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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
CC: JOSHUA M. TETZLAFF, CITY ADMINISTRATOR
FROM: EVAN GARIEPY, PLANNER
SUBJECT: LARGE ASSEMBLY PERMIT: 2026 NEW PRAGUE ARTS FOUNDATION -
SUMMER CONCERT SERIES
DATE: OCTOBER 15 2025

Staff received an application from Den Gardner with the New Prague Arts Foundation to host their Summer Concert Series at Memorial Park for the 2026 season, as they do not believe POPS will be constructed in time for the Concert Series. They intend to hold the concerts at Memorial Park on June 17th, June 24th, July 1st, July 8th, July 15th, July 22nd, July 29th, and August 5th. The events would take place from 4pm-8:30pm, with live music from 6:00pm-8:00pm. Visitors would utilize the restrooms, parking, and garbage on site. They anticipate there will be 200-400 people. This was brought before the Park Board at their October 14th meeting.

The Park Board made a motion of (6-0) 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 4:00pm to 8:30pm on June 17th, June 24th, July 1st, July 8th, July 15th, July 22nd, July 29th, and August 5th.
3. The 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. New Prague Arts Foundation shall provide for their own set up of the stage, crowd control, and parking attendance.
5. Live or recorded music must cease at 10pm or earlier.

Staff Recommendation

Staff recommends approval of the Large Assembly Permit for the New Prague Arts Foundation's summer concert series for Wednesdays June 17th, June 24th, July 1st, July 8th, July 15th, July 22nd, July 29th, and August 5th at Memorial Park with the conditions listed.