



# Special Event Permit Application

Recreation & Park Services Department

13000 Clarkdale Avenue • Norwalk, CA 90650

562-929-5566 • www.norwalk.org • recreation@norwalkca.gov

**ONLY COMPLETE APPLICATIONS WITH PAYMENT WILL BE ACCEPTED**

Event Type:  Block Party  Concert  Festival/Carnival  Fundraiser  Vendor Market  Live Music  Parade Processions  
 Race/Walk  Sale/Expo  Car Show  Tournament  Other: \_\_\_\_\_

**CITY STAFF**  
FEE: \_\_\_\_\_  
STAFF INITIALS: \_\_\_\_\_  
APR. DATE: \_\_\_\_\_

Is this a repeat event?  NO  YES – If yes, what date was the event last held? \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Start & End Time: \_\_\_\_\_

Setup Date & Time: \_\_\_\_\_ Break Down Date & Time: \_\_\_\_\_

Attendance Per Day: \_\_\_\_\_ Participants Per Day: \_\_\_\_\_ Admission Fee:  NO  YES –Method?: \_\_\_\_\_

Open to Public?:  NO  YES – Describe: \_\_\_\_\_ Phone #/website for public info: \_\_\_\_\_

Event Exact Address: \_\_\_\_\_ Site Plan Attached:  NO  YES

**APPLICANT INFORMATION**  
(If a professional event organizer is applying for this permit, a letter from the Chief Officer of the organization authorizing the organizer is required.)

Authorized Applicant: \_\_\_\_\_  For Profit  Non-Profit

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_ Cell: \_\_\_\_\_

**List information of professional organizer or event planner hired for this event, if applicable:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_ Cell: \_\_\_\_\_

**Day of Event "on-site" contact(s):**

(Person(s) must be in attendance for the duration of the event and immediately available to City Officials.)

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**CITY OF NORWALK  
RECREATION AND PARK SERVICES DEPARTMENT**

Will all or any part of the event take place on City of Norwalk property?  NO  YES

Does the event applicant have any employees that will be working at the event?  NO  YES

**EVENT DETAILS**

Describe parking arrangements in detail for event: Is plan attached?  NO  YES

**Parking & Traffic**

Traffic Equipment Required?  NO  YES, Describe: \_\_\_\_\_

(e.g. reader boards, barricades, cones, etc.)

List streets that require \*closure for this event: \_\_\_\_\_

*\*Road closure permit required*

Provide a detailed traffic plan for road closures. Is the plan attached?  NO  YES

**Entertainment (Amplified sound requires onsite contact)**

List ALL entertainment & related activities: \_\_\_\_\_

Will event have amplified sound?  NO  YES Indoors  YES Outdoors Sound Contact Name & Number: \_\_\_\_\_

Describe hours, sound equipment & type of use (e.g. speakers, amplifiers, generators, etc.):

Will the Special Event include a valet or shuttle service?  NO  YES, DESCRIBE: \_\_\_\_\_

Will there be fireworks or other pyrotechnics?  NO  YES, DESCRIBE: \_\_\_\_\_

Will there be a  Drawing  Casino - Company Name & Number: \_\_\_\_\_

As a reminder there is no gambling allowed in The City of Norwalk at any time.

**Alcohol & Food**

Alcohol at event?  NO  YES Served  YES Sold If yes, Contact Name & Number: \_\_\_\_\_

Food at event?  NO  YES Served  YES Sold If yes, Contact Name & Number: \_\_\_\_\_

Will food be prepared at the event?  NO  YES

**Marketing**

Describe marketing plan in detail for event: Is plan attached?  NO  YES

**CITY OF NORWALK  
RECREATION AND PARK SERVICES DEPARTMENT**

**Structures & Other Equipment**

Will there be canopies or tents?  NO  YES, If yes, size & quantity \_\_\_\_\_

Date installed: \_\_\_\_\_ Date removed: \_\_\_\_\_ Supplier Name: \_\_\_\_\_

Will booths, bleachers, stages, or structures be erected?  No  Yes, Describe: \_\_\_\_\_

Will signs or banners be used?  No  Yes, Describe: \_\_\_\_\_

Will there be generators, vehicles, boats or other equipment?  No  Yes, Describe: \_\_\_\_\_

Will there be  Carnival Rides  Attractions, Describe: \_\_\_\_\_

Will there be commercial filming of this event? \_\_\_\_\_

Any other commercial aspects? \_\_\_\_\_

Additional information:

\_\_\_\_\_  
\_\_\_\_\_

**AGREEMENT & PAYMENT INFORMATION**

I, the undersigned, acknowledge and understand that I am responsible to comply with the information, restrictions and conditions of the permit. I hereby acknowledge responsibility for penalties associated with non-compliance with the permit conditions, whether or not I am present at the time of the violation.

\_\_\_\_\_ Initials

I hereby certify the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of Norwalk, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events, and or criminal prosecution.

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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Print Name**

**Signature**

**Date**

**Application(s) must be complete with all necessary attachments in order to be accepted & processed. (Insurance, event diagrams, parking plans, community notification, vendor list, other permits, etc.)**