

CITY OF NORWICH EVENT PLANNING GUIDE

Steps to follow to hold an event in Norwich:

1. Contact the City Manager's Office as early as possible to determine if your proposed event is allowed on public property. The City Manager's Office will provide additional information including permitting requirements, contact information for the various City and local departments which may include Police, Fire, Public Works, Planning & Zoning, Purchasing Agent, Health Department, and/or local Boards & Commissions.
2. Contact Public Works Dept. to reserve the facility or property.
3. Contact the City of Norwich Purchasing Agent to determine the necessary insurance requirements.
4. If setting up a temporary structure (i.e., tent), apply for a permit through Planning & Zoning.
5. Contact Uncas Health District for food permit requirements.
6. Contact the Mayor's office if alcohol will be served at event. Alcoholic beverages are not permitted on City property without special permission from the Norwich City Council.

What is considered an "event"?

An event in Norwich meets any one or more of the following criteria:

- ◆ A carnival, parade, festival, block party, fishing derby, race (walking, running, boat or bicycle).
- ◆ Any event that requires closure of a public street or use of a public right-of-way.
- ◆ Any event held at a city-owned facility or on city-owned property (i.e., a park or parking lot).
- ◆ Any event requiring the use of City resources such as police, fire, public works or utility personnel.

Per State of Connecticut Public Act 17-231, if your event will include charitable games (raffles, auction, bingo), you must apply for a permit from the Norwich Police Department.

City Manager's Office 860-823-3750

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www.norwichct.org

