



# City of Norway

*P.O. Box 99 • 915 Main Street • Norway, Michigan 49870-0099 • Phone 906-563-8015 • Fax 906-563-7502*

## **SPECIAL EVENT ROUTING PROCEDURE**

When you submit the Special Events Information Form to the City of Norway, the request is routed to the appropriate City departments for their initial approval and recommendations. The City Manager's Office is responsible for routing this information and distributing the departmental responses to the appropriate advisory boards for their approval and recommendations. Final paperwork is submitted to the Norway City Council for approval. You will receive a letter from the City Manager notifying you of the approved request.

The routing of your request takes approximately 45 days, depending on advisory board meeting dates. It is recommended that requests be made at least 60 days in advance (for larger events and festivals that attract over 500 people, it is recommended to submit your requests at least 120 days in advance) to assure proper approval of all requests.

## **SPECIAL EVENT GUIDELINES**

The City of Norway recognizes the importance of special events within the community. These special events are acknowledged as providing additional economic impact on to the area's businesses and helping to develop community pride, commitment, and involvement. While the City of Norway is supportive of these special events, certain guidelines must be enforced to insure that the event runs as smooth as possible:

- The City may request that dates or times of special events be changed to facilitate coordination of City services. If changes are required, the sponsoring organization will be notified well in advance.
- Whenever possible, organizations will be encouraged to hold special events in City parks rather than on streets to minimize the need for additional Public Safety support to assist with traffic control. When the use of streets is required, every effort will be made to schedule events in such a manner so as to avoid the need for additional Public Safety support.
- Event organizers will be encouraged to use volunteers whenever possible to assist with logistics so as to reduce the need for additional City personnel
- In some cases, where there are extraordinary costs incurred by the City, or the organization does not clean up the sites used to where severe damage to City property may incur, the City may request that organization to reimburse the City for additional costs that the City incurs.

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## **SPECIAL EVENT FORMS**

1. Special Events Information Form. Must be completed and submitted to the City Manager. This form is available at the Norway City Hall or the City Website, [norwaymi.gov](http://norwaymi.gov). This form provides specific information and details regarding your event.
2. Vendor Peddler Permit. This form is pursuant to the City of Norway Ordinance, any person or organization that intends to sell merchandise or services during a special event or festival must apply for this license. It is free to all not-for-profit organizations, but it still must be applied for and obtained.
3. Indemnification Agreement. This form provides the undersigned agrees and promises, to defend, indemnify, and save harmless the City of Norway, its agents, officials, and employees, from all the suits, claims, causes, damages, causes of action or demands of any kind and character arising out of, resulting from, or in connection with the use of said Public Property.

## **PUBLIC PARK & RECREATION AREA RULES**

The following rules are adopted pursuant to the Norway Municipal Code and the violation of these rules is a misdemeanor punishable by a fine of not more than \$500.00, or ninety (90) days in jail, or BOTH. Park Hours are from 6:00am to dusk.

1. No open intoxicants allowed.
2. Motor vehicles permitted only on paved roads, or designated areas.
3. No camping or campfires.
4. Barbecuing permitted only in barbecue grills in designated areas.
5. Cutting or removal of wood or flora is prohibited.
6. No digging.
7. Loud playing of any instrument or device is prohibited.
8. Acts causing a breach of peace is prohibited. A police Officer may request any person to leave for cause.

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ALCOHOLIC BEVERAGES: Consumption of alcoholic beverages within the public park or street is prohibited. Provisions must be made on private property for any "beer tent" or other event at which alcoholic beverages are planned. Remember that special liquor permits are required from the Michigan Liquor Control Commission to hold any special event that has liquor for sale or tasting. The City will set the hours of operation on all alcohol permits.

ELECTRICAL/WATER SYSTEMS: If you anticipate needing electric or water services for your event, you must contact the City's Utilities Superintendent concerning your needs well in advance of your special event. The City needs this information in order to insure proper utility extensions are made, if necessary. Four month's advance notice is recommended for all events.

INSURANCE CONVERAGE: Coverage, listing the City of Norway as additional insured, is required.

CLEAN-UP AND TRASH RECEPTACLES: All special events organizers are responsible for the removal of trash and debris caused by or related to the special event. Additional receptacles can be provided upon request. Clean-up requirements could include the replacement of all trash receptacle liners and the removal of all debris and trash from the premises. For events attracting a large number of people, it is recommended that trash removal services be contracted with a private vendor.

POLICE AND FIRE PROTECTION: The Police and Fire Departments need to know specifically what you are planning for your special event. They will need to know the type of event and time the programs will be held, the anticipated number of people expected for the event, and any special requirements you may have. Any additional costs to the City will be the organizer's responsibility.

SANITARY FACILITIES: Restroom facilities may be required by the local health department. Should any additional facilities be required, City personnel will determine where those facilities will be placed. The organization holding the special event will be responsible for the additional facilities.

EVENT CANCELLATION: The City reserves the right to cancel an event, when deemed necessary, due to security, safety, or weather-related hazards, or in the case of noncompliance with City requirements.

CONCESSIONS: Any concession stand must meet the State and County Health Department requirements.

STREET CLOSINGS: If you anticipate that your special event will necessitate the closing of public streets, merchants and other property owners in the area must be informed of your request prior to City Council approval. The closing of streets for special events can be costly and inconvenient for the surrounding merchants and property owners. If street closings are required, a request outlining specific streets and intersections with time of closings and reasons should be included in your initial request to the City.

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A map would be most helpful in detailing your request. Depending on the event and the timing of the event, you may be responsible for the closing and opening of the residential streets. Major streets will require Police or Street Department personnel to close and reopen the streets. State trunk lines (US 2 or US 8) require Michigan Department of Transportation approval before closing for a special event. At least one month should be reserved for this application process.

TENTS AND STRUCTURES: Be sure to specify any tents or structures that will be used for the special event. No stakes can be placed in the ground without the specific approval for the City due to underground utilities, road and parking lot surfaces, or other infrastructure. Most damage done to the parks or streets during your special events is due to staking of tents, etc. Your organization will be responsible for any damage done to the parks or streets during your special event. It's important that the special event organization has volunteers who monitor the event to insure that damage is kept at a minimum.

VEHICLES IN THE PARKS: Vehicles are allowed only on the public access roads within City parks.

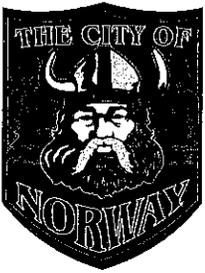
FLOWERBEDS: When planning the locations of concessions, booths, and eating areas, every effort must be made to avoid placement near flowerbeds.

VARIANCES: Any variance to the City of Norway Municipal Code must be presented to the City Council. Please describe the variance you are requesting on the Special Events Information Form. Please note that City Council does not grant every variance request.



# Site Plan





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## INDEMNIFICATION AGREEMENT

The undersigned agrees and promises, as a condition of approval of this Request for Use of Public Property, to defend, indemnify, and save harmless the City of Norway, its agents, officials, and employees, from all the suits, claims, causes, damages, causes of action or demands of any kind and character arising out of, resulting from, or in connection with the use of said Public Property.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date