

WHEN DO I NEED A SPECIAL EVENT PERMIT?

If your event/activity is one of the following, it will likely require a special event permit:

- Circuses, carnivals, fairs and festivals
- Farmer's Markets
- Pop-ups and swap meets
- Walks, runs and athletic events
- Street fair, craft show on a residential or commercial right-of-way which is likely to obstruct, delay or interfere with normal flow of pedestrian or vehicular traffic
- Outdoor amplified sound

Important: Use of the Civic Center lawn requires City Council approval. A complete application, approved insurance, site plan and letter of request must be submitted at least 90 calendar days before the event to schedule the request at a City Council Meeting.

FOR SPECIFIC QUESTIONS, PLEASE CALL 562-929-5702.

SPECIAL EVENT APPLICATION PROCESS

STEP 1

45 days before event

Complete the application and pay application fees. Attach insurance and layout/site plan.

Complete the application online at: tinyurl.com/norwalkeventpermits or in-person at the Norwalk Arts & Sports Complex.

STEP 2

30 days before event

Staff reviews application and documents, and provides feedback on additional requirements. Will request supplementary information if needed.

STEP 3

14 days before event

Once application is approved, you will be contacted by the Recreation and Park Services Department. The final vendor list timeline will be discussed, if applicable.

STEP 4

7 days before event

The Special Event Permit will be issued to the Event Planner at least one week prior to the event.

FEE SCHEDULE

EVENT TYPE	APPLICATION FEE	NON-PROFIT APPLICATION FEE
New Event	\$370	\$160
Reoccurring Event	\$260	\$60

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DEPOSIT: A deposit in the amount of \$1000 is required for all special events. This fee is refundable given there are no issues with the special event, including, but not limited to, additional cleaning, repair/replacement of damages, deviations from the special event permit agreement, extra staff-time cost related to the special event, and disturbances requiring law enforcement.

TERMS, EXPLANATIONS & REQUIREMENTS

ALCOHOL SERVICE

Please be sure to describe the type of service you are planning. The following are some examples:

- Free/host alcohol – alcohol is covered in the cost of the event, no sales at the event
- Alcohol sales – all alcohol is sold at the site
- Host and alcohol sales – alcohol is included (i.e. one free drink with ticket) and available for purchase
- Beer only
- Beer and wine

Events with alcohol service must contract with a professional, licensed security company to provide security services throughout the entirety of the event. Valid security guard license cards may be requested before the final permit is issued.

AMPLIFIED SOUND

If event has amplified sound, but is NOT open to the public, you may only require an amplified sound permit. Otherwise, see “Noise” section.

APPLICANT

The event applicant is the person/organization who is financially and legally responsible for all components of the event, including permitting, providing liability insurance, attending meetings, conducting event correspondence with the City, and paying all event related fees, as well as retaining the profits generated by the event.

BANNERS

Any banners, pennants, flags, signs, streamers, and other similar items are regulated and must be listed on your permit application. Banners are limited to event day and event site.

BUSINESS LICENSE REQUIREMENTS

The event organizer and all vendors affiliated with an event in Norwalk are required to have a Business License. The event applicant shall provide a roster and business license of each vendor involved in its special event to the City as part of its Special Events Permit Application. In the absence of a business license, each individual vendor will be required to pay a \$20 per booth fee. This fee shall be waived for the first two (2) events attended by each vendor. Should you have any questions, please call 562-929-5713.

CASINO GAMES OR DRAWINGS

Any casino games or drawings must be declared in the permit, as they require special rules and regulations. There is no gambling in the City of Norwalk at any time.

ENTERTAINMENT AND RELATED COMPONENTS

It is the event applicant’s responsibility to ensure all activities comply with City of Norwalk noise ordinances. Please be aware that loud and unreasonable noise is a violation of NMC 9.04. A deputy or officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the deputy or officer may order musical entertainment to end if it incites a crowd or has the potential for unruly or risky behavior.

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The following must be listed in your description of entertainment:

- Musical entertainment features
- Number of stages, including height and size
- Number of performers and type of music
- Sound checks – time and date
- Sound amplification used, yes or no
- Dancing permitted (yes or no)
- Fireworks (regulations per 5.36 of the NMC)
- Lighting
- Signs, banners or decorations

FOOD SERVICE

Please be sure to describe the type of service you are planning. The following are examples:

- Free food to participants
- Food booths with food sales
- Food cooked off site and brought in
- Gas grills only
- Propane grills only
- Electric cooking appliances

All food providers must provide a valid food permit from the Los Angeles County Department of Public Health.

INSURANCE

At a minimum, event organizer shall maintain commercial general liability insurance on an “occurrence” basis with limits of not less than \$1,000,000* per occurrence. The policy shall be endorsed to (1) name the “City of Norwalk, its City Council, boards and commissions, officers, agents, volunteers and employees” as additional insureds, and (2) provide that this insurance is primary and non-contributory with any other valid and collectible insurance or self-insurance available to the City. A certificate of insurance and copies of the additional insured and primary and non-contributory endorsements are required for review and approval by the City.

Based on the risks associated with the Special Event, the City of Norwalk reserves the right to require higher limits and/or additional coverages, including, but not limited to, workers’ compensation and employer’s liability, USL&H, automobile liability, garage keeper’s liability, sexual abuse/molestation liability, and liquor liability. Additional insured, waiver of subrogation, and primary and non-contributory endorsements may be requested. Insurance requirements for recurring Special Events may be modified each year.

Before the final permit can be issued, all proper insurance documentation must be received and approved by the City’s Risk Manager. Applicant may be charged for extra time spent on follow-ups for incomplete or inadequate insurance submissions. Please read all the requirements carefully.

*Additional insurance requirements for circuses, carnivals, fairs and festivals.

MARKETING PLAN

This is a description of how you intend to inform the public about your event. It can be brief and general, but include the date you intend to start publicity. Publicity may start upon staff authorization, but is subject to cancellation depending upon the status of your application.

NOISE & AMPLIFIED SOUND

Having a Special Event Permit does not give the permit holder “permission” to violate the City Ordinances. A citation can be issued if your event is not in compliance with noise ordinances. It is highly suggested that event applicants maintain volume control over all entertainment in order to comply with direction from LA County Sheriff’s Department or Norwalk Public Safety Department.

NOTICE TO COMMUNITY

If you are required to provide notice to the community, written notice must be given a minimum of three weeks prior to the event to the Recreation Services office. All notices must be distributed at least two weeks prior to the event

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ONSITE CONTACT

Name and cell number of a person who will be onsite for the duration of the event, and can be contacted if needed.

PERMIT CONDITIONS

Upon issuance of a permit, a number of “conditions” will be listed as part of your permit. These conditions must be followed during the course of your event. These conditions are required by law to be adhered to by the event applicant and any vendors or subcontractors involved in the event. Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citations, fines and denial of future permit applications.

ROAD CLOSURE REQUIREMENTS

If any portion of a street or alley will be blocked for vehicle or pedestrian traffic, a road use permit must be submitted with the initial event application, as well as a route map. Any changes to this plan must be vetted and approved by the engineering division. A 20 foot fire lane must be maintained at all times to allow for emergency vehicle use. Event coordinator must provide a minimum of one monitor for each barricaded intersection for the duration of the event. Coordinator must provide a map of volunteer stations to Public Safety regarding impacts prior to event. Public Safety may provide traffic control assistance if arranged, any traffic control will be billed separately. Event Coordinator must coordinate with the City Transportation Department regarding impacts to bus routes and stops along the event route. Approved *No Parking* signs must be posted at least 48 hours in advance. Upon completion of posting, event coordinator must contact Public Safety to report the location of all posted signs. LASD must verify that signs are posted as required if towing vehicles is requested. After the event, these signs must be removed within 24 hours. Signs must be posted with rubber bands only. All posted signs should be checked 2-3 hours prior to the event in case they have been removed and need to be replaced. Any directional signs/markings posted along the route must be removed immediately after the event. An adult monitor is required to be stationed at the entrance to the parking lot to ensure the safety of pedestrians and event attendees while vehicles are driving in and out.

SELLING TANGIBLE ITEMS

Any participant desiring to engage in conduct as a seller is required by law to file with the State Board of Equalization and obtain a resale certificate. Each out-of-City seller shall comply with the reporting of sales tax and are required by law to inform the State Board of Equalization of their “Temporary Sales Location”. The City of Norwalk may request a copy of the Temporary Sales Location permit issued by the State Board of Equalization from each seller.

SET-UP/BREAK-DOWN

This will describe the time or area needed for setting up the event. Please include the hours anticipated for both set up and break down. If you require sound checks, the time and date must be included in your application.

SITE PLAN AND/OR ROUTE MAP

A site plan for your event is required. This is applicable for moving routes (e.g. parade) and fixed venues. Based on your event site plan and components, the Fire Department may require an inspection of your venue, at your cost, before or during the event. Please include all fixed and portable structures, stages, bleachers, tables, tents, etc. in your plan.

A detailed narrative should supplement your site plan or route map. Please include, if applicable:

- An outline of the entire event venue, including: street names, areas and direction of travel for moving event
- Location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access
- The provision for a minimum of twenty-six-foot emergency access lanes throughout the event venue
- Location of first aid facilities and ambulances
- Location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets,

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- booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures
- Detail of food booths and cooking area configurations
 - Generator locations and source of electricity
 - Placement of vehicles and/or trailers
 - Exit location for outdoor events that are fenced or within tent or tent structures
 - Identification of all event components that meet accessibility standards
 - Parking and shuttle plan

TRAFFIC PLAN

If there are any road closures, a detailed traffic plan is required. Plan shall include all the routing plans for traffic, and any barricades, signs, police or volunteer locations. Plan must be signed off by a certified traffic engineer for closures for races and or runs.

TRASH REMOVAL

Describe how you plan to pick up and remove trash generated by the event.

WATER QUALITY

The City of Norwalk expects all contractors, permittees and events to follow the City Water Quality Guidelines. Please refer to NBMC 14.36 or to www.cleanwaternewport.com for information regarding water quality regulation.

EVENT LOCATIONS

City Hall Parking Lot: *Allowed Events: Concerts, Fairs, Amplified Events*

Located at the corner of Imperial Boulevard and Norwalk Boulevard, this location features proximity to the 1,050 stall public parking garage, City Hall, and County Government Center.

City Hall Lawn (Council Approval Required): *Allowed Events: Concerts, Festivals, Fairs, Outdoor Movies, Amplified Events*

Located at the corner of Imperial Boulevard and Norwalk Boulevard, this location features proximity to the 1,050 stall public parking garage, City Hall, and County Government Center.

Front Street: *Allowed Events: Festivals, Fairs, Amplified Events*

Located in Norwalk's historic downtown, Front Street features a unique setting amongst businesses and multistory buildings that can host an array of events.

SAMPLE CERTIFICATE OF INSURANCE

ATTACHMENT NO 1.