



## CITY OF NORWALK EVENT APPLICATION

*City of Norwalk Municipal Code Chapters 125 Special Events; Chapter 141.02 Street Closures;  
Chapter 141.03 Neighborhood Block Party*

Application Date: \_\_\_\_\_

Event Type:  Street Closure  Neighborhood Block Party  Special Event

Event Description: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Address of Event: \_\_\_\_\_

Time of Event: from \_\_\_\_\_ to \_\_\_\_\_ (limited to 6 hours - between 9:00 am and 11:00 pm, Sunday through Thursday and between 9am and 12:30 am Friday and Saturday)

Street(s)/Block(s) to be closed: \_\_\_\_\_

Is Traffic Control Needed \_\_\_\_\_ City Services Needed \_\_\_\_\_

**The City of Norwalk has the right to deny closure of certain streets.**

Applicant Signature: \_\_\_\_\_

- Public Works approved \_\_\_\_\_
- Fire Department approved \_\_\_\_\_
- Police Department approved \_\_\_\_\_
- Parks & Recreation approved \_\_\_\_\_
- City Clerk approved \_\_\_\_\_

If a street is requested to be closed, the following section **must** be completed. Signatures of owners representing not less than 75% of the affected properties (commercial and residential) abutting the area of the street to be closed is required.

We, the undersigned business owner or resident, in the City of Norwalk, Iowa, do hereby agree to the closing of the following street(s) and or block(s) of street(s), as requested above.

Street(s) and/or block(s) to be closed: \_\_\_\_\_

Signature	Address	Date	Phone Number

*(If additional signatures are required, use another sheet of paper and attach)*

I, \_\_\_\_\_ am acquainted with all persons who have signed the foregoing petition and know them to be business owners or residents over eighteen (18) years old of the area proposed to be closed. I further certify that the foregoing petition contains the appropriate number of signatures of the business owners and residents of the said area.

Signature of Circulator: \_\_\_\_\_

Circulator Phone No: \_\_\_\_\_

## **EVENT APPLICATION REQUIREMENTS & RULES**

*An application is required to regulate and provide for the temporary closing and use of streets, thoroughfares, and public ways for not-for-profit groups within the City.*

*A Neighborhood Block Party is defined as an event open to a specific, defined neighborhood or area where no admission fee is charged for attendance; where alcoholic beverages are not sold; where a street is not closed more than six (6) hours; where the use of kybos/porta potties is not necessary.*

1. **Completion of the City's Event Application and submission of the application must be made to the City Clerk's Office at least 30 days prior to the event.** Applications will be reviewed by the Fire Department, Police Department, Public Works Department, Parks & Recreation Department and the City Clerk.
2. The Applicant must comply with all federal, state, county, and city laws, ordinances and regulations, including all regulations adopted and established by the City.
3. Signatures of owners representing not less than 75% of the affected properties (commercial and residential) abutting the area of the street to be closed, is required.
4. No major thoroughfare (arterial or collector streets) shall be blocked off without Council authorization.
5. **Barricades are required.** The City can provide barricades for block parties if available. Arrangements must be made with the Public Works Department at 515-981-0228 for pickup and return.
6. The application must include a map of the specific area to be used and blocked off unless otherwise agreed to by the City.
7. A fee of \$50.00 shall be submitted with each event application (not including block parties)
8. The applicant for an event application shall submit an insurance plan with the application and certificate of insurance shall be submitted to the City Clerk. The certificate of insurance will show one million dollars (\$1,000,000) in liability coverage with the City named as an additional insured. **(not needed for block parties)**
9. The granting of a street closure does not establish a right to the applicant to serve alcoholic beverages upon public streets or property, if permission is granted to the applicant, the applicant shall also submit a separate liquor license liability insurance, with a maximum of \$1,000,000 per occurrence, at any time alcoholic beverages are sold or dispensed at an event.

10. If alcohol will be sold, applicant must complete the application for a beer/liquor permit at [www.iowaabd.com](http://www.iowaabd.com)
11. Event sponsors are responsible for the collection and cleanup of trash from the event. Groups who leave the street in a condition that requires cleanup will be charged for the cost of cleanup.
12. Any music or other noise shall be kept to an acceptable level. Any reasonable complaint of disturbance of the peace may result in a warning. If additional reasonable complaints are received, the event may be terminated. The use of fireworks is not allowed except on allowed dates incorporated into the Norwalk Municipal Code. Persons using fireworks may be criminally charged and the event may be terminated.
13. Any inflatable/bouncy house or tents must be installed on private property only.
14. Return completed application to the City Clerk's Office, 705 North Avenue. Monday through Friday between the hours of 8:00 am - 4:30 pm. Questions, please contact the City Clerk at 515-981-02228 ext. 2230.