



## REGULAR MEETING – RECREATION, PARKS & CULTURAL AFFAIRS AGENDA

AUGUST 13, 2025, 7:00 PM  
BY ZOOM VIRTUAL MEETING

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at [norwalkct.gov/meetings](https://norwalkct.gov/meetings).



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial \*9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also 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 by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



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 included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Dilene Byrd at [dbyrd@norwalkct.gov](mailto:dbyrd@norwalkct.gov) with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ACCEPTANCE OF MINUTES**
  - A. **Regular Meeting: July 9, 2025**
- IV. **PUBLIC PARTICIPATION**
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
  - A. **Approve the use of Tracey Elementary School and immediate surrounding grounds by Tracey Magnet PTA for their Annual Movie Night to be held on Friday, October 17th, 2025 from 3:00 P.M. to 9:00 P.M. Approximately 350 people.**
  - B. **Approve the use of Calf Pasture Beach and immediate surrounding grounds by**

**Mountain Workshop for their Positive School Climate Team Building Programs to be held on September 12th, 17th and 26th and October 9th and 14th, 2025 from 7:00 AM. to 4:00 P.M. Approximately 1500 people.**

- C. Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Washington Street Plaza and immediate surrounding grounds by City of Norwalk Department of Economic & Community Development for their Halloween Nightfair to be held on Saturday, October 25th, 2025 from 1:00 P.M. to 10:00 P.M. Set-up time by 9:00 A.M. with tear-down by 11:55 P.M. Approximately 5,000 people.**
- D. Authorize the mayor, Harry W. Rilling, to extend the existing contract with ActiveNet to an additional 3-year term for an amount not to exceed \$28,875.00, from account 400000 2652.**
- E. Authorize the purchasing agent to issue a sole source purchase order, in an amount not to exceed \$149,822.44, to O'Brien and Sons, for the purchase and installation of playground equipment at Woodward Ave. Park. Pricing from the 2025 MHEC MC16 B14 pricing contract. Funding from account 0926 6030 5777 C0364.**
- F. Authorize the purchasing agent to increase the existing purchase order, #200749, issued to Stantec Consulting, for an amount not to exceed \$48,000, for Broadriver Field design services, funding from account 0921 6030 5777 C0658.**
- G. Authorize the purchasing agent to issue a sole source purchase order in an amount not to exceed \$69,972.39 to Avive Solutions Inc. for the purchase of 29 AED units with a 5 year monitoring contract, from account 014150 5265.**
- H. Authorize the purchasing agent to issue a sole source purchase order in an amount not to exceed \$48,900 to Alta Equipment Company. for the purchase of an ABI Force Z23HLT ballfield laser grader from account 09256030 5777 C0486.**

**VII. DISCUSSION**

**VIII. ADJOURNMENT**



**CITY OF NORWALK**  
**RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE**  
**BY VIDEO CONFERENCE AND TELECONFERENCE**  
**WEDNESDAY, JULY 9, 2025.**  
**REGULAR MEETING**  
**7:30 PM.**



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial \*9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to “view the meeting live” and/or “provide live comments” can 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. All speakers must state their name and address. Comments must be on a topic on the agenda and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comments are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Dilene Byrd at [dbyrd@norwalkct.gov](mailto:dbyrd@norwalkct.gov) with the subject line “Public Comment” to provide written public comments prior to the meeting.

**ATTENDANCE:** Darlene Young, Chair; Nicole’ Eaddy; Heather Dunn; Lisa Shanahan; Johan Lopez

**ABSENT:** Ms. Ayers

**STAFF:** Robert Stowers, Director, Recreation and Parks, Ken Hughes, Superintendent of Recreation and Parks; Daniel Stanton, DPW Senior Engineer

OTHERS: Danny Loftus, George; Kristina DeSiminis; Amy Hodgins; Michael Mastroianni

I. CALL TO ORDER

Ms. Young called the meeting to order at 7:30 PM.

II. ROLL CALL

Ms. Young called the roll, and all those listed in the attendance were present.

III. ACCEPTANCE OF MINUTES

A. **Regular Meeting: June 11th, 2025**

**\*\* MR. LOPEZ MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

IV. PUBLIC PARTICIPATION

Diane Lauricella- 21 Little Fox Lane

Ms. Lauricella expressed her happiness that Norwalk Conservatory has come to Norwalk, and she hopes the committee will approve the Broadway in the Park event, as it sounds fantastic.

Diane Cece- Olmstead Place

Ms. Cece said at last month's meeting that she wanted to speak again after the public comments, but she was not recognized after she had initially spoken. She said she did not have an opportunity to address the comments of Councilwoman Ayers, suggesting her comments were insulting and accused her of picking on a particular applicant, which could not be further from the case. Immediately after the meeting, she had sent an email to Chairperson Young and asked her to share that with the committee and council. She made a specific request that her comments

clarify not only her position but also address the attack on her. She requested that her email be part of the record of tonight's meeting since the meeting minutes have already been approved from last month. She said her email suggested that she has a long history of Recreation and Parks use of our public land. Folks can attest that she frequently raises questions about the activities that our public land is being used for, and she believes she has that right. There was nothing unusual about this. Ms. Ayers also suggested that she had not asked the same questions of other events that evening which she clarified in her letter that the other event that was most closely related to the heritage event is an event that had personally attended in the past, so she had personal experience so did not feel that she needed any further clarification.

**V. OLD BUSINESS**

There was no old business discussed this evening.

**VI. NEW BUSINESS**

- A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT FOR THE USE OF MATHEWS PARK AND THE IMMEDIATE SURROUNDING GROUNDS BY THE NORWALK CONSERVATORY FOR THEIR BROADWAY IN THE PARK TO BE HELD ON SATURDAY, AUGUST 16<sup>TH</sup> FROM 4:00 P.M. TO 6:00 P.M. APPROXIMATELY 400 PEOPLE.**

Mr. George provided an overview of the event, stating that they received approval to hold the event on the 23rd and 30th of July and are now requesting an additional date to produce a third concert.

Ms. Young said it is good to have the conservatory in Norwalk and that it brings vibrancy to the city.

**\*\* MR. SUTTON MOVED TO APPROVE THE ITEM.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

- B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT FOR THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS BY PROJECT PURPLE FOR THEIR STEPS FOR A CURE TO BE HELD ON SATURDAY, OCTOBER 25<sup>TH</sup>, 2025 FROM 7:00 A.M. TO 12:00 P.M. SET-UP TIME BY 7:00 A.M. WITH TEAR-DOWN BY 1:30 P.M. APPROXIMATELY 350 PEOPLE.**

Ms. DeSiminis provided a brief overview of the event. She said this event is for a colleague of Lowe's who is very involved in the Norwalk community. One of his colleagues had reached out to them to partner with him and put on this walk in honor of him, since he unfortunately lost his life to pancreatic cancer, and that is what the non-profit Project Purple is about.

**\*\* MS. DUNN MOVED TO APPROVE THE ITEM.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**C. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT FOR THE USE OF BRIEN MCMAHON HIGH SCHOOL CASAGRANDE FIELD AND IMMEDIATE SURROUNDING GROUNDS BY BRIEN MCMAHON HIGH SCHOOL BAND PARENTS FOR THEIR CAVALCADE OF SOUND TO BE HELD ON SATURDAY, AUGUST 16TH, 2025 FROM 9:00 AM. TO 11:00 P.M. APPROXIMATELY 1500 PEOPLE.**

Ms. Hodgins provided a brief overview of the event. She said it is an annual event that has been held for over 25 years, and is the second year they will be combining the event with Norwalk High School. So far, they have 11 bands, and it is an overall great event for all of the students.

**\*\* MR. LOPEZ MOVED TO APPROVE THE ITEM.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**D. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT FOR THE USE OF MATHEWS PARK AND THE IMMEDIATE SURROUNDING GROUNDS BY LGBT CENTER OF NEW YORK AND WHEELHOUSE EVENTS FOR THEIR CYCLE FOR A CAUSE TO BE HELD ON SATURDAY, SEPTEMBER 20TH FROM 2:00 P.M. TO 6:00 P.M. APPROXIMATELY 100 PEOPLE.**

Mr. Mastroianni provided a brief overview of the event, noting that Wheelhouse Solutions represents the LGBT community of New York on Cycle for the Cause, a three-day bike ride from Boston to New York City aimed at raising money and awareness for HIV and AIDS prevention. This is the second year they will be requesting to use part of the Mathews Park parking lot as a final rest stop before concluding their second day of biking in Stamford. He thanked Ms. Kovacs for representing them for the second year.

**\*\* MS. EADDY MOVED TO APPROVE THE ITEM.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**E. AUTHORIZE THE PURCHASING AGENT TO ISSUE A SOLE SOURCE PURCHASE ORDER FOR A 2025 JOHN DEERE 310SJ BACKHOE FOR AN AMOUNT NOT TO EXCEED \$137,519.00 FROM ACCOUNT 0926 6030 5777 C0486.**

Mr. Hughes said this request is to replace the existing 2008 backhoe. This machine is used in all facets of their operation. This was requested last year and the year prior, but this is the first year that it has been funded.

**\*\* MS. SHANAHAN MOVED TO APPROVE THE ITEM.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**F. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TERRY CONTRACTING & MATERIALS INC. FOR PROJECT RNP2025-1 – VETERAN’S MEMORIAL PARK MARINA DOCKS FOR A SUM NOT TO EXCEED \$4,262,706.00 (BASE BID ONLY, 80% SHIPP GRANT).**

Mr. Stowers said this is a long-time-coming project and is for the renovation of some of the docks at Veterans Park. Mr. Stanton stated that they have gone through the process with the design engineer and have received the necessary permits from the Army Corp. of Engineers and the DEEP for this project. They are recommending awarding the contract to Terry Contracting and Materials Inc. for this project. They had previously performed the transient dock on the other side of Veterans’ Park, which remains in good condition for that operation. Mr. Hughes added that 80% of the project is being funded through the SHIPP grant.

**\*\* MR. SUTTON MOVED TO APPROVE THE ITEM.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

**G. AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS TO EXECUTE ORDERS ON CONTRACT WITH TERRY CONTRACTING & MATERIALS INC. FOR PROJECT RNP2025-1 – VETERAN’S MEMORIAL PARK MARINA DOCKS FOR A SUM NOT TO EXCEED \$639,405.90.**

Account No.

**09226030 5777 C0367**

09236030 5777 C0367  
09246030 5777 C0367  
09256030 5777 C0367  
09266030 4120 C0367  
09226030 5799 C0367

Mr. Hughes said, as is done in most of their projects, this is a contingency line item in case anything comes up throughout the construction of the marina.

**\*\* MR. LOPEZ MOVED TO APPROVE THE ITEM.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

#### **VII. DISCUSSION**

There was no discussion this evening.

#### **VIII. ADJOURNMENT**

**\*\* MS. SHANAHAN MOVED TO ADJOURN.  
\*\* THE MOTION PASSED UNANIMOUSLY.**  
The meeting was adjourned at 8:15 PM.

Respectfully submitted,

Dilene Byrd

City of Norwalk Online  
125 East Ave.  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:  
[recregistrationsupport@norwalkct.gov](mailto:recregistrationsupport@norwalkct.gov)

**Permit #** R2509  
**Status** Tentative  
**Date** Jul 2, 2025 5:05 PM  
**Expiration Date** Jul 2, 2025

<b>Customer Name</b>	Michelle Tiani - 3207	<b>Home Phone Number</b>	(203) 856-0089
<b>Customer Type</b>	General Public	<b>Email Address</b>	<a href="mailto:michelletiani@gmail.com">michelletiani@gmail.com</a>
<b>Mailing Address</b>	36 France Street Norwalk, CT 06851-3820		
<b>System User</b>	Internet User		

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$0.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

<b>Tracey Magnet School Annual Movie Night</b>	1 resource(s)	1 booking(s)	<b>Subtotal: \$0.00</b>
--	---------------	--------------	-------------------------

[Booking Summary](#)

Tracey Elementary School - Field (Field Rental)		Center: Tracey Elementary School	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Fri, Oct 17, 2025 3:00 PM	Fri, Oct 17, 2025 9:00 PM	350	\$0.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
Do you have a 2nd date in mind or a rain date	Friday, October 24th
Field Requested- Type in your selected facility/field.	Tracey Magnet School- Field/Track
Is there a 2nd date in mind or a rain date or location?	Friday, October 24th
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Tables and tents

X: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Norwalk Online**

Mailing Address: 125 East Ave., Norwalk, CT

06851

Phone Number: (203) 854-7806

Email Address: [reregistrationsupport@norwalkct.gov](mailto:reregistrationsupport@norwalkct.gov)

X: \_\_\_\_\_

Date: \_\_\_\_\_

**Michelle Tiani**

Customer ID: 3207

Home Phone Number: (203) 856-0089

Email Address: [michelletiani@gmail.com](mailto:michelletiani@gmail.com)

City of Norwalk Online  
125 East Ave.  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:  
[recregistrationsupport@norwalkct.gov](mailto:recregistrationsupport@norwalkct.gov)

**Permit #** R2142  
**Status** Tentative  
**Date** Aug 5, 2025 3:21 PM  
**Expiration Date** Aug 30, 2025

<b>Customer Name</b>	KENT TULLO - 3339	<b>Home Phone Number</b>	(203) 512-1321
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 512-1321
<b>Mailing Address</b>	158 Kenwood Avenue 158 Kenwood Avenue Fairfield, CT 06824	<b>Email Address</b>	<a href="mailto:ktullo@mountainworkshop.com">ktullo@mountainworkshop.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$550.00
Discounts	\$0.00
Subtotal	\$550.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$550.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$550.00

<b>Positive School Climate Team Building Program</b>	1 resource(s)	1 booking(s)	<b>Subtotal: \$550.00</b>
<a href="#">Booking Summary</a>			
<b>Calf Pasture Beach (Event)</b>	<b>Center: Calf Pasture Beach</b>		
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Fri, Sep 12, 2025 7:00 AM	Fri, Sep 12, 2025 4:00 PM	180	\$0.00
Resource level fees			\$550.00

<a href="#">Custom Questions</a>	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	No
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	0

Is there a 2nd date in mind or a rain date or location?	TBD
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	180
What is the setup time?	7:00a
What type of event?	Team Building/School Climate Program
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Program Gear and Equipment
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	No
Will there be music? No amplified music at the beach.	No
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	No
Will you be selling food, beverages, goods or wares?	No
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	No
Will you be using temporary electrical resources?	No
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	No
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	No

### Waivers and Information

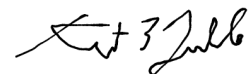
WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
-------------	----------	-----	----------------

Facility- Facility Rental Event Application Form	Sep 12, 2025	KENT TULLO	Waiver Signed by: KENT TULLO on Mar 18, 2025
--	--------------	------------	--

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

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, it's 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 there from. 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.
  - 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 thereon7.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 The total fee for your use of the Premises are 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
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Payment Schedules

Original Balance: \$550.00 Current Balance: \$550.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Sep 12, 2025	\$550.00	\$0.00	\$0.00	\$550.00

X:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

**City of Norwalk Online**

Mailing Address: 125 East Ave., Norwalk, CT  
06851

Phone Number: (203) 854-7806

Email Address: [reregistrationsupport@norwalkct.gov](mailto:reregistrationsupport@norwalkct.gov)

X:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

**KENT TULLO**

Customer ID: 3339

Home Phone Number: (203) 512-1321

Cell Phone Number: (203) 512-1321

Email Address: [ktullo@mountainworkshop.com](mailto:ktullo@mountainworkshop.com)

City of Norwalk Online  
125 East Ave.  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:  
[recregistrationsupport@norwalkct.gov](mailto:recregistrationsupport@norwalkct.gov)

**Permit #** R2146  
**Status** Tentative  
**Date** Aug 5, 2025 3:21 PM  
**Expiration Date** Aug 30, 2025

<b>Customer Name</b>	KENT TULLO - 3339	<b>Home Phone Number</b>	(203) 512-1321
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 512-1321
<b>Mailing Address</b>	158 Kenwood Avenue 158 Kenwood Avenue Fairfield, CT 06824	<b>Email Address</b>	<a href="mailto:ktullo@mountainworkshop.com">ktullo@mountainworkshop.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$550.00
Discounts	\$0.00
Subtotal	\$550.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$550.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$550.00

<b>Positive School Climate Team Building Program</b>	1 resource(s)	1 booking(s)	<b>Subtotal: \$550.00</b>
<a href="#">Booking Summary</a>			
<b>Calf Pasture Beach (Event)</b>	<b>Center: Calf Pasture Beach</b>		
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Wed, Sep 17, 2025 7:00 AM	Wed, Sep 17, 2025 4:00 PM	240	\$0.00
Resource level fees			\$550.00

<a href="#">Custom Questions</a>	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	No
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	0

Is there a 2nd date in mind or a rain date or location?	TBD
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	240
What is the setup time?	7:00a
What type of event?	Team Building/School Climate Program
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Program Gear and Equipment
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	No
Will there be music? No amplified music at the beach.	No
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	No
Will you be selling food, beverages, goods or wares?	No
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	No
Will you be using temporary electrical resources?	No
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	No
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	No

### Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
-------------	----------	-----	----------------

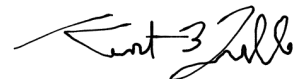
Facility- Facility Rental Event Application Form	Sep 17, 2025	KENT TULLO	Waiver Signed by: KENT TULLO on Mar 18, 2025
--	--------------	------------	--

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

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 there from. 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.
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. The total fee for your use of the Premises are 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

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



Payment Schedules

Original Balance: \$550.00 Current Balance: \$550.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Sep 17, 2025	\$550.00	\$0.00	\$0.00	\$550.00

X:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

**City of Norwalk Online**

Mailing Address: 125 East Ave., Norwalk, CT  
06851

Phone Number: (203) 854-7806

Email Address: [reregistrationsupport@norwalkct.gov](mailto:reregistrationsupport@norwalkct.gov)

X:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

**KENT TULLO**

Customer ID: 3339

Home Phone Number: (203) 512-1321

Cell Phone Number: (203) 512-1321

Email Address: [ktullo@mountainworkshop.com](mailto:ktullo@mountainworkshop.com)

City of Norwalk Online  
125 East Ave.  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:  
[recregistrationsupport@norwalkct.gov](mailto:recregistrationsupport@norwalkct.gov)

**Permit # R2839**

**Status** Tentative  
**Date** Jul 23, 2025 12:23 PM  
**Expiration Date** Aug 22, 2025

<b>Customer Name</b>	KENT TULLO - 3339	<b>Home Phone Number</b>	(203) 512-1321
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 512-1321
<b>Mailing Address</b>	158 Kenwood Avenue 158 Kenwood Avenue Fairfield, CT 06824	<b>Email Address</b>	<a href="mailto:ktullo@mountainworkshop.com">ktullo@mountainworkshop.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$570.00
Discounts	\$0.00
Subtotal	\$570.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$570.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$570.00

**Improving School Climate Team Building Program** 1 resource(s) 1 booking(s) **Subtotal: \$570.00**

[Booking Summary](#)

Calf Pasture Beach (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Fri, Sep 26, 2025 7:00 AM	Fri, Sep 26, 2025 4:00 PM	150	\$0.00
Resource level fees			\$570.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	No
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	0

Is there a 2nd date in mind or a rain date or location?	TBD
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	150
What is the setup time?	8:00a
What type of event?	Team Building/School Climate Program
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Program Gear and Equipment
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	No
Will there be music? No amplified music at the beach.	No
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	No
Will you be selling food, beverages, goods or wares?	No
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	No
Will you be using temporary electrical resources?	No
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	No
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	No

### Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
-------------	----------	-----	----------------

Facility- Facility Rental Event Application Form	Sep 26, 2025	KENT TULLO	Waiver Signed by: KENT TULLO on Jul 23, 2025
--	--------------	------------	--

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

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, it's 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 there from. 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.
- 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 thereon7.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 The total fee for your use of the Premises are 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

MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Facility - Rental Agreement

Sep 26, 2025

KENT TULLO

Waiver Signed by: KENT TULLO on Jul 23, 2025

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.

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.

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.

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. [6]

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.

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

-----  
-----  
-----

-----  
-----  
-----  
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. [7]

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

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.

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.



Signature \_\_\_\_\_

[Payment Schedules](#)

Original Balance: \$570.00    Current Balance: \$570.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Sep 26, 2025	\$570.00	\$0.00	\$0.00	\$570.00

X: \_\_\_\_\_

X: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Norwalk Online**

Mailing Address: 125 East Ave., Norwalk, CT 06851

Phone Number: (203) 854-7806

Email Address: [recregistrationsupport@norwalkct.gov](mailto:recregistrationsupport@norwalkct.gov)

**KENT TULLO**

Customer ID: 3339

Home Phone Number: (203) 512-1321

Cell Phone Number: (203) 512-1321

Email Address: [ktullo@mountainworkshop.com](mailto:ktullo@mountainworkshop.com)

City of Norwalk Online  
125 East Ave.  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:  
[recregistrationsupport@norwalkct.gov](mailto:recregistrationsupport@norwalkct.gov)

**Permit #** R2119  
**Status** Tentative  
**Date** Aug 5, 2025 3:22 PM  
**Expiration Date** Aug 30, 2025

<b>Customer Name</b>	KENT TULLO - 3339	<b>Home Phone Number</b>	(203) 512-1321
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 512-1321
<b>Mailing Address</b>	158 Kenwood Avenue 158 Kenwood Avenue Fairfield, CT 06824	<b>Email Address</b>	<a href="mailto:ktullo@mountainworkshop.com">ktullo@mountainworkshop.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$570.00
Discounts	\$0.00
Subtotal	\$570.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$570.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$570.00

**Positive School Climate Team Building Program** 1 resource(s) 1 booking(s) **Subtotal: \$570.00**

[Booking Summary](#)

Calf Pasture Beach (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Thu, Oct 9, 2025 7:00 AM	Thu, Oct 9, 2025 4:00 PM	185	\$0.00
Resource level fees			\$570.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	No
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	0

Is there a 2nd date in mind or a rain date or location?	TBD
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	185
What is the setup time?	7:00a
What type of event?	Team Building/School Climate Program
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Program Gear and Equipment
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	No
Will there be music? No amplified music at the beach.	No
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	No
Will you be selling food, beverages, goods or wares?	No
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	No
Will you be using temporary electrical resources?	No
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	No
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	No

### Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
-------------	----------	-----	----------------

Facility- Facility Rental Event Application Form	Oct 9, 2025	KENT TULLO	Waiver Signed by: KENT TULLO on Mar 17, 2025
--	-------------	------------	--

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

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, it's 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 there from. 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.
  - 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 thereon7.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 The total fee for your use of the Premises are 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
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Payment Schedules

Original Balance: \$570.00 Current Balance: \$570.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Aug 7, 2025	\$20.00	\$0.00	\$0.00	\$20.00
Oct 9, 2025	\$550.00	\$0.00	\$0.00	\$550.00

X:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

**City of Norwalk Online**

Mailing Address: 125 East Ave., Norwalk, CT  
06851

Phone Number: (203) 854-7806

Email Address: [reregistrationsupport@norwalkct.gov](mailto:reregistrationsupport@norwalkct.gov)

X:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

**KENT TULLO**

Customer ID: 3339

Home Phone Number: (203) 512-1321

Cell Phone Number: (203) 512-1321

Email Address: [ktullo@mountainworkshop.com](mailto:ktullo@mountainworkshop.com)

City of Norwalk Online  
125 East Ave.  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:  
[recregistrationsupport@norwalkct.gov](mailto:recregistrationsupport@norwalkct.gov)

**Permit #** R2121  
**Status** Tentative  
**Date** Aug 5, 2025 3:23 PM  
**Expiration Date** Aug 30, 2025

<b>Customer Name</b>	KENT TULLO - 3339	<b>Home Phone Number</b>	(203) 512-1321
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 512-1321
<b>Mailing Address</b>	158 Kenwood Avenue 158 Kenwood Avenue Fairfield, CT 06824	<b>Email Address</b>	<a href="mailto:ktullo@mountainworkshop.com">ktullo@mountainworkshop.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$570.00
Discounts	\$0.00
Subtotal	\$570.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$570.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$570.00

**Positive School Climate Team Building Program** 1 resource(s) 1 booking(s) **Subtotal: \$570.00**

[Booking Summary](#)

Calf Pasture Beach (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Tue, Oct 14, 2025 7:00 AM	Tue, Oct 14, 2025 4:00 PM	200	\$0.00
Resource level fees			\$570.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	No
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	0

Is there a 2nd date in mind or a rain date or location?	TBD
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	200
What is the setup time?	7:00a
What type of event?	Team Building/School Climate Program
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Program Gear and Equipment
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	No
Will there be music? No amplified music at the beach.	No
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	No
Will you be selling food, beverages, goods or wares?	No
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	No
Will you be using temporary electrical resources?	No
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	No
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	No

### Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
-------------	----------	-----	----------------

Facility- Facility Rental Event Application Form	Oct 14, 2025	KENT TULLO	Waiver Signed by: KENT TULLO on Mar 17, 2025
--	--------------	------------	--

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

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, it's 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 there from. 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.
  - 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 thereon7.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 The total fee for your use of the Premises are 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
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869

Payment Schedules

Original Balance: \$570.00 Current Balance: \$570.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Aug 7, 2025	\$20.00	\$0.00	\$0.00	\$20.00
Oct 14, 2025	\$550.00	\$0.00	\$0.00	\$550.00

X:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

**City of Norwalk Online**

Mailing Address: 125 East Ave., Norwalk, CT  
06851

Phone Number: (203) 854-7806

Email Address: [reregistrationsupport@norwalkct.gov](mailto:reregistrationsupport@norwalkct.gov)

X:  
\_\_\_\_\_

Date:  
\_\_\_\_\_

**KENT TULLO**

Customer ID: 3339

Home Phone Number: (203) 512-1321

Cell Phone Number: (203) 512-1321

Email Address: [ktullo@mountainworkshop.com](mailto:ktullo@mountainworkshop.com)

City of Norwalk Online  
125 East Ave.  
Norwalk, CT 06851

PHONE:(203) 854-7806  
EMAIL:  
[recregistrationsupport@norwalkct.gov](mailto:recregistrationsupport@norwalkct.gov)

**Permit # R2910**

**Status** Tentative  
**Date** Aug 6, 2025 9:50 AM  
**Expiration Date** Sep 5, 2025

<b>Customer Name</b>	Anna Breault - 1255	<b>Work Phone Number</b>	(203) 854-7336
<b>Customer Type</b>	General Public	<b>Home Phone Number</b>	(203) 854-7336
<b>Mailing Address</b>	125 East Avenue Norwalk, CT 06851	<b>Email Address</b>	<a href="mailto:abreault@norwalkct.gov">abreault@norwalkct.gov</a>
<b>System User</b>	Internet User		

Rental Fee	\$2,080.00
Discounts	\$0.00
Subtotal	\$2,080.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$2,080.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$2,080.00

<b>Halloween Nightfair</b>	1 resource(s)	1 booking(s)	<b>Subtotal: \$2,080.00</b>
<a href="#">Booking Summary</a>			
<b>Washington St. Plaza (Event)</b>	<b>Center: Washington St. Plaza</b>		
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Oct 25, 2025 1:00 PM	Sat, Oct 25, 2025 10:00 PM	100	\$0.00
Resource level fees			\$2,080.00

<a href="#">Custom Questions</a>	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	No
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	0
Is there a 2nd date in mind or a rain date or location?	No

Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	1000+
What is the setup time?	9:00AM
What type of event?	Street Fair
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	20 x 30 stage
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
Will there be music? No amplified music at the beach.	Yes
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	Yes
Will you be selling food, beverages, goods or wares?	Yes
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	No
Will you be using temporary electrical resources?	Yes
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	Yes
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	No

### Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Oct 25, 2025	Anna Breault	Waiver Signed by: Anna Breault on Aug 6, 2025

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

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, it's 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 there from. 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.
  - 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 thereon7.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 The total fee for your use of the Premises are 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
- MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869

Facility - Rental Agreement

Oct 25, 2025

Anna Breault

Waiver Signed by: Anna Breault on Aug 6, 2025

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.

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.

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.

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. [6]

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.

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

-----  
-----  
-----

-----  
-----  
-----  
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. [7]

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

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.

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.

Signature



Payment Schedules

Original Balance: \$2,080.00 Current Balance: \$2,080.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Oct 25, 2025	\$2,080.00	\$0.00	\$0.00	\$2,080.00

X: \_\_\_\_\_

X: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

City of Norwalk Online

Mailing Address: 125 East Ave., Norwalk, CT 06851

Phone Number: (203) 854-7806

Email Address: [reregistrationsupport@norwalkct.gov](mailto:reregistrationsupport@norwalkct.gov)

Anna Breault

Customer ID: 1255

Mailing Address: 125 East Avenue, Norwalk, CT 06851

Work Phone Number: (203) 854-7336

Home Phone Number: (203) 854-7336

Email Address: [abreault@norwalkct.gov](mailto:abreault@norwalkct.gov)



# Schedule

Company Address Three Alliance Center, 29th Fl.  
3550 Lenox Rd. #3000  
Atlanta, GA 30326  
US

Schedule # 00138539  
Created Date 8/6/2025  
Currency USD

Customer Legal Entity Name City of Norwalk  
Schedule Signatory Email rstowers@norwalkct.org

Opportunity Owner Melinda Miller  
Owner Email [melinda.miller@activenetwork.com](mailto:melinda.miller@activenetwork.com)

Billing Entity Norwalk Recreation and Parks  
Billing Contact Robert Stowers  
Billing Address 125 East Ave.  
Norwalk, CT 06851 United States

Shipping Contact Robert Stowers  
Shipping Address 125 East Ave.  
Norwalk, CT 06851 United States

Product	Product Type	Description	Quantity	Fee %	Total Price
ACTIVENet - Facility Reservation	NC		1		
ACTIVENet - Flex Tier (invoiced annually)	Subscription Software	Includes access to: * Program & Activity Registration * Point of Sale (POS) / Equipment Lending * Marketing & Communications * Standard Reports * Facility Reservation + 4 of the following, as specified in Schedule: * Memberships * Donations & Fundraising * Private Lessons * League Management * Gateway/Insights APIs * Multilingual * Sandbox	1		28,875.00
ACTIVENet - Gateway/Insights APIs	NC		1		
ACTIVENet - League Management	NC		1		
ACTIVENet - Memberships	NC		1		
ACTIVENet - Multilingual	NC		1		
ACTIVENet - Point of Sale (POS) / Equipment Lending	NC		1		
ACTIVENet - Program & Activity Registration	NC		1		
ACTIVENet - Public Interface Fee Setup	NC		1		



# Schedule

(passed to participant)					
ACTIVENet - Public Interface: Transaction Fee (%)	Transactional Software	Fee for consumer online transactions, separate from in-person (Staff Interface) transactions	1	3.40	
ACTIVENet - Remittance via ACH Configuration (weekly)	NC	Weekly remittances are processed by ACTIVE on non-holiday business days up to 72 hours after each Sunday. Payments take one to three banking business days to settle after processing.	1		
ACTIVENet - SaaS					
ACTIVENet - Staff Interface: Credit Card Fee (%)	Transactional Software		1	2.31	
ACTIVENet - Staff Interface: Credit Card Refund Fee (Flat)	Transactional Software		1		0.10
ACTIVENet - Staff Interface: Technology Fee (%)	Transactional Software		1	1.08	
Payment Manager - Staff Interface: eCheque/eCheck Fee (%)	Transactional Software		1	0.50	

Total Price USD 28,875.00

Active reserves the right and may take additional measures to verify Client’s account which may consist of reviewing publicly available data and/ confirmation of Client provided information. Such verification measures will be completed in advance of remittance.

All fees described herein are in consideration of the Products that Active provides. Active and Client acknowledge that certain credit card network rules and laws prohibit imposing a surcharge that is based on the type of payment method used (e.g., having a different fee for the use of a credit card vs. debit card), and therefore, each agree not to impose such a surcharge on any End User.

The payment options we offer may include MasterCard, Visa, American Express and Discover.

If your order includes hardware, please note that all hardware orders have a 30-day return policy, and it is recommended that you inspect your purchases upon delivery.

\*Sales tax and shipping not included in total price. Sales tax and shipping, where applicable, will be added to your invoice.

**Capitalized terms used in this Schedule and not defined have the meaning set forth in the General Terms or Product Terms, as applicable.**

Schedule Acceptance Information

<b>Customer Legal Entity</b>	<b>Active Network, LLC</b>
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____



# Schedule

Date:

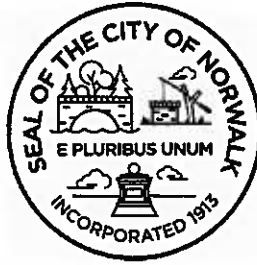
---

Date:

---

PO# (if applicable):

---



DEPT OF FINANCE - Purchasing Department

**NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM**

DATE: 8/6/2025

DEPARTMENT: Rec and Parks

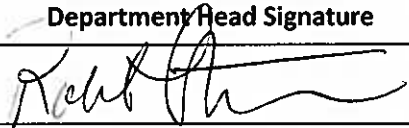
Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

<input checked="" type="checkbox"/>	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
<input type="checkbox"/>	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
<input checked="" type="checkbox"/>	3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
<input type="checkbox"/>	4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number)
<input type="checkbox"/>	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). <b>Please forward this form and supporting documentation within 48 hours of the Emergency</b>
<input type="checkbox"/>	6	Other, please explain:

TOTAL COST: \$149,822.44 MUNIS Account: 0926 6030 5777 C0364

VENDOR: M.E. O'Brien and Sons

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
	<input type="checkbox"/>	Supports	
Purchasing Agent Name	<input type="checkbox"/>	Does Not Support	Department Head Name
		Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Robert Stowers
Date	<input type="checkbox"/>		Date 8/6/2025



**JUSTIFICATION:**

The Parks Department is expanding the existing playground at Woodward Ave Park. The current equipment is from Landscape Structures. ME OBrien is our Landscape Structures vendor. Quote is from 2025 MHEC MC16 B14 pricing.

**ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes):** \_\_\_\_\_

**Vendor 1:** \_\_\_\_\_

**Vendor 2:** \_\_\_\_\_

---

**EMERGENCY:** Explain in detail the nature of the emergency





# Quotation

M.E. O'Brien & Sons, Inc. is an Affirmative Action/Equal Opportunity Employer AA/EOE and Massachusetts SDO Certified WBE

**Company Address**

**Date** 8/5/2025

PO Box 718, Medway MA 02053-0718  
 TEL 508-359-4200 / FAX 508-533-6342  
 www.obrienandsons.com

**Quotation Expires** 9/4/2025

**Customer Name** Ken Hughes  
**Tel, Email** [khughes@norwalkct.gov](mailto:khughes@norwalkct.gov)

**Salesperson** Brian Iafolla  
**Admin Asst** Karen Hanley

**Comments or Special Instructions**

<b>2025 MHEC MC16 B14 Pricing</b>		<b>Version #</b>	<b>1</b>
<b>Job Name</b>	<b>Woodward Ave. Park - Norwalk, CT</b>		

Salesperson	Email	Pay Terms	Estimated Lead Time
Brian Iafolla	brian_iafolla@obrienandsons.com	Net 30	8 - 10 weeks

Quantity	Unit	Vendor, Model Number & Description	Unit Price	Taxable?	Amount
		<b><u>Landscape Structures, Inc. #ME025626</u></b>			
1	ea	#193170A - LolliLadder™ w/2 E-Pods			
2	ea	#111404E - 116" Aluminum Post for 40" Deck			
1	ea	#322436A - Quantis A.3 DB			
1	ea	#307436A - Footprint® Balance Beam			
1	ea	#307434A - Footprint® Stepper 24"			
1	ea	#307427A - Forma™ Alpine® Slide			
2	ea	#141683A - TenderTuff™ Bench 72" w/Back, w/o Armrests, DB			
56	ea	#119214A - TuffTimbers™ 4' Length, Black Only			
58	ea	#100626A - Galvanized Stake (30")			
1	ea	#182503C - Welcome sign Ages 5012, DB			
		<b>Subtotal</b>			\$ 85,421.00
		<b>6% MHEC State Contract Discount</b>			\$ (5,125.26)

Quantity	Unit	Vendor, Model Number & Description	Unit Price	Taxable?	Amount
		<b>Freight</b>			<u>\$ 7,800.00</u>
		<b>Total Play Equipment \$88,095.74</b>			
		<u>Dunning Surfacing</u>			
165	sq/ft	IPEMA Certified Engineered wood fiber playground mulch			
		To be installed to a 12" depth			
		<b>Subtotal</b>			\$ 5,610.00
		<b>6% MHEC Discount</b>			\$ (168.30)
		<b>Freight</b>			<u>\$ 480.00</u>
		<b>Total Woodfiber \$5,921.70</b>			
		<u>Installation Services</u>			
		Receive and offload equipment delivery			\$ 1,000.00
		Demo and dispose of existing equipment			\$ 15,000.00
		Excavate out old playground mulch, dispose			
		Install 56 new tufttimber borders with stakes			\$ 1,680.00
		Layout and auger post holes			\$ 34,000.00
		Assemble and install new playground equipment			
		Pour concrete footings			
		Spread 165 CY engineered wood fiber			<u>\$ 4,125.00</u>

Subtotal	\$ 149,822.44
Tax Rate	
Sales Tax	\$ -
<b>TOTAL</b>	<b>\$ 149,822.44</b>

If you have any questions concerning this quotation, please contact your salesperson listed above.

3/19/2025

**Please Read the Attached TERMS & CONDITIONS**

**\* Due to ongoing steel and other material surcharges as well as increased demand, quotations are only valid for 30 days \***

- **LEAD TIMES:** Estimated lead times vary after receipt of order and architectural approval if required. Lead times may fluctuate due to the availability of raw materials at the time of order.
- The Purchaser is responsible for quantity, color, and product confirmation. Prices are based on quantities listed. Any change to quantities will impact prices quoted. Standard manufacturer's design, colors, specifications, and construction apply unless otherwise noted.
- Prices do **NOT** include shipping charges, sales tax, resilient surfacing, assembly or installation unless otherwise noted on quotation.
- Delivered prices do **NOT** include off-loading, lift-gate, inside delivery, reconsignment or detention fees. If requested, additional charges will be added. (Lift gate service is a truck that has a lift gate on the back to bring the skids to the ground. Once on the ground it is the receiver's responsibility to move it from there.)
- M.E. O'Brien & Sons is **NOT** responsible for **plan take-offs**. All quantities, square footages, thicknesses, etc. are the responsibility of the purchaser. Confirm and double check quantities quoted. It is the responsibility of the purchaser to approve/purchase items "per plan".
- Quote is based on information at time of bid/request. Any changes, updates, addenda, etc. may require quote to be revised.
- It is expected that Approved Submittals should be returned to our office within 60 days of issue to ensure that prices for these products can be held. Approved Submittals that exceed 60 days before being returned may incur price increases.
- **If installation is included**, M.E. O'Brien & Sons is **NOT** responsible for buried underground hazards including, but not limited to: ledge, unsuitable bearing soils, unmarked utilities, boulders, construction debris and any other conditions beyond our control. Additional costs will apply.
- When O'Brien & Sons is supplying materials only, retainage does not apply.
- Enrollment in a software program tracker (such as Mwrap, CCIP or LCP) is **NOT** included. If these are required, please advise the cost and the price will be added to the contract.
- Excludes any and all GC requirements not specifically spelled out in this quote.
- **Returns** require authorization and must be made within 30 calendar days of receipt of order. Customer is responsible for a re-stocking fee of 20-50% (varies by manufacturer), plus shipping charges (to and from) for all returned materials. Custom products or custom colored products are **NOT** returnable. Shade Systems and Ironsmith products are **NOT** returnable. Surfacing materials are **NOT** returnable.
- **Deliveries:** When delivered, inspect entire shipment carefully, make note on delivery receipt of ANY damage so a freight claim can be filed if damage is discovered after opening package(s).



All Fields Must Be Completed to Place Order

Job Name: Woodward Ave. Park - Norwalk, CT

Quotation Date: 8/5/2025

Version # 1

Bill to:

Ship to:

Company / Dept \_\_\_\_\_

Company / Dept \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Phone \_\_\_\_\_

24-Hr Contact Name \_\_\_\_\_

Email \_\_\_\_\_

24-Hr Contact Tel # \_\_\_\_\_

PO# \_\_\_\_\_

24-Hr Contact Email \_\_\_\_\_

Purchase Amount \$ 149,822.44

Date Wanted \_\_\_\_\_

Delivery Days/Hours \_\_\_\_\_

Job Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Is job tax exempt (Y/N)? \_\_\_\_\_

Tax Exempt # \_\_\_\_\_  
(Tax exempt certificate required)

Customer Acceptance

The attached standard terms and conditions (the "Standard Terms and Conditions") form part of the Purchase Contract (the "Purchase Contract") between yourself (the "Customer"), and M.E. O'Brien & Sons, Inc. ("O'Brien & Sons"). The Customer's acceptance and understanding of these Standard Terms and Conditions and all other supporting documentation provided as part of this package is evidenced by signing of the Purchase Contract. Order cannot be processed without a completed and signed copy of this Purchase Contract.

Signature (customer or authorized representative) \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

THANK YOU FOR YOUR BUSINESS!



August 6, 2025

Mr. Robert Stowers  
Director of Recreation and Parks  
City of Norwalk  
125 East Avenue, Room 225  
Norwalk, CT 06851

**Reference: Broad River Park Athletic Fields – Drainage Coordination and Site Redesign**

Dear Mr. Stowers:

Thank you for the opportunity to submit this proposal for additional services associated with the drainage coordination and site design modification and new storage building for the Broad River Park athletic fields.

On January 10, 2025, Stantec submitted 95% contract documents. Pending comments from the city, Stantec continued to coordinate additional design and material changes to address the city department, little league and public comments.

On June 24, 2025, the Parks and Recreation Committee voted to use clay in lieu of synthetic turf for the infield areas. Along with that modification, the city has also requested a new 22'x44' storage building pad with utility connections, portable press box and associated electrical connections

**Scope**

The following represents our understanding of the project scope and the services that will be performed by Stantec Consulting Services Inc.

1. Flood Modeling Coordination: Stantec continue direct coordination with Wood & Curran (WC) to ensure any proposed modifications will not have any adverse impacts on the flooding conditions in the area. Stantec will develop final plans for review and incorporation into the WC model and respond to comments.
2. Drainage Design and Report: The remaining drainage design will include updating the proposed surface to send to Woodward & Curran for their model. Stantec will review design comments from the City and Woodward & Curran and incorporate them into the proposed design. The proposed drainage system design will be reviewed, and a drainage memo will be prepared. Changes to both the drainage and utility sheets will be included in the additional work.
3. Revised Site Design and Opinion of Probable Cost (OPC): Because design and material modifications have been fluid since the 95% submission and per city, little league and public comments, Stantec provided design revisions, OPC's and supporting technical information to assist the city with their final selections.

Reference: Broad River Park Athletic Fields – Drainage Coordination and Site Redesign

Stantec will revise the 95% drawings, specifications and OPC to reflect the changes including but not limited to:

- Change infield surfacing from synthetic turf to clay, including base mounting and pitcher’s mound details and removal of all field underdrainage related to synthetic turf.
  - Provide material and technical specifications for the portable press box,
  - Site design includes layout and grading for 22’x42’ concrete pad (for new park maintenance building), associated amenities along with utility stub-ups.
  - Evaluate layout options/locations for bullpens and batting cage/bulldog combination.
  - Design modification of existing maintenance/material storage area.
4. Flood Modeling: The amendment outlines Woodard & Curran’s scope of services as a subconsultant to Stantec for updated stormwater modeling at Broad River Park in Norwalk, CT. Building on a 2022 flood mitigation study, the work includes revising hydraulic models to reflect proposed park improvements—such as natural grass fields, raised elevations, underground retention, and a paved overflow channel—while reflecting the proposed trunkline alignment. The scope involves modeling for 25- and 100-year flood events, generating raster outputs and floodplain extents, and conducting virtual meetings to review designs and results.
5. Irrigation Design: Stantec will work with our irrigation team to review the design modifications and revise the irrigation design as needed.
6. Site Electrical Service and Utility Coordination: Based on our assessment of the existing utility services available onsite, the current service is insufficient to support the needs of the proposed sports lighting and comfort station. The proposed improvements will require a new primary service from Silvermine Avenue. The scope of the electrical engineering design services will consist of the following:
- a) Perform electrical load calculations and provide an electrical load letter to the utility company
  - b) Coordinate the new electrical service to the site with the utility company including one (1) site meeting with the electric utility company
  - c) New electrical service and utility metering equipment
  - d) New main branch circuit panelboard for circuiting new loads
  - e) Lighting:
    - i. Circuit new architectural site lighting and Musco sports lighting designed by others
    - ii. New site lighting controls

## Fee

### Tasks 1-6

Stantec will provide the services described herein on a lump sum basis as follows:

Task 1 - Flood Modeling Coordination	\$ 3,500.00
Task 2 - Drainage Design and Report	5,500.00
Task 3 - Revised Site Design and Opinion of Probable Cost	9,000.00

Reference: Broad River Park Athletic Fields – Drainage Coordination and Site Redesign

Task 4 – Flood Modeling (Woodard and Curran – T&M Allowance)	23,500.00
Task 5 – Irrigation Design Coordination	2,000.00
Task 6 – Site Electrical Service and Utility	<u>4,500.00</u>
TOTAL	<u>\$48,000.00</u>

### Assumptions and Exclusions

- No permitting is included.
- No design of off-site improvements is included in this design.
- No environmental (contaminated material) investigation/work is included.
- No structural design is included.
- Stantec will not have control nor be in charge of and will not be responsible for construction means, methods, techniques, sequences of procedures, or for safety precautions and programs in connection with the Work; for the acts or omissions of the Contractor, subcontractors or any other persons performing any of the Work; or for the failure of any of them to carry out the Work in accordance with the Contract for Construction.
- Neither Stantec nor its client have control over the cost of labor, materials, or equipment; over the Contractor's methods of determining bid prices; or over competitive bidding, market, or negotiating conditions. Accordingly, Stantec cannot and does not warrant or represent bids or negotiated prices to construct the part of the project for which it has provided services and will not vary from the owner's budget for the project or from an estimate of the cost of the work or evaluation prepared or agreed to by Stantec. Stantec cannot be held responsible for cost increases that are beyond the control of the consultant including, but not limited to, unanticipated rises in the cost of labor, materials, or equipment, changes in market or negotiating conditions, and errors or omissions in cost estimates prepared by others.

Reference: Broad River Park Athletic Fields – Drainage Coordination and Site Redesign

We look forward to the opportunity to provide the above-noted services. If you agree with this proposal, please sign the below authorization, and send back.

Please do not hesitate to contact us if you have any questions or need additional information.

Regards,

**Stantec Consulting Services Inc.**



---

**Jeff Olszewski, PLA, ASLA**  
Landscape Architect, Associate  
Phone: 203 212 5796  
jeff.olszewski@stantec.com



---

**Antonio DiCamillo, PE**  
Civil Engineer  
Phone: 203 495 1645  
antonio.dicamillo@stantec.com

By signing this proposal, the City of Norwalk authorizes Stantec to proceed with the services herein described, and the Client acknowledges that it has read and agrees to be bound by the terms of the original contract.

This proposal is accepted and agreed on the \_\_\_\_ day of August, 2025.

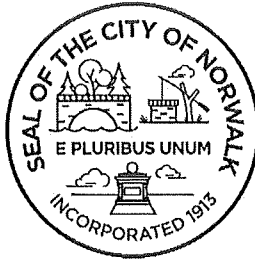
Per: City of Norwalk

Robert Stowers, Director of Recreation and Parks

Print Name & Title

---

Signature



DEPT OF FINANCE - Purchasing Department

**NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM**

DATE: 7/8/2025

DEPARTMENT: Rec and Parks

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

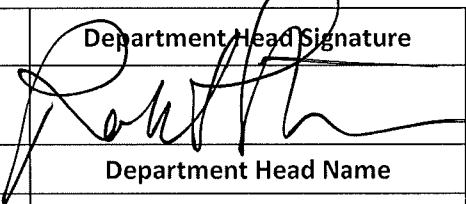
Check One:

<input checked="" type="checkbox"/>	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
<input type="checkbox"/>	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
<input type="checkbox"/>	3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
<input type="checkbox"/>	4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number)
<input type="checkbox"/>	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). <b>Please forward this form and supporting documentation within 48 hours of the Emergency</b>
<input type="checkbox"/>	6	Other, please explain:

TOTAL COST: \$48,900.00

MUNIS Account: 09256030 5777 C0486

VENDOR: Alta Equipment Company

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
	<input type="checkbox"/>	Supports	
Purchasing Agent Name	<input type="checkbox"/>	Does Not Support	
	<input type="checkbox"/>	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Department Head Name
Date			Robert Stowers
			Date <u>7/8/2025</u>

**JUSTIFICATION:**

The City is looking to purchase a field groomer, capable of grading via a satellite. The ABI Force is the only equipment we found which would suit our needs. See attached sole source letter from the company.

**ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes):** \_\_\_\_\_

Vendor 1: \_\_\_\_\_

Vendor 2: \_\_\_\_\_

---

**EMERGENCY:** Explain in detail the nature of the emergency



Alta Equipment Company  
 Frank W Rhoades  
 Municipalities Sales Rep.  
 1401 Hooksett Road  
 Hooksett NH 03106

## Quotation

ADDRESS	SHIP TO
City of Norwalk Parks & Recreation Eric Montgomery 1 South Smith Street Norwalk Ct 06855	City of Norwalk Parks & Recreation Eric Montgomery 1 South Smith Street Norwalk Ct 06855

Quotation #	DATE	EXPERATION DATE
Force z23HLT2025AB	07-07-2025	08-29-2025

ABI FORCE PRODUCT DESCRIPTION	RATE	AMOUNT
Force By ABI Z23HLT- w/Tweels	10-99245	\$36,000.00
Mini Box Blade-Solid Edge-	10-99029	\$600.00
Vibraflex 3800-	10-90165	\$850.00
Infield Lip Edger System	10-99136	\$1,400.00
6" Rigid Drag Mat	10-99137	\$550.00
7' Fine Finish Broom	10-99141	\$825.00
Profile Blades	10-90253	\$500.00
Mobile Workstation Kit	10-90672	\$500.00
Laser Electronics & Pole-Machine Side	10-90403	\$3,800.00
Dual Slope Transmitter for Laser System	10-10424	\$2,900.00
XD Tripod for Laser Transmitter	10-10422	\$825.00
13' Fiberglass Grade Rod for Laser System	10-10425	\$150.00
	<b>Total:</b>	<b>\$48,900.00</b>



ABI Attachments, Inc.  
520 S Byrkit Ave  
Mishawaka, IN 46544

877-788-7253  
ABlattachments.com  
ForceByABI.com

---

SOLE SOURCE LETTER

4/1/2025

To Whom It May Concern,

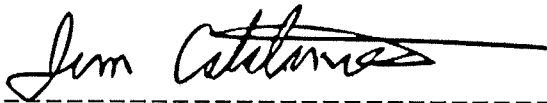
This letter is to confirm that the ABI Force, zero turn vehicle, models z23sl, z23hl, z23slt, and z23hlt referenced in the included quotation, is a sole-source product offered exclusively by ABI Attachments, Inc, its brand name ABI Force. No other company offers a similar or competing product. This product must be purchased from ABI Attachments, Incorporated's assigned dealer in your region, in this case being Ambrose Equipment Company

Competition is precluded by the existence of proprietary product capability and trade secret manufacturing processes and techniques that enable the ABI Force, stand-on zero-turn vehicle's purpose and function (models z23sl, z23hl, z23slt or z23hlt). Exclusive and/or patented functions include ZeroTurn Laser Grading with RVF technology, Hydraulic Control Of Interchangeable Front, Mid, and Rear Mount Attachments, VibraFlex & Profile Blade Field Conditioning Technologies With Positive Depth Control, and Responsive Variable Force (RVF) Technology. These and other proprietary facets of the ABI Force are additionally protected under U.S. patent law by the following U.S. patents: US10487475B1, US10287744B1, US10492354B2, US10914051B2, US12024852B2

There is no other like item or product available for purchase that would serve the same purpose or function, and there is only one retail price for the "ABI Force, zero-turn vehicle, models z23sl, z23hl, z23slt, and z23hlt" models.

A general description of this product may be found in our printed literature or online website. Please don't hesitate to contact me at (574) 850-8708 at any time or visit our website at [www.ForceByABI.com](http://www.ForceByABI.com). Thank you for your interest in our products.

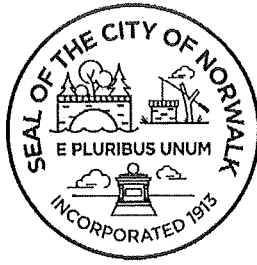
Sincerely,



---

Jim Catalano

CEO - ABI Attachments, Inc.



DEPT OF FINANCE - Purchasing Department

**NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM**

DATE: 7/8/2025

DEPARTMENT: Rec and Parks

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

<input checked="" type="checkbox"/>	1	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
<input type="checkbox"/>	2	After solicitation of several sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
<input type="checkbox"/>	3	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
<input type="checkbox"/>	4	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote, and the contract/agreement number)
<input type="checkbox"/>	5	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). <b>Please forward this form and supporting documentation within 48 hours of the Emergency</b>
<input type="checkbox"/>	6	Other, please explain:

TOTAL COST: \$69972.39 MUNIS Account: 014150 5265

VENDOR: Avive Solutions, Inc.

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
	<input type="checkbox"/>	Supports	
Purchasing Agent Name	<input type="checkbox"/>	Does Not Support	
Date	<input type="checkbox"/>	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Department Head Name Robert Stowers
			Date <u>7/8/2025</u>

**JUSTIFICATION:**

The City has been without portable AED units for several years, due to lack of staff to monitor and maintain. These units are monitored by a cell signal, which alerts staff of any issues. The units also automatically call EMS when the AED unit is deployed, saving valuable time. These are the only AED units we have found with these capabilities.

**ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes):** \_\_\_\_\_

Vendor 1: \_\_\_\_\_

Vendor 2: \_\_\_\_\_

---

**EMERGENCY:** Explain in detail the nature of the emergency



March 13, 2025

City of Norwalk Department of Recreation and Parks  
125 East Ave  
Norwalk, CT 06851

To Whom It May Concern:

Thank you for your interest in the Avive Connect AED™ and related software systems. In response to your recent request, I'm writing to confirm that Avive Solutions, Inc. is the sole and exclusive owner of all patents, trademarks, and intellectual property, and the sole source provider in your marketplace for:

- The Avive Connect AED™
- The REALConnect™ AED management and AED dispatch platform
- The Avive AED Pad Cartridge™ and all other Avive Connect AED™ accessories

Avive Solutions does not currently authorize any resellers to sell these products or services in your marketplace. We will not fulfill any orders placed by non-authorized businesses seeking to resell our products. If you have any questions, please feel free to contact your local Avive Solutions representative or call (800) 489-4428.

Sincerely yours,

Mark Peters  
Vice President of Sales  
Avive Solutions, Inc.

Avive Solutions, Inc.  
185 Valley Drive  
Brisbane, CA 94005

www.avive.life



Avive Solutions, Inc  
 185 Valley Drive  
 Brisbane, California 94005-1340  
 United States

QUOTE for City of Norwalk Department of  
 Recreation and Parks - Norwalk, CT  
 Quote: SQ-250702-0003260  
 Valid Through: 8/1/2025  
 Proposed by: Dan Dorsey

## Quote

### Address Information

**Bill To:**  
 City of Norwalk Department of Recreation and Parks - Norwalk, CT  
 125 East Ave  
 Norwalk, Connecticut 06851  
 United States

**Ship To:**  
 City of Norwalk Department of Recreation and Parks - Norwalk, CT  
 125 East Ave  
 Norwalk, Connecticut 06851  
 United States

**Account Name:** City of Norwalk Department of Recreation and  
 Parks - Norwalk, CT  
**Contact Buying:** Ken Hughes

**Contact Shipping:** Ken Hughes

### Terms and Conditions

**Payment Method:** Invoice  
**Payment Terms:** Net 30 Days

**Delivery Terms:** FOB Origin  
**Billing Method:** Email

### AEDs and Bundles

Product	Description	SKU	Qty	List Price	Sales Price	Amount
Avive Connect AED with 5 Years of REALConnect Services	One Avive AED with Avive Connect installed. Includes one single-use Pad Cartridge, CPR/AED Rescue Kit, Semi-Rigid AED Carrying Case, medical-grade USB Power Adapter, and USB Charging Cable. Includes five years of access to Avive's REALConnect Services.	AED05	29	\$2,498.35	\$2,291.35	\$66,449.15

### Accessories

Product	Description	SKU	Qty	List Price	Sales Price	Amount
Avive Wall Cabinet	One wall cabinet to securely store your AED measuring 11.6" x 13.1" x 5.8".	ACC13	29	\$134.99	\$121.49	\$3,523.24

Shipping Total: \$0.00

Tax: \$0.00

**First Year Contract Total: \$69,972.39**

+ The unit price shown above has been rounded to two decimal places for display purposes.

Appropriate sales tax will be applied to invoices upon shipment, if applicable. I have read and agree to Avive Solutions Inc.'s General Terms and Conditions of Sale found at <https://avive.life/terms-of-sale>. If there is a conflict between the applicable terms and conditions and an Order, the terms of the Order will control.

All rights reserved. Copyright Avive Solutions, Inc