

# Norfolk Insider

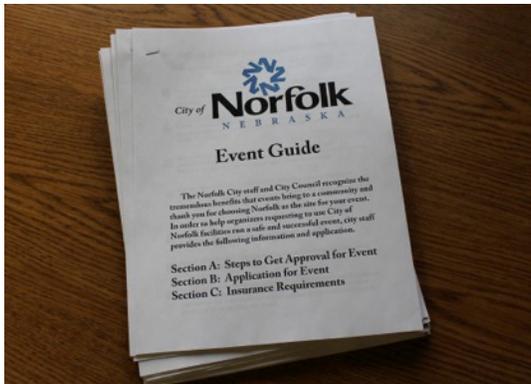
City of Norfolk, NE

[www.ci.norfolk.ne.us](http://www.ci.norfolk.ne.us)

December 17, 2013

## “New Event Guide Available for Organizers”

Half marathons, color runs, bike rides and 5Ks have all grown in popularity in Norfolk in the last few years as people are more health conscious and are looking for fun group activities. Included in those events are softball tournaments, gun shows and football games which all have one thing in common- they are all held using City of Norfolk facilities. Staff at the City of Norfolk have developed a guide to give organizers of these events the steps they need to follow to get the necessary approval to use those facilities.



“These events bring lots of people to town and provide exercise and enjoyment for the participants. We want these activities to be successful and also safe. The Event Guide will walk event organizers through the process of getting the approval to use City facilities and give them the assurance that their event has the necessary insurance coverage,” said Shane Weidner, City of Norfolk Administrator.

He said that past event planners were sometimes confused as to what they needed to do to use a City park or street for an event. The first section of the new Event Guide gives planners seven steps to follow when requesting to use a City facility. The second section

is an application form to fill out and give to the City Clerk and the third section describes what type of liability insurance will be needed for the event.

“Any time you have a group of people participating in an activity that is held on a public street or that carries a risk of injury, you have to be covered by a proper amount of liability insurance. We require that groups carry appropriate insurance to protect them and the City from liability,” Weidner said.

The new guidelines for getting approval to use City facilities require that the event application be submitted to the City Clerk at least 60 days before the event or a \$75 fee will be assessed.

“There have been some cases where a group wanted to use Skyview Park for an event and they didn’t let us know until two days before. That doesn’t give City staff enough time to make sure they have the correct amount of insurance and to check to see if some one else is using the park at that time,” Weidner said.

The application also asks for information about parking, if the public streets will be used, if alcoholic beverages will be served, whether there will be a fireworks display, if there will be a need for portable restrooms and other event information.

“The guide will help organizers think through some things they might not have thought of before and, ultimately, our hope is that it will help them host a more successful event,” Weidner said.

Kim Kwapnioski, Director of the Norfolk Area Visitors Bureau, said she was pleased that there was a guide to help people who were planning events in Norfolk.

“This information includes a checklist to follow which will make it easier for people who are asking for approval to use City facilities. We’re glad that organizers of these activities now have a guide they can use,” Kwapnioski said.

The Event Guide is available at the Norfolk Public Library, the Norfolk Area Visitors Bureau at 609 West Norfolk Avenue at 308 West Prospect Avenue and at the City Administration Building at 309 North 5<sup>th</sup> Street. It can also be found on the City’s website at [ci.norfolk.ne.us](http://ci.norfolk.ne.us). For more information call the Norfolk City Clerk at 844-2000.