

# CITY OF NORWALK SPECIAL EVENTS APPLICATION



Please make sure the application is complete before submitting it to the  
*City Clerk* at least 1 month in advance of event date.  
This includes the *preliminary map* and the \$1,000,000 *insurance certificate*.

### FOR OFFICE USE ONLY

Date received:	Received by:	Permit issued:	Name of Event:
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City sponsored: <input type="checkbox"/> Yes <input type="checkbox"/> No Fee Paid: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Waived	Distributed to Department Heads (date): On _____ Agenda for approval.
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PD requested: <input type="checkbox"/> Yes <input type="checkbox"/> No *will fees be billed to promoter? <input type="checkbox"/> Yes <input type="checkbox"/> No PW requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	Liquor license required: <input type="checkbox"/> Yes <input type="checkbox"/> No Liquor license approved:
Insurance Certificate attached: <input type="checkbox"/> Yes <input type="checkbox"/> No (\$1,000,000 min) naming City of Norwalk "Also Insured"	Preliminary map attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Signed off on prior to council meeting by:

Park and Rec Director: \_\_\_\_\_

Fire Chief: \_\_\_\_\_

Police Chief: \_\_\_\_\_

Public Works Director: \_\_\_\_\_

City Clerk (ABD purposes): \_\_\_\_\_

Approved by City Council as of (date): \_\_\_\_\_

Mayor \_\_\_\_\_

## PROMOTER AND CONTACT PERSON INFORMATION

Promoter's Name:		Emergency Contact Person:	
Signature:		Signature:	
Date of Birth:		Date of Birth:	
Address:		Address:	
Phone:	Cell Phone:	Phone:	Cell Phone:
Email:			

## EVENT INFORMATION

Date(s) and Time(s) of Event:			
Date(s) and Time(s) of Set-Up/Take Down:			
Location of Event: Name streets, parks, area, etc. and ATTACH map or drawing.			
Describe the Event: (Purpose of event)			
<b>WILL SIGNAGE BE USED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No *If YES, complete the Special Event Signage Information Sheet			
<b>WILL A BAND OR DJ BE PRESENT?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>WILL TEMPORARY STRUCTURES BE ERECTED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>WILL ALCOHOL BE SOLD?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No *If YES, complete the application for a beer/liquor permit at <a href="http://www.iowaABD.com">www.iowaABD.com</a> click the "alcohol" tab at the top. Under "licensees" section, click the top link, "Licensing Applications". Click "create account" to set up a User ID and password. This link will take you to the correct page to set up your online account.			
<b>WILL VENDER BOOTHS BE USED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (all merchants shall comply with all applicable State food and health rules and regulations) *If YES, a list of the names of all vendors and a map showing the location and size of the vendor booths needs to be sent to City Hall prior to the date of the event as outlined in Sec 125.04 of the City Code. The time requirement for submittal of this is dependent upon the length and size of your event. For large events, please supply this information earlier than the one month recommended.			
<b>DO STREETS NEED TO BE CLOSED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*If YES, indicate on map.</small>			
Street Name(s):	Distance on Street:	Length of Time for Street Closings:	# of Barricades:
<b>DO PARKING SPACES NEED TO BE RESERVED?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <small>*If YES, indicate on map.</small>			
Location(s):			# of Cones:

**EVENT INFORMATION CONTINUED**

**IS TRAFFIC CONTROL REQUESTED?**  Yes  No

\*If YES, indicate on map. (if this is not a City of Norwalk sponsored event, a fee to pay the officers will be charged to the promoter.)

Location(S):

**ARE ANY OTHER CITY SERVICES (i.e. crowd control) REQUESTED?**  Yes  No

\*If YES, list details. (if this is not a City of Norwalk sponsored event, a fee to pay for the service will be charged to the promoter.)

**COMPLETE LAYOUT OF THE PROPERTY TO BE USED:**  Map attached  Drawing below

\*If the map does not accurately show the area, then a drawing should also be included. Please be reminded that if you are requesting the use of a park, the parking spaces around that area are not included in the permit, unless specifically requested.

**WILL ANY PART OF THE EVENT BE HELD ON PRIVATE PROPERTY?**  Yes  No

\*If YES, list the address of the property and have the property owner sign below giving their consent for use of their property for this special event.

Property Owner(s):

Address:

Signature of Property Owner:

**City of Norwalk  
Special Event Permit**

I, \_\_\_\_\_, the City Clerk for the City of Norwalk do hereby issue a permit for the \_\_\_\_\_ that is said to occur on \_\_\_\_\_, 20\_\_\_\_. The application for this special event was submitted in good order to the City Clerk's office, submitted for review by the Directors of the City of Norwalk and approved by the City Council of the City of Norwalk on \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_



## SPECIAL EVENTS – SIGNAGE INFORMATION SHEET

### Information Required:

Anyone that is planning to have temporary signage associated with a special event permit will need to submit the following signage information along with the Special Event Permit Application.

Type of Sign(s): (Please Describe)	
Size of Sign(s):	
Time of Sign Placement:	Time of Sign Removal:
Colors and Materials of Proposed Sign:	
Any Proposed Lighting:	
Proposed Location(s) of Signage:	

### Traffic Safety:

Signs shall not create a traffic hazard or impede vehicular or pedestrian traffic. Signs in the public right of way are prohibited unless expressly authorized by the Special Event Permit. The City of Norwalk reserves the right to require additional signage, which may be at the expense of the Special Event applicant, as determined for the safety and well being of the general public.

### Prompt Removal of Signs:

Temporary signs associated with a Special Event permit must be removed immediately upon the termination of the event.

### Right of Approval/Denial

The City of Norwalk reserves the right to approve or deny signage associated with Special Events and to determine the scheduling of such display if approved.