prohibit the use of glass containers during the event. (Only plastic or aluminum containers allowed.)
10. If applicant seeks a city road closure in conjunction with event, applicant must obtain a Road Closure Permit from the City and pay applicable fees.
11. The hours of outdoor music are limited to 7am to 10pm.

Additional requirements:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I, Den Gardner, being duly sworn upon oath, hereby make application for a license to permit a large assembly in the City of New Prague, Minnesota.

Applicant knows the contents of this application and supporting affidavits and that the statements herein are true of his/her own knowledge, save as to such as are herein stated information and belief, and as to those, he/she believes them to be true.

APPLICANT:

Den Gardner

Oct. 4, 2025

Nov. 9, 1951

Signature

Date

Date of Birth

OWNER OF RECORD of the above-described property, if different than applicant, must grant permission to hold an assembly of 250 or more persons by signing this form.

PROPERTY OWNER: (If different than applicant).

Signature

Date

Date of Birth

FOR OFFICE USE ONLY

APPROVAL OF THE LARGE ASSEMBLY PERMIT

Approved by the New Prague City Council on _____ day of _____, 20____.

City Administrator

Reviewed by Public Works Director

Reviewed by Police Chief

Copy mailed to applicant on _____.