

****COMPLETED APPLICATION MUST BE SUBMITTED TO THE CITY
CLERK'S OFFICE AT LEAST 30 DAYS IN ADVANCE****

**General Instructions
for
Public Gathering and Special Events Permit
City of Norwalk, CT**

- Complete page 1 of the application and have signature notarized,
- Check all boxes on page 2 and get Department approvals.
- Application must be submitted **at least 30 days** to City Clerk's Office prior to event.
- Allow an **additional 3 to 4 weeks** for temporary liquor application (from State of Connecticut) if serving alcoholic beverages.
- Dates should include set-up and take-down.
- Proof of insurance naming City of Norwalk (125 East Avenue, Norwalk CT 06856) as an additional insured (\$1,000,000 liability coverage). Acord form is **required** before application will be approved.
- Bring completed application (all pages) to the City Clerk's office, Room 236, Norwalk City Hall, between **9:00 AM and 4:30 PM** along with proof of insurance and permit fee (\$10 per day).
- Even if the event is on private property, City Code (Chapter 88) provides that a person must receive a license for any public show, exhibition, performance or amusement. Such license is obtained through the City Clerk's Office. An appropriate application is given indicating the departments which must be contacted for approvals
- Bond requirement to be determined by City Clerk.
- Any signs that have been posted for the event must be removed within seven (7) days following the end of the event. Failure to do so will result in City removal at applicant's expense.
- Contact City Clerk's office at (203) 854-7701 with questions.

DEPARTMENT REQUIREMENTS

BOARD OF EDUCATION

- If the group is using a school building they must complete forms from the Norwalk Public Schools Central Office, 3rd Floor, Norwalk City Hall. The form requires first, the signature of the school principal and then the City Clerk. The City Clerk will indicate other permissions that may be required.

BUILDING DEPARTMENT (Code Enforcement) (203) 854-7755

Rides:

- If there are rides for a carnival, a separate permit must be obtained by the company providing the rides.
- Code Enforcement and the State Police inspect rides, large assembly tents, carnivals and circus before the event opens. Inspection time must be scheduled. Saturday, Sunday and Holiday inspections have an added cost of \$175.

Tents:

- If a tent is being installed as a temporary structure, the applicant **MUST** provide a drawing showing the size, location, spacing, exits and seating (if any) for review by the Chief Building Official; obtain a sign off on the drawing by the Building Official and provide documentation evidencing compliance with all applicable state and local requirements including a separate permit, if required, for the tent. The above must be provided before special events permit can be issued. Certification of fabric fire resistance rating is needed.

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Temporary Electrical Service:

- An electrical permit is required for temporary lights, tent wiring, carnival trailers and rides. The electrician **MUST** have a Connecticut license. Generators do not need an electrical permit.
- A gas permit is required for installing temporary stoves used for cooking. The contractor **MUST** have a Connecticut license.
- All electrical appliances must be raised (on wood) a minimum of four inches (4”).

RECREATION AND PARKS DEPARTMENT (203) 854-7806

- If the group seeks to use a City park, they must go through the Recreation & Parks Committee (request is usually sent to Recreation & Parks Department who forwards it to Chairman of the Committee). After approval is granted by full Council, Recreation & Parks sends them a letter informing them they have permission and that they need to get in touch with the City Clerk's Office for a license.

PLANNING AND ZONING (203) 854-7780

PARKING AUTHORITY (203) 854-7791

PUBLIC WORKS DEPARTMENT (203) 854-7791

- If streets are to be closed, a map showing the route(s) and time(s) of closure is required. Traffic Authority approval is required (DPW will place on the agenda).
- No markings may be placed on any street or sidewalk pavement. If route designations are needed, temporary signs or directional attendants must be used.
- If barrels and/or barricades are needed, there is deposit of \$750 required. A delivery fee of \$200 and a pickup fee of \$200 are also required (Norwalk headquartered non-profits are exempt from delivery and pickup fees; an IRS 501c(3) form must be provided). Barrels and barricades are delivered and picked up during normal business hours.
- Applicants requesting recycling carts must provide proof of having arranged for garbage collection and disposal. Recycling carts are delivered and picked up during normal business hours.

HEALTH DEPARTMENT (203) 854-7824

- If food is to be served at the event, a temporary food service permit is required
- Obtain the necessary food permit packet from the Health Department
- On-site inspections may be made during the event

POLICE DEPARTMENT (203) 854-3074

- Be sure to call for an appointment to assure someone will be there to sign the application
- Contact for extra duty posting: (203) 854-3023
- Police officers may be needed on site during event operations to cover parking/traffic flow and crowd control for event. Additional police may be needed depending on number of people, availability of liquor and discretion of supervising officer
- Application to hold a raffle must be obtained from the Police Records Division: (203) 854-3009/3151

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FIRE MARSHAL

(203) 854-0248

The Fire Marshall will only accept and sign special event permit applications on Wednesdays from 8:00am to 11:00am at the Central Norwalk Fire Station on 121 Connecticut Ave. You will need the following:

- Current copy of insurance for the event for a minimum one (1) million dollars naming the City of Norwalk as additional insured.
- Floor plan of the event, including cooking equipment location, if applicable. Portable fire extinguishers may be required.
- If tents larger than 10 x 10 will be used, an inspection by the Fire Marshal's office is required prior to the event. A minimum of three (3) days' notice is required to schedule an inspection
- If the event will be held after dark, you will need lighting, illuminated exit signs and emergency lighting. Extension cords shall not be used improperly.

NORWALK HOSPITAL EMERGENCY MEDICAL SERVICES

(203) 852-3487

- For events that involve over 500 people or that present a high risk, please be sure to have Norwalk Hospital EMS sign off
- Call ahead for appointment to assure supervisor availability to review the application
- Dedicated EMS providers may need to be onsite during the event. Considerations taken into account in determining coverage include the Intensity of the Activity/Activities taking place, Expected Attendance, Liquor Consumption, Crowd Age, and Weather. Recommended coverage is at the discretion of the EMS Supervisor reviewing the event.
- Contract for recommended coverage will be provided, if applicable.
- Contact for special events staff scheduling : (203) 852-2259

The logo for the City of Norwalk, featuring a stylized city skyline with a blue wave at the bottom. The skyline includes a yellow building, a blue building, and a green building. A blue wave is positioned below the buildings.

NORWALK
The Sound of Connecticut

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Application for Public Gathering or Special Event
City of Norwalk, CT

| | | | |
|---------------------------------------|--------------|----------------------------------|-----------------|
| Applicant Name / Organization: | | Application Date: | |
| Contact Name: | | | |
| Address: | | | |
| Phone #: | | E-mail: | |
| Name of Event: | | Admission Charged? | Yes / No |
| Event Date: | Time: | Chairperson: Phone #: | |
| Event Location: | | | |
| Expected Attendance #: | | Notes: | |

The above Event and/or facility shall comply with all applicable ordinances of the City of Norwalk and statutes and codes of the State of Connecticut. The issuance of a permit for the above mentioned Event and/or facility shall not be assumed or construed as granting any right or permission to do anything contrary to applicable local and state ordinances, laws, regulations, and codes under any circumstances whatsoever.

The applicant hereby agrees to assume the risk for all activities authorized pursuant to this permit. The applicant further agrees that it shall indemnify, defend, and hold harmless the City of Norwalk, its officers, agents, and employees from and against any liability for damages or injuries to persons or property, any claims, suits, or financial losses, or the expenses that may arise out of or be related to its actions, or omissions in connection with the Event, or the actions or omissions of its agents, employees, or representatives related to this Event.

| | |
|---|------|
| Sworn and subscribed before me this _____ day of _____ 20 _____ | |
| Notary Public | |
| I understand that the issuance of this permit is based upon the representations made by me and I certify that I have read this Application and affirm that the above information provided by me is correct, accurate, and complete. I agree to comply with all local and state ordinances, regulations, and laws relating to the Event, and hereby authorize representatives of the City of Norwalk to enter upon the above mentioned property for inspection purposes. | |
| Signature of Applicant | Date |

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SEE GENERAL INSTRUCTIONS BEGINNING ON PAGE 3

| | | | |
|-----------------------------|--|----------|--|
| SPECIAL APPROVALS | 1) Will there be alcohol served? | Yes / No | <i>If yes, temporary liquor permit required from State of CT.</i> |
| | 2) Will there be alcohol sold? | Yes / No | |
| | 3) Is location in a City park? | Yes / No | <i>Parks event permit required in addition to this permit. See Parks Department for details.</i> |
| | 4) Is location in a City property? | Yes / No | |
| | 5) Will there be a tent? | Yes / No | |
| | 6) Will there be temporary electrical service? | Yes / No | |
| | Road Closures Needed? | Yes / No | <i>Traffic Authority approval required. See City Clerk for details.</i> |
| DEPARTMENT APPROVALS | DEPARTMENT | | SIGNATURE / DATE |
| | BUILDING DEPARTMENT, Room 121 <i>See instructions</i> | | |
| | <i>If a tent will be installed or used on site</i> <i>Tents?*</i> | | |
| | RECREATION & PARKS, Room 129 <i>See instructions</i> | | |
| | PLANNING & ZONING, Room 223 <i>See instructions</i> | | |
| | TRANSPORTATION MOBILITY and PARKING, Room 225 <i>For Parking Authority lot usage</i> | | |
| | PUBLIC WORKS, Room 225 <i>See instructions</i> | | |
| | <i>Barrels & Barricades Needed?*</i> | | |
| | <i>Recycling Toters Needed?*</i> | | |
| | HEALTH DEPT., 137 East Ave. <i>See instructions</i> | | |
| | HARBORMASTER Gregg Scully (203) 857-9394 harbormaster@norwalkct.org | | |

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| | | | |
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| | *For water related events only. Must call to make appointment | | |
| | POLICE, 1 Monroe St. See instructions | | |
| | FIRE MARSHAL, 121 Connecticut Ave. See instructions Fire extinguishers (10 lbs) # needed | | |
| | NORWALK HOSPITAL EMS, 24 Stevens St. See instructions | | |
| FEES (Separate payments) | <input type="checkbox"/> | Special Event Permit Fee (\$10/day)(Cash or Check only) | Total: |
| | <input type="checkbox"/> | *Barrel & Barricade Refundable Deposit - \$750 (Credit/Debit Card only) | Total: |
| | <input type="checkbox"/> | *Barrel & Barricade Delivery / Pickup Fee - \$200 each way (Credit/Debit Card only) | Total: |
| ** | Specify garbage company used if recycling totes requested – totes not provided without garbage service | | |
| FILLED OUT BY CITY CLERK: Approved | | | |
| City Clerk – Signs Last | | | Date |
| Comments | | | |
| License # | | Name of Event | |
| DEPARTMENT | | | <i>Completed Application City Clerk Copies To:</i> |
| POLICE One Monroe Street / 203-854-3000 | | | <input type="checkbox"/> |
| ZONING City Hall, Room 221 / 203-854-7780 | | | <input type="checkbox"/> |
| PUBLIC WORKS City Hall, Room 225 / 203-854-7791 | | | <input type="checkbox"/> |
| PARKING AUTHORITY City Hall, Room 225 / 203-854-7791 | | | <input type="checkbox"/> |
| HEALTH DEPARTMENT 137 East Avenue / 203-854-7776 | | | <input type="checkbox"/> |
| FIRE MARSHAL 121 Connecticut Avenue / 203-854-0248 | | | <input type="checkbox"/> |
| BUILDING DEPARTMENT City Hall, Room 121 / 203-854-7755 | | | <input type="checkbox"/> |
| NORWALK HOSPITAL EMS 24 Stevens Street / 203-852-3487 | | | <input type="checkbox"/> |