



Norwalk City Hall,
Recreation and Parks
Department
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125
203-854-7806

**RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, FEBRUARY 9, 2022
7:00 PM
<https://www.norwalkct.org/Meetings>**



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Dilene Byrd at dbyrd@norwalkct.org to provide written public comment prior to the meeting.

- I Roll Call
- II Minutes of January 12, 2022
- III Public Participation
- IV **Old Business**
- V **New Business**

The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.

1. Approve the use of Veterans Park Memorial and immediate surrounding grounds by the Norwalk Police Emerald Society for their Norwalk St. Patrick's Day Parade to be held on Saturday March 12, 2022 from 11:00 AM to 11:15 AM. Set-up to begin at 9:00 AM with tear-down at 11:30 AM. Approximate 50 people.

2. Approve the use of Calf Pasture Beach Parking Lot and immediate surrounding grounds by the Norwalk Karting Association for their Go Kart Racing Club event to be held in the following Saturdays during spring: March 12, 19, 26; April 2, 16, 23, 30 and May 7, 14, 21, 2022 from 9:30 AM to 4:00 PM. Set-up to begin at 7:00 AM with tear-down at 4:30 PM every Saturday. Approximate 70 people.
3. Approve the use of Veterans Park Memorial and immediate surrounding grounds by the Frank C. Godfrey American Legion Post 12 for their The Wall that Heals; replica of Vietnam Veterans Memorial event to be held from 8:00 AM Tuesday May 31, 2022 to 12:00 PM Sunday June 5, 2022. Set-up to begin at 6:00 AM on Tuesday May 31, 2022 with tear-down at 6:00 PM on Sunday June 5, 2022. Unknown number of people.
4. Approve the use of Mathews Park and immediate surrounding grounds by Triangle Community Center for their Pride in the Park to be held on Saturday June 11, 2022 from 12:00 PM to 8:00 PM. Set-up to begin at 8:00 AM with tear-down at 9:00 PM. Approximate 7,000 people.
5. Approve the use of Veterans Park Memorial and immediate surrounding grounds by Norwalk Seaport Association for their Oyster Festival to be held from Friday, September 9, 2022 to Sunday September 11, 2022. Set-up to begin on Friday, August 19, 2022 with tear-down no later than Friday, September 30, 2022. Approximate 40,000 people.
6. Approve the use of Calf Pasture & Taylor Farm Parking Lots and immediate surrounding grounds by The Leukemia and Lymphoma Society for their LLS Light the Night event to be held on Saturday October 8, 2022 from 5:00 PM to 11:59 PM. Set-up on Friday October 7, 2022 at 8:00 AM with tear-down on Saturday October 8, 2022 by 11:59 PM. Approximate 1,000 people.
7. Approve the use of the Veterans Park Launch Ramps by the US Fish and Wildlife Services Boat at Veterans Park Memorial.
8. Authorize the Purchasing Agent to issue a purchase order to Gengras Ford, for a 2022 Ford F550 Dumping Rack Body Truck, in an amount not to exceed \$56,349.00, sole source state contract number 19PSX0161, from accounts 09216030 C0486 and 09226030-5777-C0486
9. Authorize the Purchasing Agent to issue a purchase order to Gengras Ford, for a 2022 F250 with service body, in an amount not to exceed \$58,528.90, sole source state contract number 19PSX0161, from account 09226030-5777-C0486.

VI Discussion



CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, JANUARY 12, 2022.
REGULAR MEETING
7:00PM.

Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.

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ATTENDANCE: Darlene Young, Chair; Thomas Keegan; John Kydes; Nicol Ayers; Josh Goldstein; Jen McMurrer; Lisa Shanahan; Diana Revulus

STAFF: Robert Stowers, Director, Recreation and Parks; Ken Hughes, Superintendent, Parks and Recreation; Sandy Korkatzis, Superintendent of Recreation, Recreation and Parks

OTHERS: James Gerweck; Joy Brewster

I. ROLL CALL

Ms. Young called the meeting to order at 7:00PM.

II. MINUTES OF NOVEMBER 10, 2021

**** MS. AYERS MOVED TO APPROVE THE MINUTES OF NOVEMBER 10, 2021, AS SUBMITTED.**

**** THE MOTION PASSED UNANIMOUSLY.**

III. PUBLIC PARTICIPATION

There was no public participation this evening.

IV. OLD BUSINESS

Ms. Young introduced Recreation and Parks staff member Sandy Korkatzis and said she is the Superintendent of Recreation, and she joined the department almost two years ago and she is doing a phenomenal job. Ms. Korkatzis said she has been in recreation for 22 years and her goal is the help cultivate a well-rounded recreation program for the City of Norwalk, and this is the third recreation department that she has been committed to. She said that Mr. Hughes leadership has been fantastic, and the community has been very supportive, and she is happy and to be part of the group for the master plan as well as the upcoming initiatives.

Mr. Stowers said since he has been here Ms. Korkatzis has run numerous successful events, but the Recreation and Parks Department needs the support of the Common Council to fill the gaps in the budget and he is looking into was to raise the level of staff support. Mr. Hughes agreed and said one of the things staff is finding is that the department is very thin and will be leaning on this committee specifically through the upcoming budget process.

Ms. Young said that Ms. Kortatzis really cares about young people and families which came through when some of the parents who had issues with the cost of some of our programs so being flexible is

something that helps, and she appreciates that. Ms. Kortatzis said we are looking for creative ways that work with our city budget to raise and supplement some of the programs, and will continue to put opportunities in place where people can help sponsor a scholarship for some of these programs.

V. NEW BUSINESS

The City of Norwalk reserves the right to cancel the event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the event. The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.

1. APPROVE THE USE OF SILVERMINE SCHOOL AND IMMEDIATE SURROUNDING GROUNDS BY CLUB CONNECTICUT FOR THEIR BOSTON BUILDUP 25 K TO BE HELD ON SUNDAY, FEBRUARY 27, 2022 FROM 9:00 AM TO 11:00 AM. SET-UP TO BEGIN AT 8:30 AM WITH TEAR-DOWN NO LATER THAN 11:15. APPROXIMATE 125 PEOPLE.

Mr. Gerweck provided an overview of the event and said this is the 44th year that the event has been held and the race starts and ends at Silvermine School.

**** MS. SHANAHAN MOVED TO APPROVE THE USE OF SILVERMINE SCHOOL AND IMMEDIATE SURROUNDING GROUNDS BY CLUB CONNECTICUT FOR THEIR BOSTON BUILDUP 25 K TO BE HELD ON SUNDAY, FEBRUARY 27, 2022 FROM 9:00 AM TO 11:00 AM. SET-UP TO BEGIN AT 8:30 AM WITH TEAR-DOWN NO LATER THAN 11:15. APPROXIMATE 125 PEOPLE.
** THE MOTION PASSED UNANIMOUSLY.**

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER AN AGREEMENT WITH GREENWICH KENNEL CLUB/LONGSHORE SOUTHPORT KENNEL CLUB FOR THE USE OF TAYLOR FARM PARK AND IMMEDIATE SURROUNDING GROUNDS FOR THEIR 88TH GREENWICH KENNEL CLUB/LONGSHORE SOUTHPORT KENNEL CLUB AKC DOG SHOW, OBEDIENCE AND RALLY TO BE HELD ON SATURDAY, JUNE 11, 2022 FROM 8:30 AM TO 6:30 PM AND SUNDAY, JUNE 12, 2022 FROM 8:30 AM TO 6:30 PM. SET-UP TO BEGIN WEDNESDAY, JUNE 8TH, 2022 AT 6:00 AM WITH TEAR-DOWN NO LATER THAN MONDAY JUNE 13TH, 2022 AT 6:30 PM. APPROXIMATE ATTENDANCE 800 PEOPLE.

Ms. Brewster provided an overview of the event and said it is the 16th year that the event has been held in Norwalk. Ms. Young asked what the average attendance has been. Ms. Brewster said it has been reduced and the entries are down due to the pandemic but do have more than 1000 entries.

****MS. MCMURRER MOVED TO APPROVE TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER AN AGREEMENT WITH GREENWICH KENNEL CLUB/LONGSHORE SOUTHPORT KENNEL CLUB FOR THE USE OF TAYLOR FARM PARK AND IMMEDIATE SURROUNDING GROUNDS FOR THEIR 88TH GREENWICH KENNEL CLUB/LONGSHORE SOUTHPORT KENNEL CLUB AKC DOG SHOW, OBEDIENCE AND RALLY TO BE HELD ON SATURDAY, JUNE 11, 2022 FROM 8:30 AM TO 6:30 PM AND SUNDAY, JUNE 12, 2022 FROM 8:30 AM TO 6:30 PM. SET-UP TO BEGIN WEDNESDAY, JUNE 8TH, 2022 AT 6:00 AM WITH TEAR-DOWN NO LATER THAN MONDAY JUNE 13TH, 2022 AT 6:30 PM.**

APPROXIMATE ATTENDANCE 800 PEOPLE.

**** THE MOTION PASSED UNANIMOUSLY.**

3. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTRACT WITH TYRONE MARTYLEWSKI FOR THE LEASE AGREEMENT FOR CARETAKER'S COTTAGE AT CRANBURY PARK FOR THE PERIOD OF JULY 1, 2021 TO JUNE 30, 2026.

Mr. Stowers said this is the renewal for the caretaker's agreement and have outlined the work he does in an addendum for an estimated value of \$4,256 and based on the tax assessor assessed the market rent of \$1,600 per month and gave him a credit for the work and added a 6% inflation over time so the rent will be \$1320 per month. Mr. Goldstein asked if there are any material changes to the agreement. Mr. Stowers said the agreement is similar to the one that has just expired but added the addendum to include the estimated value of the work he does and have him a credit. Mr. Hughes said this is the 30th year that Mr. Martylewski has lived on the property, and one of the stipulations to renew the lease is he has to be an employee of the Recreation and Parks Department and it is favorable for the city to have him there.

**** MS. SHANAHAN MOVED TO APPROVE TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTRACT WITH TYRONE MARTYLEWSKI FOR THE LEASE AGREEMENT FOR CARETAKER'S COTTAGE AT CRANBURY PARK FOR THE PERIOD OF JULY 1, 2021 TO JUNE 30, 2026.**

**** THE MOTION PASSED UNANIMOUSLY.**

4. APPROVE THE FOLLOWING RESOLUTION:

Whereas, pursuant to the Urban Act Program 4-66c, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and

Whereas, it is desirable and in the public interest that the City of Norwalk make an application to the State for \$5 million, in order to undertake the Cranbury Park Renovations and to execute an Assistance Agreement.

Now, therefore, be it resolved by the Common Council of the City of Norwalk;

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by the State of Connecticut, Department of Economic and Community Development, Urban Act Program 4-66c; and
2. That the filing of an application for State financial assistance by the City of Norwalk in an amount not to exceed \$5 million is hereby approved;
3. That Harry W. Rilling, Mayor, City of Norwalk, is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the City of Norwalk.

Mr. Stowers said that Mr. Hughes has been working with the Purchasing Department on an RFQ to address this grant. Mr. Hughes said that the city did receive a \$5 million dollar grant through the Department of Economic and Community Development through Senator Duff's office. He said over the past 10 years we have been using capital funding on larger projects at the mansion but there is quite a bit of work that still needs to be done and Senator Duff knows the work that is involved at the mansion. He said the projects that we have in mind are moving forward is to upgrade the electrical system, upgrade the plumbing on the second floor, redesign the outside drainage which needs to be tied in correctly and waterproof the exterior of the building. He said we would also like to install a maintenance garage at Cranbury Park as well as some work on the trails. He said the intent is to get one architectural firm who will address all these issues and write a scope of work and handle the bid process for all of the contractors because the state is requiring the work to be done in three years and we just don't have the staff to handle this scope of work in that short period of time. Mr. Stowers said the grant is not just for the mansion but is also for the entire park.

Mr. Kydes asked if this means there will be no capital requests for the foreseeable future. Mr. Hughes said we just had a meeting with the CFO this afternoon and did have \$1.3 million include in the budget over the next four years requested in the capital funding and let him know that is no longer needed. Ms. Young asked if \$5 million dollars is enough funding for all of the projects. Mr. Hughes said we are hopeful and are hoping that costs begin to level out but will have a better understanding once there is an expert on board.

Ms. McMurrer asked if the grant will also include work at the playground. Mr. Stowers said it could, but all of the projects have not yet been developed.

Mr. Goldstein asked what the sequence of work will be following Common Council approval. Mr. Hughes said having the resolution approved is the first step to have the funds will be released to the city. He said the RFQ is almost ready to go out and he expects it to be published over the next two days and will have a pre-site meeting next week and following that the RFQ will be submitted to the city for any firm that wishes to submit. He said once we receive all of the RFQ's a small committee will be formed and will pick the top three firms and will interview them and make a selection. Once that firm is on board, we will start addressing the projects and that firm will be responsible for the design of the projects, the scope of work and putting them out to bid. He said he believes the work should begin slightly after July 1, 2022.

Mr. Keegan asked if there is any fine print that the state will require something of the city and the use of that property. Mr. Hughes said “no” and he had asked that same question and other than following the guidelines of historical properties and proper use of the funds. Ms. Young asked if there is any oversight that the Historical Commission should be involved in. Mr. Hughes said “no” because there will be no change to the space and are just updating what is currently there to current specifications.

**** MR. KYDES MOVED TO APPROVE THE RESOLUTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

5. APPROVE THE MEETING DATES FOR 2022 CALENDAR YEAR, JANUARY 12, FEBRUARY 9, MARCH 9, APRIL 13, MAY 11, JUNE 8, JULY 13, AUGUST 10, SEPTEMBER 14, OCTOBER 12, NOVEMBER 9, DECEMBER 14

**** MR. KEEGAN MOVED TO APPROVE THE MEETING DATES FOR 2022 CALENDAR YEAR, JANUARY 12, FEBRUARY 9, MARCH 9, APRIL 13, MAY 11, JUNE 8, JULY 13, AUGUST 10, SEPTEMBER 14, OCTOBER 12, NOVEMBER 9, DECEMBER 14**

**** THE MOTION PASSED UNANIMOUSLY.**

VI. DISCUSSION

1. Recreation and Parks Operating Budget presentation to CFO.

Mr. Stowers said our budget last fiscal year was \$4, 866, 368 and or budget request for fiscal year 2023 was 5, 010,206 and the projected revenue is \$852,312, and when we met with the CFO and asked for three laborer positions in which two would be used for a ball field crew to address some of the issues over the past few years with pre-game preparation and one utility person for \$154,000 which he cut out of the budget, as well and another \$40, 000 for wages so in total he did not allow for \$198,140 worth of wages due to a decrease in revenues for the swimming due to Covid-19 which will impact our temporary workers in aquatics. He said the bottom line is coming in \$50,000 less than what we had in 2022. He said that staff needs to the committee’s help in getting at least two of those positions because the ball fields need to be address, and there is also an big expense looming in the future for artificial turf because turf fields if maintained properly can last up to 15 years but we don’t have the staff to do that so the fields are showing signs of the wear and tear.

Ms. Young said that the committee agrees that the department has a lack of staff and will now need to be more vocal in the process moving forward.

Mr. Stowers said he knows that the ball field maintenance has been an issue and now would be a good time to address the union again to reintroduce the concept of letting the leagues do some of the maintenance which is being done in other cities. Mr. Keegan said for a number of years the baseball leagues have been willing to expend funds and help with the field maintenance, but it never took on the flavor we needed it to, and he would be happy to help to facilitate that going forward.

Ms. Shanahan spoke in support of the Recreation and Parks staff, and she knows how short staffed they have been for years and are relying on volunteers to a lot of the heavy lifting and that is not right, and we cannot depend upon that and however she can be supportive to ask for more funds from the city for the department goes without saying.

Mr. Goldstein said he agrees with what Ms. Shanahan stated and the parks are one of the most important ways people interact with the city and should work and try and fix the issue regarding the ball fields and do better. He requested the original budget that was submitted to the CFO be sent to the committee members to see where the cuts were made.

Ms. Mc Murrer said she is also in support of additional staff a lot of the issue is around safety because a lot of the parks are not safe in the condition, they are in so whatever we can do to support staff is important. She said that she and Ms. Ayers spoke earlier, and she did some research and found that Stamford has 30 employees in their Recreation and Parks Department, and we have 18 so she does not think that requesting three additional positions is a big ask and this is a department that she feels has been neglected in this area for many years so staff has her full support.

Ms. Ayers also gave her full support because those of us that are on the PTA are literally the ones picking up the garbage. She asked if the ball field employees will also take of the playgrounds because that is also an area that is heavily used outside of the hours of school and does not get cleaned. Mr. Hughes said the intent for the new positions was to request a ball field crew and another employee for general maintenance that could be used to pick litter at sites. Ms. Ayers asked if three people is sufficient. Mr. Hughes said "no", but it is a starting point. Mr. Kydes said if we want this to happen, we need to lobby the mayor. He asked Mr. Hughes when the last time the budget was increased. Mr. Hughes said it has been a while and he has actually lost staff over the years. Mr. Kydes said he will be lobbying the mayor for these positions, and he hopes the members of the committee do the same.

Ms. Ayers also said that staff had mentioned during the budget discussion that the biggest impact to the budget would be the aquatics program and asked how the cut would impact that particular program. Mr. Hughes said there was an impact to the revenue in the aquatics program due to Covid-19 and that is what was presented to the CFO and to our surprise he said in order to balance the projected loss of revenue we will be taking away \$40,00 from the swim instructor account and it should not be a one-to-one reduction and he argued that we give back any money in that account that is not used. Ms. Ayers said there will be a ripple effect which some people may not be aware of.

Mr. Stowers provided an update on the master plan and said staff has been meeting monthly with the consultant and they have outlined the calendar of dates and times that he will share with the committee. He said in order to get where the staff, public and stakeholder want the parks to look like a survey will be done and he went over the questions with them very thoroughly and revised them and he sent them to the mayor, the chief of staff and Mr. Carr yesterday and once he receives them back with the approval, he will share them with the committee through Ms. Young. He said that focus groups will also be held and would like organizations and groups to be included and will send the committee a list of topics and requested if the committee has any groups or organizations in mind, or any additional topics to add to get them to him as soon as possible. Ms. Young asked if the surveys will also be done online. Mr. Stowers said believes some of them will be, but he will need to clarify that.

Mr. Stowers provide an update on the certification from the National Parks & Recreation Association and said the mayor really wants Norwalk to be accredited and there are 154 standards that have to be met as well as 35 core standards, and he has put together a list of teams and is hoping to have five committees to help gather the information for the standards, and he will be meeting with Ms. King to see who should be selected from each department to be on the teams and that a member of the Common Council will also need to be chosen. Mr. Kydes volunteered to be on the team. He said it will be a lot of work but in the end will be worth it especially when applying for grants. Mr. Kydes said this was looked into in the past and that there is only one other small municipality in the state of Connecticut that has the accreditation and asked Mr. Stowers in his experience if the expense outweighs the benefit because there is a significant amount of money and time that will need to be put into this. Mr. Stowers said he thinks this accreditation will help the department. Mr. Kydes asked what the cost to not only get the accreditation but to maintain it. Mr. Stowers said the policies will need to be updated as well as the master plan which should be done anyway, and there is a review every five years and the cost would be the staff time.

Ms. Ayers said she thinks Mr. Kydes should be on the team being that he is senior on the committee. She also asked if there is a grant writer in the Recreation and Parks Department. Mr. Stowers said "no". Ms. Young said the city has hired a part-time grants writer but not every department has a grants writer.

ADJOURNMENT

**** MS. MC MURRER MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:32PM.

Respectfully submitted,

Dilene Byrd

City of Norwalk Recreation & Parks Department
Facility Rental Event Application Form

①

PLEASE PRINT

ORGANIZATION NAME: Norwalk Police Emerald Society PERSONAL/FAMILY _____
COMPANY/BUSINESS X
NON-PROFIT (501C3) Yes X No _____
NAME OF BENEFICIARY: _____ Is this an Annual Event: Yes X No _____ # of years 5
NAME OF CORPORATE OFFICER AUTHORIZED
TO EXECUTE THE LICENSE AGREEMENT: _____ TITLE: _____
YOUR NAME: Terrence Blake TITLE: Lieutenant
ADDRESS: 1 Monroe St. E-MAIL ADDRESS: tblake@norwalkct.org
CITY: Norwalk STATE: CT ZIP CODE: 06854
HOME PHONE: _____ BUSINESS PHONE: 238543098 CELL: _____

FACILITY REQUESTED: Veteran's Park FACILITY & EVENT INFORMATION # OF PARTICIPANTS 50
EVENT: Norwalk St. Patrick's Day Parade DATE REQUESTED: 12-17-21
SET UP TIME: 9:00am STARTING TIME: 11am BREAKDOWN TIME: 11:15am END TIME: 11:30am RAIN DATE: _____
(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☐ NO ☒

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING CRANBURY PARK)

SERVING FOOD: YES ☐ NO ☒ ARE YOU USING A FOOD TRUCK? YES ☐ NO ☒ NAME: _____

ARE YOU REQUESTING A TENT? YES ☐ NO ☒ *ANY TENT (STRUCTURE) 10x10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO:
ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT
ADDITIONAL EQUIPMENT, I.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED
SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY
PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT?

YES ☐ NO ☒

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT?

YES ☐ NO ☒

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES?

YES ☐ NO ☒

WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES?

YES ☐ NO ☒

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ☐ NO ☐

WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES ☐ NO ☐

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS
ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☐ NO ☒

If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for
accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: _____

DATE: 12-17-21

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____

City of Norwalk Recreation & Parks Department

Facility Rental Event Application Form

②

PLEASE PRINT

PERSONAL/FAMILY

COMPANY/BUSINESS

ORGANIZATION NAME: Norwalk Kurfing Association NON-PROFIT (501C3) Yes ☒ No ☐

NAME OF BENEFICIARY: _____ Is this an Annual Event: Yes ☐ No ☐ # of years _____

NAME OF CORPORATE OFFICER AUTHORIZED

TO EXECUTE THE LICENSE AGREEMENT: Tom Donohue TITLE: President

YOUR NAME: Tom Donohue TITLE: President

ADDRESS: 58 Sanders Dr E-MAIL ADDRESS: Neco03@aol

CITY: Wilton STATE: CT ZIP CODE: 06897

HOME PHONE: _____ BUSINESS PHONE: _____ CELL: 203-451-2728

FACILITY REQUESTED: Calf Pasture Beach Parking Lot FACILITY & EVENT INFORMATION # OF PARTICIPANTS 50-70

EVENT: GoKart Racing Club DATE REQUESTED: Schedule

SET UP TIME: 7:00am STARTING TIME: 9:30 BREAKDOWN TIME: _____ END TIME: 4:30 RAIN DATE: _____

(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☐ NO ☒

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

SERVING FOOD: YES ☐ NO ☒ ARE YOU USING A FOOD TRUCK? YES ☐ NO ☒ NAME: _____

ARE YOU REQUESTING A TENT? YES ☐ NO ☒ *ANY TENT (STRUCTURE) 10x10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO, ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, I.E. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☐ NO ☒

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☐ NO ☒

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☐ NO ☒

WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☐ NO ☒

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ☐ NO ☒

WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER () at the Beach YES ☐ NO ☒

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☐ NO ☒

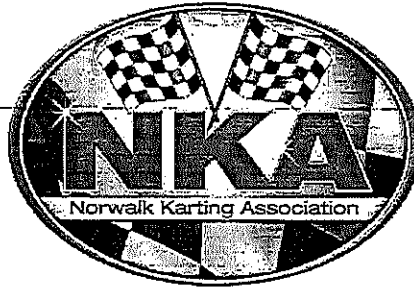
If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: [Signature] DATE: 1/25/22

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: _____ YES ☐ NO ☐ N/A ☐
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES ☐ NO ☐ N/A ☐



To Rebecca Kovacs and Ken Hughes,

I am writing you to set up a schedule for the Norwalk Karting Association 2022 racing season. In the past, Erin got the schedule together for approval by the City Council. It is our understanding that Erin has retired. In an effort to help the process, we have put together a proposed schedule, based on comparing the 2019, 2020, and 2021 season. The 2021 season marks our 50th year, a huge milestone. We are excited to position the club and build it up for another 50 years. We are comprised of mostly local families with adults and children racing. In the past when there are other events, we shut down racing for several hours, so that other events can take place at the same time. We will be having our annual banquet on March 20, 2022 to celebrate our champions for the 2021 season and to celebrate our 50-year milestone. We will be sending out invitations to your office for you to join us as our guests.

Below is the schedule and our contact info. Thanks in advance.

Spring portion of the season:

March 12, 19, 26

April 2, 16, 23, 30

May 7, 14, 21

Fall portion of the season:

September 10, 17, 24

October 1, 8, 15, 22, 29

November 5, 12

Contact Info:

Tommy Donohue – President

203-451-2728

NEC003@aol.com

Joe Bairaktaris – Vice President

203-253-5927

Joekart108@aol.com

City of Norwalk Recreation & Parks Department

Facility Rental Event Application Form

③

PLEASE PRINT

ORGANIZATION NAME: Frank C. Godfrey American Legion Post 12 PERSONAL/FAMILY _____
 COMPANY/BUSINESS _____
 NAME OF BENEFICIARY: Jeffrey DeWitt Is this an Annual Event: Yes _____ No X # of years 50
 NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Jeffrey DeWitt TITLE: Finance Officer
 YOUR NAME: Jeffrey DeWitt TITLE: Finance Officer
 ADDRESS: 28 Holiday Drive E-MAIL ADDRESS: jeffd1121@gmail.com
 CITY: Norwalk STATE: CT ZIP CODE: 06851
 HOME PHONE: _____ BUSINESS PHONE: _____ CELL: 480-266-5729

FACILITY REQUESTED: Veterans Park FACILITY & EVENT INFORMATION
 # OF PARTICIPANTS: 150
 EVENT: The Wall That Heals DATE REQUESTED: 5/31/2022
 SET UP TIME: 8:00a STARTING TIME: 9:30a BREAKDOWN TIME: 2:00p END TIME: 6:00p RAIN DATE: _____
6/1 6/1 6/5 6/5 (RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☐ NO ☒

(PLEASE NOTE NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING CRANBURY PARK)

SERVING FOOD: YES ☐ NO ☒ ARE YOU USING A FOOD TRUCK? YES ☐ NO ☒ NAME: _____

ARE YOU REQUESTING A TENT? YES ☐ NO ☒ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO, ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC., REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, I.E. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☐ NO ☒
 ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☒ NO ☐
 ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☐ NO ☒
 WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☐ NO ☒

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ☐ NO ☐
 WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES ☐ NO ☐

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☐ NO ☐

If yes, name of person(s) _____. Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE Jeffrey DeWitt

DATE: 2/1/2022

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____
 COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____

City of Norwalk Recreation & Parks Department
Facility Rental Event Application Form

(4)

PLEASE PRINT

ORGANIZATION NAME: Triangle Community Center PERSONAL/FAMILY _____
 COMPANY/BUSINESS _____
 NAME OF BENEFICIARY: Triangle Community Center NON-PROFIT (501C3) Yes ☒ No _____
 NAME OF CORPORATE OFFICER AUTHORIZED _____ Is this an Annual Event Yes ☒ No _____ # of years 20
 TO EXECUTE THE LICENSE AGREEMENT: Edson Rivas TITLE: Executive Director
 YOUR NAME: Sydney Henck TITLE: Director of Programming
 ADDRESS: 650 West Ave. E-MAIL ADDRESS: Sydney@ctrprtecenter.org
 CITY: Norwalk STATE: CT ZIP CODE: 06850
 HOME PHONE: _____ BUSINESS PHONE: 203-853-0608 CELL: _____

FACILITY REQUESTED: Mathews Park FACILITY & EVENT INFORMATION # OF PARTICIPANTS 7,000
 EVENT: Pride in the Park DATE REQUESTED: June 11th 2022
 SET UP TIME: 8am STARTING TIME: 12pm BREAKDOWN TIME: 8pm END TIME: 9pm RAIN DATE: _____
 (RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☒ NO ☐

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING CRANBURY PARK)

SERVING FOOD: YES ☐ NO ☒ ARE YOU USING A FOOD TRUCK? YES ☒ NO ☐ NAME: _____

ARE YOU REQUESTING A TENT? YES ☒ NO ☐ *ANY TENT (STRUCTURE) 10x10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO;
 ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT
 ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED
 SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY
 PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☒ NO ☐
 ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☒ NO ☐
 ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☒ NO ☐
 WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☒ NO ☐

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ☐ NO ☒
 WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES ☐ NO ☒

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 ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☐ NO ☒
 If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for
 accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: [Signature] DATE: 11/15/21

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____
 COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____

**City of Norwalk Recreation & Parks Department
Facility Rental Event Application Form**

⑤

PLEASE PRINT

ORGANIZATION NAME Norwalk Seaport Assoc. PERSONAL/FAMILY COMPANY/BUSINESS
NON-PROFIT (501C3) ☒ Yes ☐ No

NAME OF BENEFICIARY Norwalk Seaport Assoc. Is this an Annual Event? ☒ Yes ☐ No # of years 44

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Mike Reilly TITLE Pres.

YOUR NAME: Jerry Toni TITLE: Business Mgr.

ADDRESS: 213 Liberty Sq. E-MAIL ADDRESS: jerry.toni@seaport.org

CITY: Norwalk STATE: CT ZIP CODE: 06855

HOME PHONE: — BUSINESS PHONE: 203 838 9444 CELL: 203 858 3257

FACILITY REQUESTED Veterans Park FACILITY & EVENT INFORMATION # OF PARTICIPANTS 40,000

EVENT: Oyster Festival DATE REQUESTED Sept 9, 10, 11 - 2022

SET UP TIME Aug 19, 2022 STARTING TIME: Sept 30, 2022 BREAKDOWN TIME: — ENDTIME: — RAIN DATE: NONE

(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☒ NO ☐

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

SERVING FOOD: YES ☒ NO ☐ ARE YOU USING A FOOD TRUCK? YES ☒ NO ☐ NAME: —

ARE YOU REQUESTING A TENT? YES ☒ NO ☐ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC. REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☒ NO ☐

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☐ NO ☒

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☒ NO ☐

WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☒ NO ☐

BEACH PERMITS ONLY:

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IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☐ NO ☒

If yes, name of person(s) — Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: J. B. Toni

DATE: JAN 5, 2022

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: — YES ☐ NO ☐ N/A ☐
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: — YES ☐ NO ☐ N/A ☐

SEAPORT™

ASSOCIATION

Keepers of Sheffield Island Lighthouse

**2022
OFFICERS**

Mike Reilly
President

Richard McQuaid
Vice President

Maureen Bonenfant
Secretary

Gerald Rabin
Treasurer

TRUSTEES

Linda Cappello

Charles M. Chinzi

Bruce Cross

Steve DeMarco, Sr.

Jim Erotopoulos

Donna Ferguson

James Ferguson

James Madden

Urban Mulvehill, Jr.

Urban Mulvehill III

Jeremy Rubino

Emanuel Santa-Donato

Lillian Santa-Donato

Jonathan Small

Jeffrey Soule

Andrew Thane

Gerald B. Toni
Business Manager

A 501 (c) 3 nonprofit

Mr. Ken Hughes
Recreation and Parks Department
City of Norwalk
125 East Avenue
Norwalk, CT 06851

January 7, 2022

Dear Ken:

On behalf of the Norwalk Seaport Association, Inc., this letter is to request permission to use Veteran's Park in East Norwalk for the 2022 Oyster Festival. Specifically, we request access to the park for setup beginning Friday, August 19, 2022. As in the past, we will vacate the Park no later than Friday, September 30, 2022.

The dates and times of the Festival are:

Friday, September 9, 2022

6:00 PM – 11:00 PM

Saturday, September 10, 2022

11:00 AM – 11:00 PM

Sunday, September 11, 2022

11:00 AM – 8:00 PM

Proposed admission prices (**subject to change**):

General Admission	\$12.00
Seniors (65+)	\$10.00
Children (to age 12)	\$ 6.00
Advance Tickets	\$12.00

Page 1 /2

SEAPORT™

ASSOCIATION

Keepers of Sheffield Island Lighthouse

In addition to the above, we are requesting the following items be included in the contract for this year's event:

2022 OFFICERS

Mike Reilly
President

Richard McQuaid
Vice President

Maureen Bonenfant
Secretary

Gerald Rabin
Treasurer

TRUSTEES

Linda Cappello

Charles M. Chinzi

Bruce Cross

Steve DeMarco, Sr.

Jim Erotopoulos

Donna Ferguson

James Ferguson

James Madden

Urban Mulvehill, Jr.

Urban Mulvehill III

Jeremy Rubino

Emanuel Santa-Donato

Lillian Santa-Donato

Jonathan Small

Jeffrey Soule

Andrew Thane

Gerald B. Toni
Business Manager

A 501 (c) 3 nonprofit

1. The following parking lots be open and available to residents and nonresidents at no charge for the Oyster Festival on the dates noted:

- Calf Pasture Paved Parking Lots – September 9, 10, 11, 2022
- Brien McMahon High School – September 9, 10, 11, 2022
- City Hall – September 9, 10, 2022 (Reserved for Oyster Festival Parking Only)

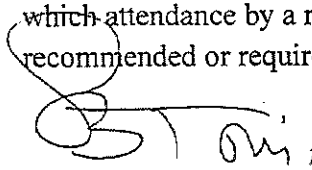
2. Use of the show mobile for September 9, 10, 11, 2022 – Delivery / Set-up by Sept. 7, 2022

3. That during the period of August 19th through September 30, 2022, except for emergencies, the city refrains from conducting any major maintenance/construction projects that will affect Oyster Festival operations.

4. Unrestricted use of men's and lady's room.

5. Public trash cans will remain in place and serviced by the city except for the period of September 9th through September 13th at which time they will be serviced by the Oyster Festival. We ask that you place this request on the February 2022 Recreation and Parks Committee meeting for discussion and approval. If you have questions or need additional information, please call.

The P&R Facility Rental Application is included. Please advise us of any meetings at which attendance by a representative of the Norwalk Seaport Association is recommended or required.


Gerald B. Toni, Business Manager

January 7, 2022

pg. 2/2

This Contract is further subject to the following covenants and agreements:

1. Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.
2. Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine
3. The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property.
4. The Renter may bring the following in or onto the Premises:

*Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall

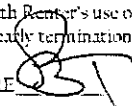
*Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event

*No other furniture, structures, machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks

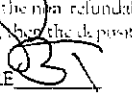
* Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length

*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals

5. HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, its employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly therefrom. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.

INITIAL HERE 

6. Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon
7. ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION
8. The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit
9. The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.
10. CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded

INITIAL HERE 

FEES: Facility Rental: _____ Custodial: _____

The total fee for your use of the Premises is \$_____ based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express). Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date

(Please Print)

APPLICANT'S NAME:

Gerald B. Tomi

(Signature Required)

APPLICANT'S SIGNATURE:

G Tomi, Bus Mgr.

DATE:

1/5/2022

(Please Print)

WITNESS NAME:

Mike Reilly

(Signature Required)

WITNESS SIGNATURE:

M Reilly

DATE:

1/5/2022

MAIL TO:
NORWALK RECREATION AND PARKS DEPARTMENT
NORWALK CITY HALL
ATTN: REBECCA KOVACS
125 EAST AVENUE
NORWALK, CT 06851
PHONE: 203-854-7806 FAX: 203-854-7869 Please see reverse

CONTRACT FOR RENTAL PROPERTIES IN THE CITY OF NORWALK

THIS APPLICATION / CONTRACT MUST BE COMPLETED FOR EACH EVENT AND RETURNED TO RECREATION & PARKS DEPARTMENT WITH PAYMENT OF APPLICABLE DEPOSIT FEES IN ORDER TO CONFIRM THE DATE. THE SECURITY DEPOSIT MUST BE PAID PRIOR TO THE EVENT. FAILURE TO ABIDE MAY JEOPARDIZE RENTAL.

I. VENUE INFORMATION

NAME OF
GROUP/ORGANIZATION
(To be referred to as "the RENTER")

Norwalk Seaport Assoc.

ADDRESS, PHONE NUMBER OF CONTACT PERSON FOR GROUP:

Jerry Tom - 203-838-9444
213 Liberty Sq. Norwalk 06855

EVENT VENUE OPTIONS:

Use of (please check one):

- ☐ Bunkhouse
- ☐ Bunkhouse Pavilion 2
- ☐ Calf Pasture Event Area 1
- ☐ Calf Pasture Event Area 2
- ☐ Cranbury Park
- ☐ Cranbury Park - Gallaher Mansion (Nothing may be thrown i.e. rice, confetti, balloons during or after the event)
- ☐ Cranbury Park Pavilion 1
- ☐ Mathews Park
- ☐ Oyster Shell Park
- ☐ Shady Beach
- ☐ Showmobile
- ☒ Veterans Park
- ☐ Other _____

The areas for which access is being granted are referred to as the "SITE." The SITE shall consist of the parking lot area adjacent to the venue.

Live flames of any kind, including candles, sparklers, Tiki torches, fire pits, etc., are strictly prohibited in every park in the City including Gallaher Mansion, for any events including weddings. Propane grills/ovens may only be set up on the concrete area next to the Mansion garage. Cooking of ANY kind is strictly prohibited on the grass, great lawn or any other space which surrounds the Mansion.

INITIAL HERE BT

A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Gallaher's Mansion at Cranbury Park
Bunkhouse
Fodor Farm Barn

\$1,500
\$1500
\$1500

Cranbury Park > 100 \$1000
Cranbury Park Pavilion > 100 \$1000
Mathews Park > 100 \$1000
Oyster Shell Park > 100 \$1000
Veteran's Park > 100 \$1000

(Fees are subject to change on an annual basis)

SECURITY DEPOSIT _____

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings. (All expenses related to such Officer must be paid to Norwalk Police Department following event - Telephone # 203-854 3023)

RENTAL AGREEMENT
TERMS AND REQUIREMENTS

1. In consideration of RENTER agreeing to pay the user fee of _____, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize _____ (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.
2. The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.
3. The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

RENTAL FEES

o Bunkhouse	\$600/Hour 3 Hour Minimum \$100/Each Additional Hour
o Bunkhouse Pavilion II	\$400/Day
o Calf Pasture Pavilion 1	\$450 - 4 Hours \$675 - 9 Hours
o Calf Pasture Pavilion 2	\$450 - 4 Hours \$675 - 9 Hours
o Calf Pasture Beach	\$650 and up
o Cranbury Park	\$650 and up
o Cranbury Park - Gallaher Mansion*	\$3000 - 5 Hours \$4500 9 Hours \$450/Each Additional Hour
o Cranbury Park Pavilion I	\$450/Day
o Fodor Farm Barn	\$600/Hour 3 Hour Minimum \$100/Each Additional Hour
o Fodor Farm Pavilion	\$350/Day
o Mathews Park	\$300 - \$2500+ (rate varies according to number of people)
o Oyster Shell Park	\$300 - \$2500+ (rate varies according to number of people)
o Shady Beach	\$300 - \$2500+ (rate varies according to number of people)
o Taylor Farm	\$300 - \$2500+ (rate varies according to number of people)
o Showmobile	\$700.00 Rental
	\$500.00 Rental (Norwalk based non-profit organizations)

Other

Showmobile Sept 7, 2022 - Sept 12, 2022
Delivery Pickup

- * 10% Discount for Norwalk Residents

PLEASE NOTE: To receive the non-profit rate, groups MUST provide copy of their CURRENT 501(c)3 status

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT.
5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT.
6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified.
7. The RENTER shall not:
 - Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE.
 - Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees).
 - The display of any advertising for commercial purposes on the SITE at any time except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE.
8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees, patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition.

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department - 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.
10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.
11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

INITIAL HERE ST

12. The RENTER may bring only the following in or onto the SITE:

All items necessary to Festival

INITIAL HERE ST

Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.
14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT.
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured.

If alcoholic beverages will be SERVED at the EVENT then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the Insurance Rider attached.
- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder.

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation.

- 16 Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect. The Agreement constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids, offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein.

RENTER

By: Mike Reilly, President
NAME: Mike Reilly
DATE: JAN 5, 2022

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage.

Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

License/ Permit: If alcoholic beverages are being sold, then a Liquor license should be purchased.

Umbrella/Excess Liability: With respect to all operations the RENTER performs, the insurance limits required can be provided with a combination of Umbrella or Excess Liability insurance that would "follow form" of the underlying required terms and conditions.

'Tail' Coverage: If any of the required liability insurance is on "claims made basis, tail" coverage will be required at the completion of the Project for a duration of twenty four (24) months, or the maximum time period reasonably available in the marketplace. RENTER shall furnish certification of 'tail' coverage as described or continuous 'claims made' liability coverage for twenty four (24) months following Project completion. Continuous 'claims made' coverage will be acceptable in lieu of 'tail' coverage, provided its retroactive date is on or before the effective date of this Agreement. If continuous 'claims made' coverage is used, RENTER shall be required to keep the coverage in effect for a duration of not less than twenty four (24) months from the date of final completion of the Project.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER'S EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

6

City of Norwalk Recreation & Parks Department
Facility Rental Event Application Form

PLEASE PRINT

ORGANIZATION NAME: The Leukemia & Lymphoma Society PERSONAL/FAMILY _____
COMPANY/BUSINESS _____
NON-PROFIT (501C3) Yes ☒ No ☐

NAME OF BENEFICIARY: _____ Is this an Annual Event: Yes ☒ No ☐ # of years _____

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: LORI GLOWACKI TITLE: Executive Director

YOUR NAME: Debbie Griggs TITLE: Sr. Director, Events

ADDRESS: 1801 3 International Drive E-MAIL ADDRESS: debbie.griggs@lls.org

CITY: Rye Brook STATE: NY ZIP CODE: 10573

HOME PHONE: _____ BUSINESS PHONE: 845 466 4875 CELL: 917-678-7182

FACILITY REQUESTED: Pale Pasture & Taylor Farm Parking FACILITY & EVENT INFORMATION
OF PARTICIPANTS 1000

EVENT: LLS Light the Night DATE REQUESTED: 10/8/22 setup 10/7

SET UP TIME: 8am STARTING TIME: 10/8 BREAKDOWN TIME: 10/8 END TIME: 11:59pm RAIN DATE: none
10/7 5pm evening (RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☐ NO ☒

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING CRANBURY PARK)

SERVING FOOD: YES ☒ NO ☐ ARE YOU USING A FOOD TRUCK? YES ☐ NO ☒ NAME: _____

ARE YOU REQUESTING A TENT? YES ☒ NO ☐ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☐ NO ☒

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☒ NO ☐

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☐ NO ☒

WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☒ NO ☐

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ☐ NO ☒

WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES ☐ NO ☒

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☐ NO ☒

If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: Debbie Griggs DATE: 2/1/22

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Stewart B. McKinney National Wildlife Refuge
733 Old Clinton Road
Westbrook, Connecticut 06498
Voice: (860) 399-2513 Fax: (860) 399-2515



January 4, 2022

Mr. Ken Hughes
Superintendent of Parks and Public Property
125 East Ave.
Room 129
Norwalk, CT 06856

Subject: USFWS use of docking structure at the Norwalk Visitors Dock – Summer 2022

Dear Mr. Hughes:

The refuge appreciates the long-standing relationship that we have maintained with the City of Norwalk - Recreation and Parks Department. As you know, for the several summers prior to the pandemic, the USFWS stationed its interns for the Norwalk Islands on a research vessel docked at the Norwalk City Dock. We believe that this arrangement worked out very well from a logistical and safety standpoint, and would request that we be allowed to do this again for the 2022 season.

The duties of the interns would remain the same as in the past, consisting of welcoming the public to the McKinney Refuge, giving visitor tours, monitoring wildlife populations, and patrolling the refuge to keep it tidy and to encourage its proper use. Their duties would be in line with all public health and safety protocols. The interns would continue to be available to help the Recreation and Parks Department keep watch on City property. The research boat would utilize a space at the dock which is not generally of use to other vessels. We would pay for utilities and any other expenses necessary.

There would be one to two individuals working as interns in Norwalk, and they will be fully trained in boating safety and operations, First Aid & CPR, as well as visitor services. They would be stationed at the research vessel up to seven days a week. They would have a small boat of roughly 16ft tied to the research vessel while on station to be used for transport, patrol and general work on the islands. We would request that you allow the interns to park one private vehicle and one government vehicle (no trailers) somewhere near the City Dock. This would be at a location of your choosing within the park.

We appreciate your time in this matter and I am happy to discuss it further if you wish. Please call me at the number listed above, or on my cell phone - 860-961-4247.

We look forward to continuing our collaborative efforts with the City of Norwalk.

Sincerely,

Richard A. Potvin
Refuge Manager

Gengras Ford, LLC

225 New Britain Avenue
 Plainville, CT 06062
 Phone: 860.727.6302
 www.gengras.com



Quote Number: 220125001

STATE CONTRACT NO: 19PSX0161

Make	MY	Model	Contract Price
Ford	2022	F-550 Reg Cab 4x4 (F5H), 145" Wheelbase - 60" CA	\$ 34,780.00

All specifications are subject to verification of manufacturer's published standard and optional equipment. Vehicle to include all manufacturers standard equipment plus the following options:

	Option Code	Description	List Price
1	Z1	Oxford White	\$ -
2	AS	HD Vinyl, 40/20/40 Split Bench w/center armrest, cupholder and storage; manual lumbar (driver's side only)	\$ -
3	99N	7.3L 2V Gas DEVCT NA PFI V8 - Horsepower 350 @ 3,900 RPM, Torque 468 lb/ft @ 3,900 RPM	\$ -
4	44G-73	TorqShift® Ten-Speed 10R140 with Neutral Idle Automatic with Selectable Drive Modes: Normal, Tow/Haul, Eco, Deep Sand/Snow & Slippery	\$ -
5	145-RC	Regular Cab - Cab to Axle 60" 145" wheelbase	\$ -
6	68U	19,000 Lb GVW	\$ 815.00
7	TGM	Trac Tires	\$ 190.00
8	X8L	4.88:1 Limited Slip Rear Axle	\$ 360.00
9	90L	Power Equipment Group (90L) • Accessory delay • Integrated Key • Manual telescoping trailer tow mirrors with power • Perimeter Anti-Theft Alarm • Power front side windows with one-touch-up/-down • Power locks • Remote Keyless Entry System • Upgraded door trim panel	\$ 915.00
10	18B	Molded Cab Steps	\$ 320.00
11	512	Spare Tire & Wheel	\$ 350.00
121	52B	Brake Controller	\$ 270.00
3	76C	Reverse Alarm	\$ 140.00
14	STD	One (1) spare key - 2 total	\$ -
15	STD	Dual Batteries	\$ -
16	67B	HD Alternator - 397 amp/hr	\$ 115.00
17	96V	XL Value Package	\$ 395.00
18	61L	Wheel Liners Front	\$ 180.00
19	63A	Utility Light	\$ 160.00
20	872	Back Up Camera Kit	\$ 415.00
21	43C	110 v / 400 w Inverter	\$ 175.00
22	41P	Skid Plates	\$ 100.00
23	473	Snow Plow Prep Package	\$ 250.00
24	PRI	Stock Pool to Fleet	\$ 1,500.00
25			
Total Options per Contract Price (list price)			\$ 6,650.00
Total Factory Options Discount (6%)			\$ (399.00)
Total Options per Contract Price (net price)			\$ 6,251.00

Gengras Ford, LLC
225 New Britain Avenue
Plainville, CT 06062
Phone: 860.727.6302
www.gengras.com



Page 2

Quote Number: 220125001

Aftermarket Accessories				
	Vendor / Manufacturer	Hours	Description	List Price
1	SH Bodies	2.0	9' Dumping Rack Body with accessories as described on the following page	\$ 17,799.00
2	Other	2.0	Ziebart rustproof undercoating	\$ 699.00
3				\$ -
4				\$ -
5		0.0		\$ -
6		0.0		\$ -
Total Hours		4.0		
Total Aftermarket Options (list price)				\$ 18,498.00
Total Aftermarket Options Discount (20%)				\$ (3,699.60)
Total Hours x \$130 / hour rate				\$ 520.00
Total Net Aftermarket Options plus Total Labor				\$ 15,318.40
Trade Allowance				
Year	Make	VIN	Description / Mileage	Allowance
				\$ -
				\$ -
				\$ -
				\$ -
Total Trade In Allowance				\$ -
Comments:			Additional fees / Charges	
Bailment pool pick up truck stock order placed by Gengras Ford. Chassis upfit is required before pool release to dealer.			State of CT Trade in Assessment (Note: Fee is payable to State of CT):	
			Dealer Conveyance Fee (\$699.00)	
			Registration Fee (estimated)	
			DMV Inspection Fee (as required)	
Customer: City of Norwalk			Total Additional Fees	
FIN Code: QQ243				
VIN:			Total (per unit)	
Quantity: 1			Grand Total (all)	

SH TRUCK BODIES SH PB9600-09

9'6" PLATFORM BODY

STANDARD FEATURES – PLATFORM BODY W/PERMANENT HEADBOARD

*REQUIRES 60" CAB TO AXLE (CA)

HD P.T. WOOD FLOOR

42" WELD-ON BULKHEAD WITH ¼" LED MARKER & CLEARANCE LIGHTS, SQUARE

BULKHEAD INCLUDES OPTIONAL TRIPLE SCREENED WINDOW DESIGN

3/8" X 2" HD TIE BAR RUB RAIL ON SIDES AND REAR

6" STRUCTURAL CHANNEL LONG SILLS

3" STRUCTURAL CROSSMEMBERS 12" ON CENTER

MUDFLAPS, CLEARANCE LIGHTS

ICC STEP/UNDER-RIDE

BODY PRIMED & PAINTED - BLACK URETHANE

COMPLETE & INSTALLED

\$8,053.00

OPTIONS & UPGRADES: (SELECT FROM LIST BELOW)

RACKS SETS & BULKHEADS:

☒ 42" HIGH STEEL RACK SET, 11GA, REMOVABLE, SIDES/REAR

\$2,260.00

FLOOR OPTIONS:

☐ 1/8" SMOOTH STEEL FLOOR

\$ NO CHARGE

TRAILER HITCH & MISC:

☐ HD TOW PLATE, (2) D-RINGS, 2" RECEIVER TUBE, 7 WIRE PLUG

\$1,193.00

☐ MOUNT FORD FACTORY PROVIDED BACK UP CAMERA KIT

\$200.00

☐ DOUBLE ACTING ELECTRIC OVER HYDRAULIC HOIST

\$5,033.00

INCLUDES BODY UP ALARM

☐ 4 CORNER AMBER WHELEN STROBES, WIRED TO UPFITTER SWITCH

\$1,060.00

(2) IN REAR FACING REAR

(2) IN GRILL FACING FORWARD

TOTAL MSRP WITH SELECTED OPTIONS –

\$17,799.00

9

Gengras Ford, LLC

225 New Britain Avenue
Plainville, CT 06062
Phone: 860.727.6302
www.gengras.com



Quote Number: 220124001.1

STATE CONTRACT NO: 19PSX0161

Make	MY	Model	Contract Price
Ford	2022	F-250 Reg cab 4x4 (F2B) - 142" wheelbase	\$ 25,926.00

All specifications are subject to verification of manufacturer's published standard and optional equipment. Vehicle to include all manufacturers standard equipment plus the following options:

	Option Code	Description	List Price
1	W6	Green gem	\$ 660.00
2	A5	Vinyl 40/20/40 Medium Earth Gray	\$ -
3	996	6.2L EFI V8 ENG	\$ -
4	445	Six Speed Automatic	\$ -
5	18B	Cab Steps	\$ 320.00
6	86M	Medium-duty Battery	\$ 210.00
7	473	Snow Plow Prep	\$ 250.00
8	90L	Power Equipment Group (90L) • Accessory delay • Integrated Key • Manual telescoping trailer tow mirrors with power • Perimeter Anti-Theft Alarm • Power front side windows with one-touch-up/-down • Power locks • Remote Keyless Entry System • Upgraded door trim panel	\$ 1,125.00
9	66S	Upfitter Switches	\$ 165.00
10	52B	Brake Controller	\$ 270.00
11	67E	HD Alternator - 240 amp	\$ 85.00
12	X3E	3.73:1 Elocking Rear Axle	\$ 390.00
13	TBM	AT Tires	\$ 165.00
14	592	Roof Clearance Lights	\$ 95.00
15	STD	Spare Key - One (1)	\$ -
16	66D	Bed delete	\$ (625.00)
17	512	Spare Tire & Wheel	\$ 295.00
18	872	Back Up camera kit	\$ 415.00
19	96V	XL Value Package	\$ 395.00
20	PRI	Stock Pool to Fleet	\$ 1,200.00
21			\$ -
22			\$ -
23			\$ -
24			\$ -
25			\$ -
Total Options per Contract Price (list price)			\$ 5,415.00
Total Factory Options Discount (6%)			\$ (324.90)
Total Options per Contract Price (net price)			\$ 5,090.10

Gengras Ford, LLC

225 New Britain Avenue
Plainville, CT 06062
Phone: 860.727.6302
www.gengras.com



Page 2

Quote Number: 220124001.1

Aftermarket Accessories

	Vendor / Manufacturer	Hours	Description	List Price
1	Reading Body	2.0	Reading service body and accessories as described on the following page	\$ 23,217.00
2	Boss Snow Plows	2.0	82 VXT Steel Blade with halogen lights and plow controls	\$ 9,500.00
3	Ziebart	2.0	Rustproofing complete underside of chassis and body	\$ 699.00
4	Ford Service	0.0		\$ -
5		0.0		\$ -
6		0.0		\$ -
	Total Hours	6.0		
				Total Aftermarket Options (list price) \$ 33,416.00
				Total Aftermarket Options Discount (20%) \$ (6,683.20)
				Total Hours x \$130 / hour rate \$ 780.00
				Total Net Aftermarket Options plus Total Labor \$ 27,512.80

Trade Allowance

Year	Make	VIN	Description / Mileage	Allowance
				\$ -
				\$ -
				\$ -
				\$ -
Total Trade in Allowance				\$ -

Comments:

Bailment pool pick up truck stock order placed by Gengras Ford. Chassis upfit is required before pool release to dealer.

Additional fees / Charges

			State of CT Trade in Assessment (Note: Fee is payable to State of CT):	\$ -
			Dealer Conveyance Fee (\$699.00)	\$ -
			Registration Fee (estimated)	\$ -
			DMV Inspection Fee (as required)	\$ -
			Total Additional Fees	\$ -
Customer:	City of Norwalk			
FIN Code:	QQ243			
VIN:				
			Total (per unit)	\$ 58,528.90
Quantity	1		Grand Total (all)	\$ 58,528.90

U98ASW CLASSIC II STEEL SERVICE BODY

SRW 56" C/A REQUIRED

STANDARD FEATURES--

BODY LENGTH: 98" BODY WIDTH: 77.5" UNDERSTRUCTURE: 5"
COMPARTMENT HEIGHT: 40" COMPARTMENT DEPTH: 14.5" LOAD FLOOR WIDTH: 48.5"
COMPLETE STAINLESS STEEL PADDLE LATCHES WITH ROTARY LOCKS
A60 GALVANNEALED STEEL, E-COAT IMERSION PRIMING SYSTEM
PATENTED HIDDEN HINGES WITH OVERLAPPING DOOR CONSTRUCTION
FLUSH MOUNT LED TAIL LIGHTS
(CUSTOMER MUST ALLOW FOR DEALER RE-FLASH OF VEHICLE MODULE FOR LED LIGHTS IF REQUIRED FOR RAPID FLASH)
NITROGEN GAS STRUT DOOR HOLDERS ON ALL VERTICAL DOORS
FULLY PRIMED & UNDERCOATED UNDERSTRUCTURE
STANDARD SHELVEING & DIVIDERS
POOCHED REAR BUMPER
READING 6 YEAR LIMITED WARRANTY

COMPLETE, INSTALLED & DELIVERED

\$11,653.00

*INCLUDES FACTORY CAMERA REMOUNT (SEE OPTIONS BELOW FOR REVERSE SENSORS)

READING MANUFACTURER SURCHARGE

\$380.00

OPTIONS: (SELECT FROM LIST BELOW)

☒ PAINT EXTERIOR OF SERVICE BODY GEM GREEN TO MATCH CAB	\$3,333.00
☒ LINEX CARGO AREA WALLS AND FLOOR AND ACROSS TOP OF COMPARTMENTS	\$1,332.00
☒ EXTRA SHELF IN EACH REAR VERTICLE COMPARTMENT	\$174.00
☒ 4 CORNER AMBER LED LIGHTS, GRILL MOUNT & REAR MOUNT, WIRED TO SWITCH	\$1,060.00
☒ REMOVABLE OVERHEAD LADDER RACK, PAINTED TO MATCH 13730502	\$1,046.00
☒ SAFE-T-CONNECT LEXAN PLUG JUMP-START SETS	\$633.00
2G WIRE, 25' LONG, 4" LEADS, #SM4A	
☒ 5000W MODIFIED SINE WAVE INVERTER, EXTRA BATTERY	\$1,860.00
TRUCK TO HAVE HD ALTERNATOR, P/S FRONT COMPARTMENT	
4 BUILT IN 110V OUTLETS	
GP-BMK-25 BATTERY MONITOR KIT	
☒ REAR WHEEL SINGLE WHEEL MUDFLAPS	\$200.00
☒ ALUMINUM 4-DRAWER SLIDING TOOLBOX, D/S FRONT COMPARTMENT	\$1,546.00

TOTAL MSRP WITH SELECTED OPTIONS =

\$ 23,217.00

