Event Guide

The City of Norfolk recognizes the tremendous benefits that events bring to a community and thank you for choosing Norfolk as the site for your event. In order to help organizers requesting to use City of Norfolk facilities run a safe and successful event, the following information and application is provided.

Section A: Steps to Get Approval for Event
Section B: Application for Event
Section C: Insurance Requirements

Section A: Steps to Get Approval for Event

Below is a checklist that will help organizers hold a safe and successful event in the City of Norfolk, Nebraska.

- **Step 1 - Complete Section B: Application and submit to the Norfolk City Clerk at 309 North 5th Street, Norfolk, Nebraska at least 60 days before the scheduled event. A $75 fee will be assessed to the applicant for requests not received at least 60 days before the scheduled event.**

- **Step 2 - Review Section C: Insurance Requirements. No event will be approved without complying with liability insurance limits as required by the City of Norfolk.**

- **Step 3 - Make adjustments to the planned event according to recommendations from City of Norfolk staff pertaining to safety, needed permits or other issues. Resubmit application if necessary.**

- **Step 4 - Submit certificate of liability insurance naming the City of Norfolk as additional insured to the Norfolk City Clerk at 309 North 5th Street, Norfolk, Nebraska at least 10 days before the scheduled event. A $75 fee will be assessed to the applicant for insurance certificates not received at least 10 days before the scheduled event.**

- **Step 5 - Receive and sign the agreement which may be required to be placed on a Norfolk City Council meeting agenda for consideration.**

- **Step 6 - If the Norfolk City Council approval is required and elected officials approve the event, hold the event under the guidelines previously agreed upon.**

- **Step 7 – At the conclusion of the event, make certain that City of Norfolk facilities are free of trash, signs and other event paraphernalia. Fees will be assessed to the organization/contact person if City of Norfolk staff is needed to clean up after the event.**

Section B: Application for Event

This application must be filed with the Norfolk City Clerk at 309 N. 5th Street, Norfolk, NE at least 60 days prior to the date of the event.
Fees may be applicable.
(Will accept scanned form emailed to bduerst@norfolkne.gov)

Date of Event:_____**Event Name:**_____

Contact Person:_____**Phone:**_____

Address:_____

Email:_____**Daytime Phone:**_____

Name of Organization Hosting Event:_____

Type of Organization (Please select from the following):
___ Corporation ___LLC
___ Individual ___ Individual representing informal organization
___ Other _____

Organization Address:_____

Organization Email:_____**Organization Phone:**_____

Type of Event: _____
Example: Football, Gun Show, Running, Biking, Parade, Music in the Park

Please describe activities included in this event: _____

_____

_____

Event Location: _____
Before an event is scheduled on City owned property, it must receive prior City approval. The event should not be held on a public street or roadway. Consider use of off-street trails such as the Levee Trail, the Cowboy Trail, or the Skyview Lake Trail for a running or biking event. Please attach map of route of any such event.

Start Time of Event:_____**End Time of Event:**_____

Start Time Needed to Set up and Access Facility: _____

Ending Time Needed to Clean up and Access Facility: _____
In respect for residents in the neighborhood of the event, note the following time schedules:
Sunday-Thursday events end at 10:00 pm ---- Friday and Saturday events end at 12:00 am.

Estimated number of participants or teams:_____
Is there an entry fee for participants? ☐ Yes ☐ No ☐ NA
Entry fee amount: _____
Is there a gate fee for attendees? ☐ Yes ☐ No ☐ NA
Gate fee amount: _____

Is this a fundraiser? ☐ Yes ☐ No

How will parking be handled? _____

Will alcoholic beverages be present as part of event? ☐ Yes ☐ No
If yes, please contact the Norfolk City Clerk at 402-844-2000 for more information.

Will there be guns at the event (Example: a gun show)? ☐ Yes ☐ No

Will gambling/raffles be part of the event? ☐ Yes ☐ No

Will food vendors or other vendors be at the event? ☐ Yes ☐ No
If food vendors
Do they have City vendor permits? ☐ Yes ☐ No
Do they have City occupation tax permits? ☐ Yes ☐ No
Do they have State sales tax permits? ☐ Yes ☐ No

Please describe any other type of vendors: _____
Do they have City vendor permits? ☐ Yes ☐ No
Do they have State sales tax permits? ☐ Yes ☐ No
Please see insurance requirements in Section C pertaining to required insurance coverage for vendors.

Will there be portable toilets on the premises? ☐ Yes ☐ No
If adequate permanent toilets are not available, you will be required to provide portable toilets for groups over 200. Please attach diagram as to where portable toilets will be placed.

Will there be a fireworks display at the event? ☐ Yes ☐ No
If yes, has City of Norfolk Fire Division issued a permit? ☐ Yes ☐ No

Will a portable stage be used? ☐ Yes ☐ No
Will tents be placed on the premises? ☐ Yes ☐ No **If so, how many?** _____

Will an electrical connection be required? (Fees may be applicable)
☐ Yes ☐ No

Are amplifiers or loudspeakers to be used at the event? ☐ Yes ☐ No

Please list any other special provisions requested: _____

_____

Do you require exclusive use of the facility for your event? ☐ Yes ☐ No
If yes, explain: _____

Are you planning any activities that represent a special/unusual hazard?
☐ Yes ☐ No If yes, describe: _____

Are participants required to sign a release or waiver? ☐ Yes ☐ No
If so, please attach a copy of the release or waiver. Any releases or waivers used by contracting party shall include a provision releasing City from liability on all releases or waivers obtained for participation in contracting party's event while utilizing City's facilities.

Are you planning any activities for which your insurance excludes coverage? ☐ Yes ☐ No
If yes, describe: _____

Name of Insurance Provider: _____

Name of Insurance Agent: _____

Agent Address: _____

Agent Email:_____**Agent Phone:** _____

☐ **Please check if you have read and understand the above information including the insurance requirements in Section C.**

Printed Name of Applicant _____

Signature of Applicant_____**Date:**_____

There may be fees for use of City of Norfolk facilities or services.
For more information about the Event Guide and Application contact the Norfolk City Clerk at 402-844-2000.

Print Reset

Section C: Insurance Requirements

MISCELLANEOUS INSURANCE CATEGORIES

(Contact the City of Norfolk at 402-844-2000 for specific information)

GENERAL LIABILITY INSURANCE CATEGORY "A"

Minimum $1,000,000 - to include $5,000 Medical Expense
City of Norfolk named as Additional Insured

	General Aggregate	$1,000,000
a.	Bodily Injury/Property Damage	$1,000,000 each occurrence
b.	Personal Injury Damage	$1,000,000 each occurrence
c.	Contractual Liability	$1,000,000 each occurrence
d.	Products Liability & Completed Operations	$1,000,000 each occurrence
e.	Fire Damage	$ 100,000 each occurrence
f.	Medical Expense	$ 5,000 any one person

Examples: Closed Trail Runs, Concerts, Indoor Events (non-sport), Parades, Sporting Events (non-contact)

GENERAL LIABILITY INSURANCE CATEGORY "B"

Minimum $2,000,000 - to include $5,000 Medical Expense
City of Norfolk named as Additional Insured

	General Aggregate	$2,000,000
a.	Bodily Injury/Property Damage	$1,000,000 each occurrence
b.	Personal Injury Damage	$1,000,000 each occurrence
c.	Contractual Liability	$1,000,000 each occurrence
d.	Products Liability & Completed Operations	$1,000,000 each occurrence
e.	Fire Damage	$ 100,000 each occurrence
f.	Medical Expense	$ 5,000 any one person

Examples: Baseball, Basketball, Festivals, Fireworks (may include additional insurance requirements - 1.4 g consumer fireworks), Roller Derby, Sporting Event (limited contact), Soccer, Softball, Swimming

GENERAL LIABILITY INSURANCE CATEGORY "C"

Minimum $5,000,000 - to include $5,000 Medical Expense
City of Norfolk named as Additional Insured

	General Aggregate	$5,000,000
a.	Bodily Injury/Property Damage	$1,000,000 each occurrence
b.	Personal Injury Damage	$1,000,000 each occurrence
c.	Contractual Liability	$1,000,000 each occurrence
d.	Products Liability & Completed Operations	$1,000,000 each occurrence
e.	Fire Damage	$ 100,000 each occurrence
f.	Medical Expense	$ 5,000 any one person

Examples: Fireworks (may include additional insurance requirements - 1.3 g display fireworks), Football, Open Road/Street Activities, Special/Unusual Hazards, Sporting Events (full contact)

The City of Norfolk Risk Manager will identify appropriate category for any event not listed above. In no instances will the required insurance be less than $1,000,000 with $5,000 Medical Expense.