



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

**JANUARY 14, 2026, 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: November 12th , 2025**
- IV. **PUBLIC PARTICIPATION**
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
  - A. **Authorize the Mayor, Barbara C. Smyth, to execute a second amendment to the 6/22/2021 agreement between the City of Norwalk and Kimley-Horn and Associates Inc. for assisting with the completion and submission of the 2027 Accreditation Rules to the National Recreation Park Association's (NRPA) Commission for Accreditation, in an amount not to exceed \$170,680, from account #400000 2652**

- B. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Calf Pasture Beach and Veteran’s Park and the immediate surrounding grounds by the International Student Aid Association for their Walk-a-Thon to be held on Saturday, April 25th, 2026, from 9:00 A.M. to 1:00 P.M. Set-up at 7:00 A.M. with tear-down by 2:45 P.M. Approximately 70 people.**
- C. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Silvermine Elementary School and immediate surrounding grounds by Club Connecticut for their Boston Buildup 10k to be held on Sunday, March 2<sup>nd</sup>, 2026, from 8:00 A.M. to 11:00 A.M. Approximately 150 people.**
- D. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Calf Pasture and immediate surrounding grounds by Pet Animal Welfare Society (PAWS) for their Run with PAWS 5k to be held on Sunday, March 22<sup>nd</sup>, 2026, from 9:00 A.M. to 11:30 A.M. Set-up at 7:30 A.M. with tear-down by 1:30 P.M. Approximately 200 people.**
- E. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Taylor Farm and immediate surrounding grounds by Greenwich Kennel Club for their AKC Dog Show to be held on Friday June 5<sup>th</sup> and Saturday June 6<sup>th</sup>, 2026, from 7:00 A.M. to 4:00 P.M. Set-up on June 3<sup>rd</sup> and June 4<sup>th</sup> from 7:00 A.M. to 10:00 P.M. Approximately 500 people.**
- F. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Taylor Farm and immediate surrounding grounds by Longshore Southport Kennel Club Dog Show for their AKC Dog Show to be held on Sunday, June 7<sup>th</sup>, 2026, from 7:00 A.M. to 7:00 P.M. and Monday, June 8<sup>th</sup>, 2026, from 7:00 A.M. to 5:00 P.M. Tear-down by 12:00 P.M Tuesday, June 9<sup>th</sup>. Approximately 250 people.**
- G. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Veteran’s Park and immediate surrounding grounds by Norwalk Police and Fire Emerald Society for their St. Patrick’s Day Parade to be held on Saturday, March 14<sup>th</sup>, 2026, from 12:00 P.M. to 2:00 P.M. Set-up at 10:30 A.M. with tear-down by 2:00 P.M. Approximately 100 people.**
- H. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Veteran’s Park and immediate surrounding grounds by JS Endurance for their Garavel Sono Half Marathon, 5k and Kids Fun Run to be held Sunday, October 4<sup>th</sup>, 2026, from 8:30 A.M. to 12:00 P.M. Set-up on 8:30 A.M. Saturday, October 3<sup>rd</sup> with tear-down by 3:00 P.M. Sunday, October 5<sup>th</sup>. Approximately 1,200 people.**
- I. (Technical Correction) Authorize the Mayor, Barbara C. Smyth , to enter into a contract with Greenway Property Services, for grant project #4463R, Norwalk Urban Trails Projects, in an amount not to exceed \$724,828.50, from accounts 0924 6030 5799 C0846, 0926 6030 5777 C0588, and 0925 6030 5777 C0588, add account 09246030 5777 C0684.**
- J. Authorize the Mayor, Barbara C. Smyth, to execute an Agreement with Oman's Garden Center for City Purchasing Department Project 4417 TP2025-1 Supply, Planting and Tree Pit Construction for Trees and Shrubs at Various Locations, for an amount not to exceed \$455,000.00 from account # 380000 5790 G0058**

VII. DISCUSSION

VIII. ADJOURNMENT



**CITY OF NORWALK  
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE  
BY VIDEO CONFERENCE AND TELECONFERENCE**

**WEDNESDAY, NOVEMBER 12, 2025.**

**REGULAR MEETING**

**7:00 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.



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

**ABSENT:** Nicol Ayers

**STAFF:** Robert Stowers, Director, Recreation and Parks; Ken Hughes, Superintendent, Recreation and Parks; Jared Schmitt, Chief Financial Officer

I. CALL TO ORDER

Ms. Young called the meeting to order at 7:00 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: October 8, 2025**

**\*\* MS. DUNN MOVED TO APPROVE THE MINUTES AS SUBMITTED.  
\*\* THE MOTION PASSED WITH FIVE (5) IN FAVOR AND ONE (1)  
ABSTENTION- MS. SHANAHAN**

IV. PUBLIC PARTICIPATION

Diane Lauricella- 21 Little Fox Lane

Ms. Lauricella said she holds the committee members accountable, both in the future and in the past, for their willingness to discuss transparency, improving public outreach, and making time to listen. She went on to say that there have been many improvements to the beach, but she is concerned that this particular light pole project, costing over one million dollars, is necessary. She said Greenway Property Services project is not totally undeserving, but wants to know whose idea it was and how this site was selected, and she is not aware that there was an effort to contact the environmental leaders in the community besides Ms. Shanahan and Ms. Washer to see if there are other more deserving projects, or if the Urban Trails Grant could have been split into two projects because she thinks there are more deserving sites especially closer to Districts A and B. She said she is very pleased that they are making progress on the recreation and sports activities account and asked that budgeting be done for the natural turf field design, construction, and maintenance. She said there was a review done prior to Mr. Stowers coming on board, and there is a whole complex review with a consultant that has been put together, and she thinks it's important to look at the entire building site and hopes it includes solar and heat pumps in whatever kind of construction is done.

**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 VETERAN'S PARK AND IMMEDIATE SURROUNDING GROUNDS BY NORWALK SEAPORT FOR THEIR OYSTER FESTIVAL TO BE HELD ON FRIDAY, SEPTEMBER 11TH, 2026 FROM 6:00 P.M. TO 11:00P.M., SATURDAY, SEPTEMBER 12TH 2026 FROM 11:00 A.M. TO 11:00 P.M AND SUNDAY, SEPTEMBER 13TH 2026 FROM 11:00 A.M. TO 8:00 P.M. SET-UP TIME BY 8:00 A.M. AUGUST 14TH WITH TEAR-DOWN BY SEPTEMBER 30TH, 10:00 P.M. APPROXIMATELY 35,000 PEOPLE.**

Mr. Toni provided a brief overview of the event and said he does not anticipate any major changes from previous years.

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

**\*\* THE ITEM PASSED UNANIMOUSLY.**

**B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT FOR THE USE OF TAYLOR FARM AND IMMEDIATE SURROUNDING GROUNDS BY FRIENDS OF NORWALK DOGS FOR THEIR HOLIDAY PARTY TO BE HELD ON SUNDAY, DECEMBER 21ST, 2025, FROM 10:00 A.M. TO 2:00 P.M. APPROXIMATELY 70 PEOPLE.**

Mr. Stowers provided a brief overview of the event, stating that the Friends of Norwalk Dogs has been a partner with Recreation and Parks for the last three years, putting on events and raising money for ancillary items in the dog parks. and they are a good partner, and the staff support the event.

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

**\*\* THE ITEM PASSED UNANIMOUSLY.**

**C. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT FOR THE USE OF BRIEN MCMAHON HIGH SCHOOL AND IMMEDIATE SURROUNDING GROUNDS BY CLUB CONNECTICUT FOR THEIR**

**BOSTON BUILDUP 10K TO BE HELD ON SUNDAY, JANUARY 4TH, 2026, FROM 9:00 A.M. TO 10:00 A.M. APPROXIMATELY 125 PEOPLE.**

Mr. Gerwin provided a brief overview of the event and said this will be the 47<sup>th</sup> year it will be held.

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

**\*\* THE ITEM PASSED UNANIMOUSLY.**

**D. AUTHORIZE THE PURCHASING AGENT TO ISSUE A SOLE SOURCE PURCHASE ORDER TO ME OBRIEN AND SONS, FOR PLAYGROUND EQUIPMENT AND INSTALLATION AT FOX RUN SCHOOL, IN AN AMOUNT NOT TO EXCEED \$154,805.92, FROM ACCOUNTS 0926 6030 5777 C0364, 014150 5585.**

Mr. Stowers said this is for a new playground at Fox Run School, and Mr. Hughes has done an amazing job working with the principal and the school to review the designs.

Mr. Hughes said this was an approved project in the capital budget and that he has been working with the principal and the playground designer. Once the equipment has been ordered, they plan to have it installed by late winter.

Ms. Young asked if all of the playground equipment is ADA-compliant. Mr. Hughes said, “Yes, it is compliant with the standards. Mr. Stowers said they are also in the midst of signing an agreement to audit the playgrounds, and a report detailing what needs improvement will be provided.

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

**\*\* THE ITEM PASSED UNANIMOUSLY.**

**E. AUTHORIZE THE PURCHASING AGENT TO ISSUE A SOLE SOURCE PURCHASE ORDER TO SPRING CITY FOR THE PURCHASE OF 50 LED LIGHT POLE FIXTURES IN AN AMOUNT NOT TO EXCEED \$279,800 FROM ACCOUNT 0926 6030 5777 C0365. THESE POLES WILL REPLACE EXISTING POLES AND FIXTURES AT CALF PASTURE BEACH.**

Mr. Hughes said this project was also approved in the last capital budget. On top of the existing light poles at Calf Pasture Beach, there is a plastic globe. Due to the wind at the beach, the poles have started snapping, so instead of replacing them, they will be capped off and made safe at ground level. One of the solutions they came up with is to install a city-standard light fixture without a plastic globe on top, which would allow wind to pass through the fixture itself. He said one of these poles has been installed as a test, and it has been working great and seems to be a solid solution to the problem. He said they will replace all the halogen lights with LED lights.

Ms. Shanahan asked whether the LED lights are dark-sky compliant. Mr. Hughes said “Yes”

Mr. Lopez asked whether there is a way to change the standard to allow competitive bidding for this type of equipment. Mr. Hughes said that would require a broader conversation, but he does know they purchase directly from the manufacturer. Regarding creating a new city standard, he does not have an answer.

Ms. Young said her one concern is that the light poles are out too often, and she hopes this will address that issue. Mr. Hughes said they maintain the existing poles, constantly replace heads and light bulbs, and will be bringing on a new electrician, which should help address that issue. Mr. Stowers said they don't always know when a light is out until it is reported, but now there are park ambassadors who are reporting some of these issues.

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

**\*\* THE ITEM PASSED UNANIMOUSLY.**

**F. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTRACT WITH GREENWAY PROPERTY SERVICES, FOR GRANT PROJECT #4463R, NORWALK URBAN TRAILS PROJECTS, IN AN AMOUNT NOT TO EXCEED \$724,828.50, FROM ACCOUNTS 0924 6030 5799 C0846, 0926 6030 5777 C0588, AND 0925 6030 5777 C0588.**

Mr. Stowers said this is one of two grants they received for community trails, and in looking at the available land and urban forest, these were the two areas that fit what was discussed when applying for the grant. It is the woods pond area that needs attention, and a friend's group has recently been formed and is working on an agreement. The other is the Lakewood community, and Mr. Hughes has been working with a designer to present designs, which have been shared with the community and have answered questions from legislative representatives and city council folks regarding community concerns. He said they are looking to award the contracts so the trails can be built.

Ms. Dunn asked whether this is city-owned land. Mr. Stowers said "Yes". Ms. Dunn said there is a lot of illegal dumping in the Lakewood area and asked if that would be addressed. Mr. Hughes said "Yes," and once programming is activated at a site, it brings more eyes to the site, which would curb the illegal dumping.

Mr. Lopez asked how these two sites were chosen. Mr. Hughes said there were nine properties the city already owned, and he looked for properties that were large enough and where the community would benefit from walking trails.

Ms. Shanahan thanked Mr. Stowers and Mr. Hughes for looking into these types of projects and she understand people wanting them to be in places such as District A and District B, but unfortunately there are no larger parcels where trails can be put or have conservation-type programs and applauded them for looking at the urban forestry that the city already owns and will have to find different ways to address greenery in District A and District B, such as the micro forest that was installed in South Norwalk.

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

**1. AUTHORIZE THE DIRECTOR OF RECREATION AND PARKS TO ISSUE CHANGE ORDERS, IN AN AMOUNT NOT TO EXCEED \$41,515, WITH GREENWAY PROPERTY SERVICES, FOR GRANT PROJECT #4463R, NORWALK URBAN TRAILS PROJECTS, FROM ACCOUNTS 0924 6030 5799 C0846, 0926 6030 5777 C0588, AND 0925 6030 5777 C0588.**

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

**G. AUTHORIZE THE ESTABLISHMENT OF THE RECREATION & SPORTS ACTIVITIES ACCOUNT. THE ACCOUNT SHALL INCLUDE REVENUE SOURCES AND PROGRAM EXPENDITURES AS DEFINED IN THE RECREATION & SPORTS ACTIVITIES PROGRAM DOCUMENT DATED OCTOBER 2025. ACCOUNT FUNDS SHALL NOT LAPSE AND SHALL BE AVAILABLE EXCLUSIVELY FOR THE PURPOSES IDENTIFIED IN THE PROGRAM DOCUMENT. THE DIRECTOR OF RECREATION AND PARKS SHALL REPORT TO THE BOARD OF ESTIMATE AND TAXATION AND THE COMMON COUNCIL ON THE STATUS OF THE ACCOUNT BEFORE APRIL 1ST OF EACH YEAR.**

Mr. Stowers said this is to establish a Recreation and Parks fund using revenues generated by recreational activities and sports. The purpose is to convert the current \$4,000 play-and-learn account to a new recreation and sports activity account. The current play-and-learn account has existed since 2010 and has functioned as a revolving, non-lapsing account, has never run into a deficit, and has demonstrated an average annual growth of approximately 14%. The sports and aquatics programs have also never been in a deficit in terms of cost to revenue. The new fund will result in greater accountability and continued flexibility, and will take advantage of emerging and developing sports and new recreational activities and programs, thereby generating increased revenues for both this fund and the general fund in the long run. The proposed recreation sports activity account will be subject to the requirements of a municipal revenue fund, which must meet all requirements of the city revenue fund. The fund must be used to account for revenues that are restricted to specific purposes, such as a particular project program, in this case, the recreation program. The fund will ensure accountability, transparency, and demonstrate how tax dollars are being used for the intended purpose. He said that the BET passed this last week and recommended that it be passed by this committee, and that it will then go to the finance committee.

Ms. Shannahan said she is in favor of this but suggested sending it to the Ordinance Committee, so it is structured similarly to the other accounts that have been created.

Mr. Lopez asked whether there is a continuity plan in case of another staffing shortage and whether there is a way to ensure the fund does not be drained in future years. Mr. Stowers said it is an ongoing fund, and when there is a long history of consistent expenditures and revenues, it can be projected that it will at least be maintained at that level, but he hopes to bring it above that level with new programs. Mr. Schmitt said one reason it is important is that they are adding the requirement that this account be budgeted each year, ensuring full visibility and allowing issues to be identified before they happen.

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

## VII. DISCUSSION

### **A. Capital Project, Beach Camp Building renovation, O’Riordan Migani Architects.**

Mr. Hughes said a few years ago, a summer camp was started at Calf Pasture Beach, which turned out to be widely popular. The buildings at the beach are old and don’t have covering, so whenever there was inclement weather or if it was too hot, they had to move the kids to Marvin School for the remainder of the day, which caused a lot of issues with pickup. Because the camp is so popular, they looked into renovating the existing buildings to make them more suitable for classrooms and summer camp. It would include using the existing footprint, covering the building, and updating the bathrooms. A concept plan was completed two years ago and requested capital funding in the past budget year. \$1.4 million has been allocated to this project, which went out to bid, and O’Riordan Migani Architects was chosen. This was approved by the Land Use Committee and will now go to the Common Council for approval.

Mr. Stowers provided an update on the new recreation center, noting that most of the drywall has been installed and that they are now installing the lighting and working on the gym interior. All of the flooring, furnishings, and equipment have been ordered, except for the computers for the computer lab and the game room equipment. The YMCA has also ordered all furnishings and equipment for its STEM classes and e-sports program. They are under budget by approximately \$20,000, and the YMCA has also met its budget. They are still scheduled to be completed by March and will begin working on the policies, procedures, and operational plans. They anticipate opening sometime in April or, at the latest, the beginning of May, and will be an asset to the community. He said the two vans were also included in the budget to transport kids to the programs. He said they will be hiring a Recreation Manager for the community center, and the position

will be posted tomorrow. He said that part-time and senior staff will also be used to staff the center, and over the years, he will try to build staffing.

Mr. Stowers said that Sarah Cruz will become the permanent arborist and that she has been sent the offer letter.

Ms. Eaddy requested that the job posting for the Recreation Manager be sent to her.

Ms. Shanahan provided an update on the micro-forest and said it is going well. We have had a good amount of rain this fall. Mr. Hughes has found a connection that may bring some water in that will be able to provide water for the next several years. There will be more meetings held to get the community more involved, as well as more educational things, and she will be sending notes about that.

Mr. Stowers said they have been discussing Andrews Field, and there is a grant opportunity that they will be working with Aspetuck on to make it a useful space for the public.

#### **VIII. ADJOURNMENT**

**\*\* MS. SHANAHAN MOVED TO ADJOURN.**

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

The meeting was adjourned at 8:10 PM.

Respectfully submitted,

Dilene Byrd



January 5, 2026

Robert Stower, Director  
City of Norwalk  
Recreation and Parks Department  
125 East Avenue, Room 225  
Norwalk, CT 06851-5125

Re: Amendment Number 003 to Professional Services Agreement

Dear: Robert

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) and City of Norwalk (“Client”) entered in a Professional Services Agreement dated June 22, 2021 (“Agreement”) concerning Project No. 399R – Consulting Services for the City of Norwalk Recreation and Parks Master Plan (“Project”).

The parties now desire to amend the Agreement to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference. Remaining tasks not completed from Amendment 002 are replaced with the scope of work contained hereunto.

### **Project Understanding**

This project represents a continuation of the city’s ongoing efforts following completion of the Recreation and Parks Master Plan and its implementation, advancing toward national accreditation through the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

The work will provide professional support to review, organize, and complete documentation required for compliance with CAPRA’s new 2027 standards, building upon policies, procedures, and plans already established through the master planning process and other prior initiatives by the city. Through a structured approach, Kimley-Horn will assist staff in assessing current readiness, preparing and finalizing documentation, and assembling the accreditation application package.

### **Assumptions**

- City will coordinate and schedule all meetings with City staff any other participants.
- City will provide a digital copy of prior work completed
- If services exceed the hourly maximum total for any task, additional services may be provided through an amendment to this scope.
- All meetings and review/coordination will be facilitated virtually.

### **Scope of Service**

Consultant will provide the services specifically set forth below.

**Task 1 — CAPRA Project Management & Coordination.** Kimley-Horn will provide ongoing coordination and technical oversight for CAPRA application actions aligned with 2027 standards, monthly milestones, and evidence requirements. Kimley-Horn actions include:

- Maintain CAPRA action tracker and milestone schedule

- Facilitate twice monthly coordination calls with NRP leadership
- Identify documentation gaps and sequencing dependencies
- Advise on readiness and timing of deliverables

**Deliverables:**

- Monthly updated CAPRA Action Tracker
- Monthly coordination meeting summaries
- Monthly readiness and gap identification update memos

**Task 2 — Chapter 1: Agency, Mission & Purpose.** Kimley-Horn will support refinement of agency purpose narratives for alignment between mission, vision, strategic direction, and CAPRA intent.

Kimley-Horn actions include:

- Draft and refine CAPRA-compliant narrative language
- Crosswalk Mission/Vision with Strategic Plan and RPMP
- Advise on documentation of staff involvement

**Deliverables:**

- Chapter 1 CAPRA narratives language
- Alignment crosswalk summary
- Staff involvement documentation guidance

**Task 3 — Chapter 3: Community & Park Planning.** Kimley-Horn will support completion and documentation of planning strategies demonstrating coordinated, forward-looking community and park planning practices. Kimley-Horn actions include:

- Draft Community & Park Planning Strategy narrative
- Prepare Sustainability/Resilience Strategy narrative
- Document regional and state coordination alignment
- Review RPMP adoption process and update documentation

**Deliverables**

- Chapter 3 CAPRA narratives package
- Sustainability/Resilience Strategy narrative
- Planning coordination summary memo

**Task 4 — Chapter 4: Human Resources.** Kimley-Horn will assist with HR-related CAPRA narratives and documentation, focusing on workforce planning, volunteer management, and training alignment.

Kimley-Horn actions include:

- Review HR strategy and policies for CAPRA compliance
- Draft Volunteer Management narrative support
- Cross-reference HR documents with CAPRA standards

**Deliverables**

- Chapter 4 CAPRA narratives sections
- Volunteer Management narrative language

**Task 5 — Chapter 6: Programs & Services Management.** Kimley-Horn will support development and documentation of structured program planning, evaluation, and service delivery practices. Kimley-Horn actions include:

- Review Recreation Program Plan for CAPRA alignment
- Support Program Determinants framework documentation
- Assist with evaluation and program change narratives

**Deliverables**

- Chapter 6 CAPRA narratives package

- Evaluation and program change documentation review notes

**Task 6 — Chapter 7: Facilities & Land Use.** Kimley-Horn will support facilities, land use, and natural resource documentation for CAPRA-alignment of policies and implementation narratives. Kimley-Horn actions include

- Review Facilities & Land Use Strategy narrative
- Support Park Development Policy narrative framing
- Expand Natural Resource Management documentation

**Deliverables**

- Chapter 7 CAPRA narratives package
- Facilities & Land Use narrative review memo
- Natural Resource Management narrative

**Task 7 — Chapter 8: Law, Risk Management, Safety & Security.** Kimley-Horn will lead preparation of CAPRA-aligned risk, safety, and security narratives specific to Parks & Recreation operations.

Kimley-Horn actions include

- Draft Parks-specific Risk Management narrative
- Prepare General Security Plan summary narrative
- Support incident trend analysis and corrective-action narratives
- Assist Emergency Management and Crisis Response narratives

**Deliverables**

- Chapter 8 CAPRA narratives package
- Risk Management narrative
- Incident trend and corrective-action narrative
- Emergency and crisis response narrative

**Task 8 — Chapter 9: Marketing, Communications & Engagement.** Kimley-Horn will lead and support documentation of communications, engagement, and crisis messaging strategies consistent with CAPRA requirements. Kimley-Horn actions include

- Develop NRP Department Crisis Communications Plan and templates
- Support Marketing & Communications Strategy narrative
- Assist advocacy and engagement framework documentation

**Deliverables**

- NRP Department Crisis Communications Plan (draft and final)
- NRP Department Crisis communication templates (press, internal, public alert)
- Chapter 9 CAPRA narratives package
- Advocacy and engagement narrative summary

**Task 9 — Chapter 10: Evaluation, Assessment & Research.** Kimley-Horn will lead development of evaluation, data analysis, and evidence-based decision-making frameworks required for CAPRA accreditation. Kimley-Horn actions include

- Draft Evaluation, Assessment & Research Framework
- Prepare gap analysis and action narrative
- Support Annual Data Collection Plan development

**Deliverables**

- Evaluation & Research Framework document
- Gap Analysis & Action Summary
- Annual Data Collection Plan (CAPRA-aligned)
- Benchmarking narrative support

**Task 10 — Final CAPRA Submission Assembly & Review.** Kimley-Horn will provide final technical review and narrative refinement to support a CAPRA-ready submission. Kimley-Horn actions include:

- Development of narrative packages for non-KH supported Chapters (2 and 5)
- Final review of KH-supported chapters
- Review narratives for consistency and CAPRA alignment
- Support final readiness review meetings
- Prepare a CAPRA application presentation

**Deliverables**

- Final narrative reviews
- CAPRA readiness summary memo
- Submission support during final assembly phase
- Submission presentation (PowerPoint) slide deck

**Task 11 — Monthly On-Site Staff Augmentation.** Kimley-Horn will provide monthly on-site staff augmentation to support the city with hands-on coordination, document collection, and CAPRA evidence assembly during the most intensive phases of the application effort. Assumptions are for up to four (4) on-site eight (8) hour days per month for six (6) months to be coordinated a confirmed by the City prior to each on-site work period. Kimley-Horn actions include:

- On-site coordination with NRP and city staff to collect meeting minutes, signatures, approvals, and supporting documentation
- Assistance in organizing CAPRA evidence files and folder structures
- In-person facilitation of interdepartmental follow-ups (HR, Finance, Legal, OEM, PD, DPW)
- Coordination with NRP City staff to track progress against the CAPRA Action Plan milestone schedule
- Troubleshooting of documentation gaps identified during on-site reviews

**Deliverables**

- Monthly on-site coordination summaries
- Updated evidence tracking logs following each on-site visit
- Completed or advanced documentation packages for assigned CAPRA standards
- Status updates integrated into the master CAPRA Action Tracker

**Optional Scope of Work (Upon Authorization by City):**

**Post-Accreditation Implementation Support:** Kimley-Horn may assist with post-review actions, feedback responses, and development of continuous improvement procedures to maintain accreditation compliance and readiness for future renewal cycles.

**Services not included**

Any services not specifically identified in the above Scope of Services or changes to this scope requested by the city, will be considered additional services. These services, including by not limited to the following, are not included in this Agreement.

- Site planning or design services
- Task items beyond the scope of work above

**Schedule**

We will provide our services as expeditiously as practicable with the goal of meeting the January 15,

2027 CAPRA deadline.

The Consultant shall not be held responsible for any delays in time of completion resulting from the following:

- Client’s failure to carry out any of their responsibilities in a timely manner.
- Approving agencies failure to provide timely approval of permits, encroachments, or other entitlement applications.
- Additional Services requested by the Client.
- Any other circumstances beyond the control of the Consultant.

### Fees and Billing

Kimley-Horn will perform the services in Tasks 1-11 on a labor fee plus expense basis with the maximum labor fee shown below.

Task Number & Name	Fee	Type
1 CAPRA Project Management & Coordination	\$30,345	Hourly, Not-to-Exceed
2 Chapter 1: Agency, Mission & Purpose	\$7,150	Hourly, Not-to-Exceed
3 Chapter 3: Community & Park Planning	\$11,340	Hourly, Not-to-Exceed
4 Chapter 4: Human Resources	\$4,580	Hourly, Not-to-Exceed
5 Chapter 6: Programs & Services Management	\$6,075	Hourly, Not-to-Exceed
6 Chapter 7: Facilities & Land Use	\$6,075	Hourly, Not-to-Exceed
7 Chapter 8: Law, Risk Management, Safety & Security	\$15,025	Hourly, Not-to-Exceed
8 Chapter 9: Marketing, Communications & Engagement	\$13,525	Hourly, Not-to-Exceed
9 Chapter 10: Evaluation, Assessment & Research	\$15,825	Hourly, Not-to-Exceed
10 Final CAPRA Submission Assembly & Review	\$12,150	Hourly, Not-to-Exceed
11 Monthly On-Site Staff Augmentation	\$40,540	Hourly, Not-to-Exceed
Total Estimated Labor	\$162,630	
Total Estimated Expenses	\$8,050	

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. However, Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current rates. Direct reimbursable expenses such as express delivery services, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client’s behalf, an invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.



We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.

Signed: *Nicholas Kuhn*

Printed Name: Nicholas Kuhn, CPRP

Authorized Signatory *John Kuzenski*

Printed Name: John Kuzenski (Authorized Signatory):

Title: Assistant Secretary

AGREED AND ACCEPTED:  
[City of Norwalk]

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

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

**Permit # R3194**  
**Status** Tentative  
**Date of Issue** Jan 7, 2026 3:44 PM  
**Expiration Date** Jan 28, 2026

<b>Customer Name</b>	Edvardine Joseph - 15583	<b>Home Phone Number</b>	(203) 570-1073
<b>Customer Type</b>	General Public	<b>Email Address</b>	<a href="mailto:info@internationalstudentaidassociation.org">info@internationalstudentaidassociation.org</a>
<b>Mailing Address</b>	80 Bayne Street Norwalk, CT 06851		
<b>System User</b>	Internet User		

Rental Fee	\$800.00
Discounts	\$0.00
Subtotal	\$800.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$800.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$800.00

**International Student Aid Association Inc.**      2 resource(s)    2 booking(s)    **Subtotal: \$800.00**

**Event Notes:**  
Event to go to January 14th Recreation & Parks Committee for approvals.  
Special Event permit on file

[Booking Summary](#)

Calf Pasture Beach (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Apr 25, 2026 7:00 AM	Sat, Apr 25, 2026 2:45 PM	70	\$0.00
Resource level fees			\$400.00
Veterans Memorial Park (Event)		Center: Veterans Memorial Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Apr 25, 2026 7:00 AM	Sat, Apr 25, 2026 2:45 PM	70	\$0.00
Resource level fees			\$400.00

[Custom Questions](#)

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.	Yes

Are you using a food truck?	Yes
Are you using the pavillion? (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)	Using only one food truck at Veteran's Memorial Park
Is there a 2nd date in mind or a rain date or location?	May 2nd, 2026
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	70
What is the setup time?	7:00 AM
What type of event?	This is a walkathon that will have post event activities (business fair, DJ, spin the wheel raffle)
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Display sign, merchandise/check-in booth, tables
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?	No
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?	Yes
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.	No
Will you need the Showmobile? (Calf Pasture only)	Yes
Will you solicit contributions at your event?	Yes

### Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Apr 25, 2026	Edvardine Joseph	Waiver Signed by: Edvardine Joseph on Dec 1, 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

Apr 25, 2026

Edvardine Joseph

Waiver Signed by: Edvardine Joseph on Dec 1, 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:

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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: \$800.00 Current Balance: \$800.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Apr 25, 2026	\$800.00	\$0.00	\$0.00	\$800.00

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

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

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

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

City of Norwalk Online

Mailing Address: 125 East Ave., Norwalk, CT 06851  
Phone Number: (203) 854-7806  
Email Address: recreationt@norwalkct.gov

Edvardine Joseph

Customer ID: 15583  
Home Phone Number: (203) 570-1073  
Email Address: info@internationalstudentaidassociation.org

City of Norwalk  
125 East Ave  
Norwalk, CT 06851

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

**Permit #** R3177  
**Status** Tentative  
**Date of Issue** Nov 6, 2025 4:44 PM  
**Expiration Date** Dec 6, 2025

<b>Customer Name</b>	James Gerweck - 15393	<b>Home Phone Number</b>	(203) 838-2748
<b>Customer Type</b>	General Public	<b>Email Address</b>	<a href="mailto:jim@clubct.org">jim@clubct.org</a>
<b>Mailing Address</b>	156 Fillow Street Norwalk, CT 06850		
<b>System User</b>	rkovacs		

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

<b>Boston Buildup 10k</b>	1 resource(s)	1 booking(s)	<b>Subtotal: \$570.00</b>
<a href="#">Booking Summary</a>			
<b>McMahon High School - Softball Turf (Field Rental)</b>		<b>Center: Brien McMahon High School</b>	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Jan 4, 2026 9:00 AM	Sun, Jan 4, 2026 10:00 AM	125	\$0.00
Resource level fees			\$570.00

<a href="#">Custom Questions</a>	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Field Requested- Type in your selected facility/field.	Using McMahon Parking Lot to leave & return for 10k
Is there a 2nd date in mind or a rain date or location?	No
What is the setup time?	na
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	na

<a href="#">Payment Schedules</a>	Original Balance: \$570.00	Current Balance: \$570.00
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DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Jan 4, 2026	\$570.00	\$0.00	\$0.00	\$570.00

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

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

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

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

**City of Norwalk**

Mailing Address: 125 East Ave, Norwalk, CT  
06851  
Phone Number: (203) 854-7806  
Email Address: recreation@norwalkct.gov

**James Gerweck**

Customer ID: 15393  
Home Phone Number: (203) 838-2748  
Email Address: jim@clubct.org

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

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

**Permit #** R3206  
**Status** Tentative  
**Date of Issue** Jan 7, 2026 12:49 PM  
**Expiration Date** Feb 6, 2026

<b>Customer Name</b>	Kerry Dobson - 15411	<b>Work Phone Number</b>	(203) 750-9572x106
<b>Customer Type</b>	General Public	<b>Home Phone Number</b>	(203) 984-3986
<b>Mailing Address</b>	504 Main Ave Norwalk, CT 06851	<b>Email Address</b>	<a href="mailto:kerry.dobson@pawscct.org">kerry.dobson@pawscct.org</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

**PAWS Run for the Gold 5K** 1 resource(s) 1 booking(s) **Subtotal: \$570.00**

**Event Notes:**  
Event to go to Jan. 14th Recreation & Parks committee for approvals  
Special Event permit on file.

[Booking Summary](#)

Calf Pasture Beach (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Mar 22, 2026 7:30 AM	Sun, Mar 22, 2026 1:30 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?	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?	Yes
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)	1
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)	200
What is the setup time?	7:30 am
What type of event?	5 k run
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	tables, chairs and portable tents
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.	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	Mar 22, 2026	Kerry Dobson	Waiver Signed by: Kerry Dobson on Jan 7, 2026

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

Mar 22, 2026

Kerry Dobson

Waiver Signed by: Kerry Dobson on Jan 7, 2026

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:

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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.

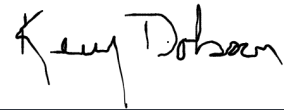
Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this 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
Mar 22, 2026	\$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: recreation@norwalkct.gov

**Kerry Dobson**

Customer ID: 15411  
Work Phone Number: (203) 750-9572x106  
Home Phone Number: (203) 984-3986  
Email Address: kerry.dobson@pawsct.org

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

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

**Permit #** R1859  
**Status** Tentative  
**Date of Issue** Jan 8, 2026 3:23 PM  
**Expiration Date** Jun 4, 2026

<b>Organization Name</b>	Greenwich Kennel Club - 8	<b>Organization Phone 1 Number</b>	(917) 703-6321
<b>Customer Type</b>	Corporate		
<b>Organization Address</b>	37 Prince's Pine Road Norwalk, CT 06850		
<b>Agent Name</b>	Nancy Nelson	<b>Home Phone Number</b>	(917) 703-6321
		<b>Cell Phone Number</b>	(917) 703-6321
		<b>Email Address</b>	<a href="mailto:nanelsoncpa@gmail.com">nanelsoncpa@gmail.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$2,725.00
Discounts	\$0.00
Subtotal	\$2,725.00
Deposits	\$1,000.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$3,725.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$3,725.00

<b>AKC Dog</b>	1 resource(s)	4 booking(s)	<b>Subtotal: \$3,725.00</b>
<b>Event Notes:</b>			
6/3 Setup day - Half price, split with Longshore Kennel Club.			
6/4 Setup day - Half price, split with Longshore Kennel Club.			
Event slated for 1/14 Recreation & Parks committee with final Common Council approval.			
\$1,000 site deposit refundable after event providing no damage to premises.			

[Booking Summary](#)

Calf Pasture Beach - Taylor Farm (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Wed, Jun 3, 2026 7:00 AM	Wed, Jun 3, 2026 4:00 PM	10	\$272.50
Thu, Jun 4, 2026 7:00 AM	Thu, Jun 4, 2026 10:00 PM	25	\$272.50
Fri, Jun 5, 2026 7:00 AM	Fri, Jun 5, 2026 10:00 PM	500	\$1,090.00
Sat, Jun 6, 2026 7:00 AM	Sat, Jun 6, 2026 10:00 PM	500	\$1,090.00
Resource level fees			\$1,000.00

[Custom Questions](#)

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.	Yes
Are you using a food truck?	Yes
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)	3
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)	250-500
What is the setup time?	Wed June 3rd Setup Day
What type of event?	Dog Show
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Tents, rings, trailers, fencing
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?	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?	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	Jun 4, 2026	Nancy Nelson	Waiver Signed by: Nancy Nelson on Nov 13, 2024

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

*Nancy A. Mel*

Deposit

EVENT	RESOURCE	DEPOSIT FEE	CHARGE	TAX	AMOUNT PAID	REFUNDS	BALANCE
AKC Dog	Calf Pasture Beach - Taylor Farm	Security Deposit	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

Payment Schedules

Original Balance: \$3,725.00 Current Balance: \$3,725.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE

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

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

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

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

**City of Norwalk Online**

Mailing Address: 125 East Ave., Norwalk, CT  
06851  
Phone Number: (203) 854-7806  
Email Address: recreationt@norwalkct.gov

**Greenwich Kennel Club**

Customer Type: Corporate  
Customer ID: 1004  
Mailing Address: 37 Prince's Pine Road, Norwalk, CT  
06850  
Organization Phone 1 Number: (917) 703-6321  
Authorized Agent Name: Nancy Nelson  
Home Phone Number: (917) 703-6321  
Cell Phone Number: (917) 703-6321  
Email Address: nanelsoncpa@gmail.com

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

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

**Permit #** R3175  
**Status** Tentative  
**Date of Issue** Jan 9, 2026 3:25 PM  
**Expiration Date** Jan 30, 2026

<b>Customer Name</b>	Heather Hubbard - 14430	<b>Home Phone Number</b>	(203) 943-0583
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 943-0583
<b>Mailing Address</b>	34 oak ledge lane 34 oak ledge lane Wilton, CT 06897	<b>Email Address</b>	<a href="mailto:huffburger31@hotmail.com">huffburger31@hotmail.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$2,045.00
Discounts	\$0.00
Subtotal	\$2,045.00
Deposits	\$1,000.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$3,045.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$3,045.00

**Longshore Southport Kennel Club Dog Show** 1 resource(s) 3 booking(s) Subtotal: \$3,045.00

**Event Notes:**  
6/3 Setup day - Half price, split with Greenwich Kennel Club. (\$272.50)  
6/4 Setup day - Half price, split with Greenwich Kennel Club.(\$272.50)  
Event slated for 1/14 Recreation & Parks committee with final Common Council approval.  
\$1,000 site deposit refundable after event providing no damage to premises.  
Teardown by early Tuesday AM.

[Booking Summary](#)

Taylor Farm (Event)		Center: Taylor Farm	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Jun 7, 2026 7:00 AM	Sun, Jun 7, 2026 7:00 PM	250	\$1,022.50
Mon, Jun 8, 2026 7:00 AM	Mon, Jun 8, 2026 5:00 PM	250	\$1,022.50
Tue, Jun 9, 2026 7:00 AM	Tue, Jun 9, 2026 12:00 PM	1	\$0.00
Resource level fees			\$1,000.00

[Custom Questions](#)

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?	Yes
Are you using the pavillion? (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)	2
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)	200
What is the setup time?	Will be set up from previous days
What type of event?	Dog Show
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Tents, low fencing, tables, chairs, garbage receptacles, porta potties, motor homes, FastCat
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?	Yes
Will you be using temporary electrical resources?	Yes
Will you have a catering tent? (Gallaher Mansion site only)	Yes
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	Jun 7, 2026	Heather Hubbard	Waiver Signed by: Heather Hubbard on Nov 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

Jun 7, 2026

Heather Hubbard

Waiver Signed by: Heather Hubbard on Nov 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:

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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 \_\_\_\_\_



**Deposit**

EVENT	RESOURCE	DEPOSIT FEE	CHARGE	TAX	AMOUNT PAID	REFUNDS	BALANCE
Longshore Southport Kennel Club Dog Show	Taylor Farm	Security Deposit	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

**Payment Schedules**

Original Balance: \$3,045.00    Current Balance: \$3,045.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Jan 9, 2026	\$2,295.00	\$0.00	\$0.00	\$2,295.00
Jun 7, 2026	\$750.00	\$0.00	\$0.00	\$750.00

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

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

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

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

**City of Norwalk Online**  
 Mailing Address: 125 East Ave., Norwalk, CT  
 06851  
 Phone Number: (203) 854-7806  
 Email Address: recreationt@norwalkct.gov

**Heather Hubbard**  
 Customer ID: 14430  
 Home Phone Number: (203) 943-0583  
 Cell Phone Number: (203) 943-0583  
 Email Address: huffburger31@hotmail.com

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

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

**Permit #** R3202  
**Status** Tentative  
**Date of Issue** Jan 9, 2026 11:44 AM  
**Expiration Date** Jan 30, 2026

<b>Customer Name</b>	Jason Grady - 15799	<b>Home Phone Number</b>	(203) 219-8057
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 219-8057
<b>Mailing Address</b>	1 monroe st Norwalk, CT 06854	<b>Email Address</b>	<a href="mailto:npemeraldsociety@gmail.com">npemeraldsociety@gmail.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$400.00
Discounts	\$0.00
Subtotal	\$400.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$400.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$400.00

<b>Norwalk Police and Fire Emerald Society St Patrick's Day Parade</b>	1 resource(s)	1 booking(s)	<b>Subtotal: \$400.00</b>
<a href="#">Booking Summary</a>			
<b>Veterans Memorial Park (Event)</b>		<b>Center: Veterans Memorial Park</b>	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Mar 14, 2026 10:30 AM	Sat, Mar 14, 2026 12:00 PM	1	\$0.00
Resource level fees			\$400.00

<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)	100
What is the setup time?	11:00a
What type of event?	set up and line up for the st patrick's day parade
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	just people and vehicle lining up in the parking lot before w step off for the parade
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.	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	Mar 14, 2026	Jason Grady	Waiver Signed by: Jason Grady on Dec 30, 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

Mar 14, 2026

Jason Grady

Waiver Signed by: Jason Grady on Dec 30, 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:

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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: \$400.00    Current Balance: \$400.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Mar 14, 2026	\$400.00	\$0.00	\$0.00	\$400.00

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

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

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

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

**City of Norwalk Online**  
 Mailing Address: 125 East Ave., Norwalk, CT  
 06851  
 Phone Number: (203) 854-7806  
 Email Address: recreationt@norwalkct.gov

**Jason Grady**  
 Customer ID: 15799  
 Home Phone Number: (203) 219-8057  
 Cell Phone Number: (203) 219-8057  
 Email Address: npemeraldsgociety@gmail.com

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

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

**Permit #** R3198  
**Status** Tentative  
**Date of Issue** Dec 10, 2025 3:45 PM  
**Expiration Date** Jan 9, 2026

<b>Customer Name</b>	Shannon Whipple - 1376	<b>Home Phone Number</b>	(203) 880-9102
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 943-9292
<b>Mailing Address</b>	36 Farmstead Lane Trumbull, CT 06611	<b>Email Address</b>	<a href="mailto:shannon@jsendurance.com">shannon@jsendurance.com</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>Garavel SoNo Half Marathon   5K &amp; Kids Fun Run</b>		1 resource(s)	1 booking(s)	<b>Subtotal: \$2,080.00</b>
<a href="#">Booking Summary</a>				
<b>Veterans Memorial Park (Event)</b>			<b>Center: Veterans Memorial Park</b>	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX	
Sun, Oct 4, 2026 12:00 PM	Sun, Oct 4, 2026 3:00 PM	1499	\$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?	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?	Yes
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)	Yes
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	1
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)	1200
What is the setup time?	Saturday 8:30 AM
What type of event?	Road Race
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	10x10 tents, food truck, beer trailer
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?	No
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	Yes
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 4, 2026	Shannon Whipple	Waiver Signed by: Shannon Whipple on Dec 10, 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 4, 2026

Shannon Whipple

Waiver Signed by: Shannon Whipple on Dec 10, 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:

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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 4, 2026	\$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: recreationt@norwalkct.gov

**Shannon Whipple**  
Customer ID: 1376  
Home Phone Number: (203) 880-9102  
Cell Phone Number: (203) 943-9292  
Email Address: shannon@jsendurance.com

# NORWALK PURCHASING DEPARTMENT

11/06/2025

## RESPONSE SUMMARY - PROJECT #4463R

### Norwalk Urban Trail Projects East Rocks Road and Lakewood Drive Re Bid

Thank you for your response to our solicitation request. The following pages are a summary of the responses received.

BID SECURITY	VENDOR	ELECTRONIC SUBMISSION (ATTACHED)	HARD COPY SUBMISSION	BID AMOUNT
YES	AJ's Landscaping Service LLC	YES	YES	\$732,510.00
YES	B&W Paving & Landscaping LLC	YES	YES	\$799,360.00
YES	Greenway property services	YES	YES	\$724,828.50
YES	Meticulous Landscaping & Design, Inc	YES	YES	\$771,750.00

\*Non-conforming bid: did not submit a Bid Security and/or did not submit the other required forms and/or submission requirements



11/06/2025

RESPONSE SUMMARY - PROJECT #4463R

Norwalk Urban Trail Projects East Rocks Road and Lakewood Drive Re Bid

Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
<input checked="" type="checkbox"/> B&W Paving & Landscaping LLC	Nov 04, 2025 10:14 AM EST	Betty Mucha	betty@bandwpaving.com	NZlWODcz
<input checked="" type="checkbox"/> Meticulous Landscaping & Design, Inc.	Nov 04, 2025 12:58 PM EST	Joseph Tamburro	metic7@optimum.net	NZlXMDQ5
<input checked="" type="checkbox"/> AJ's Landscaping Service LLC	Nov 04, 2025 10:09 AM EST	Anthony J Cossuto	ajlandscapesvc@gmail.com	NZlWODcx
<input checked="" type="checkbox"/> greenway property services	Nov 04, 2025 12:27 PM EST	Rocco Lagana	rocky.lagana@greenwayps.com	NZlXMDEx

CITY OF NORWALK  
PURCHASING DEPARTMENT

SECTION 1 – RESPONSE FORMS

**CITY OF NORWALK  
PURCHASING DEPARTMENT  
PROPOSER'S INFORMATION AND ACKNOWLEDGMENT FORM**

<i>D MAN's Garden Center</i>
Proposer's Name

<i>111 Harbor Ave</i>
Street Address

<i>Norwalk</i>	<i>CT</i>	<i>06852</i>
City	State	Zip

Business Telephone: <i>203 - 866 - 0841</i>
---

Email Address: <i>tjoman @ omans garden center. com</i>
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<i>T. J. OMAN Project Superintendent</i>
Printed Name and Title of Individual Submitting Proposal

The undersigned acknowledges that the terms, conditions and specifications of this RFP are understood and unconditionally accepted.

	<i>12   11   2025</i>
Signature	Date



# CITY OF NORWALK PURCHASING DEPARTMENT

## 1.1 PROPOSAL RESPONSE FORM

Vendor Name - <i>DMAN'S Garden Center</i>		
Address - <i>111 Harbor Ave, Norwalk CT 06852</i>		
Phone - <i>203-866-0841</i>	Fax - <i>203-852-8092</i>	Email - <i>tjoman@omansgardencenter.com</i>
Manager - <i>T.S. DMAN</i>		Fed ID# <i>06-1438334</i>

The undersigned hereby declares that they have carefully examined the plans, specifications and project sites and has satisfied themselves as to all the quantities and conditions and understands that in signing this proposal they waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that they will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

### A. PROPOSED FEES

Task A: SUPPLY AND PLANTING OF TREES AT VARIOUS LOCATIONS		BASE PERIOD
		March 2026 – June 2029
A-1.	Total - Trees (supply & planting with two (2) year guarantee) (Sum of Unit Prices #1)	\$ 67,824.90
A-2.	Total - Shrubs (supply & planting with two (2) year guarantee) (Sum of Unit Prices #2)	\$ 3,925.60
<b>SUBTOTALS</b>		<b>\$ 71,750.50</b>
A-3.	Price for planting a donated tree (planting and maintaining only - no supplying or guarantee)	\$ 500.00
TASK B: TREE PLANTING PITS IN CONCRETE SIDEWALKS AT VARIOUS LOCATIONS		BASE PERIOD
		March 2026 – June 2029
B-1.	Total-Tree Planting Pits	\$ 1,428.20
<b>GRAND TOTALS (A-1.+A-2.+A-3. + B-1.)</b>		<b>\$ 73,678.70</b>

CITY OF NORWALK  
PURCHASING DEPARTMENT

**B. UNIT PRICING**

**Task A**

**SUPPLY AND PLANTING OF TREES AND SHRUBS AT VARIOUS  
LOCATIONS**

#1- TREES				UNIT PRICE
Genus/Species	Common Name	Size	Base Period	
Acer rubrum	Red Maple	2.5" - 3" cal.	\$ 1033.20	
Acer saccharum	Sugar Maple	2.5" - 3" cal.	\$ 1230.00	
Amelanchier x grandiflora (single-stem)	Autumn Brilliance Serviceberry (single-stem)	1.5" - 2" cal.	\$ 992.20	
Betula nigra	River Birch	2" - 2.5" cal.	\$ 1152.10	
Carpinus betulus 'Fastigiata'	Fastigate European Hornbeam (columnar)	2.5" - 3" cal.	\$ 1344.80	
Carpinus caroliniana	American Hornbeam	2.5" - 3" cal.	\$ 1344.80	
Celtis occidentalis (single-stem)	Common Hackberry (single-stem)	2.5" - 3" cal.	\$ 955.30	
Cercis canadensis	Eastern Redbud (pink)	2.5" - 3" cal.	\$ 1344.80	
Cornus alternifolia	Alternate-Leaf Dogwood	1.5" - 2" cal.	\$ 1086.50	
Cornus kousa	Kousa Dogwood	2" - 2.5" cal.	\$ 1066.00	
Cornus x Rutcan 'Constellation'	Constellation Flowering Dogwood (white)	2" - 2.5" cal.	\$ 1107.00	
Crataegus crus-galli var. inermis	Thornless Cock-Spur Hawthorn	2" - 2.5" cal.	\$ 1398.10	
Crataegus viridis 'Winter King'	Winter King Green Hawthorn	2" - 2.5" cal.	\$ 840.50	
Ginkgo biloba 'Princeton Sentry'	Princeton Sentry Ginkgo	2.5" - 3" cal.	\$ 1828.60	
Gleditsia triacanthos var. inermis	Thornless Common Honeylocust	2.5" - 3" cal.	\$ 1115.20	
Ilex x 'Nellie R. Stevens'	Nellie Stevens Holly	7' - 8' ht.	\$ 1148.00	
Juniperus virginiana	Eastern Red Cedar	7' - 8' ht.	\$ 1107.00	

#1- TREES			UNIT PRICE
Genus/Species	Common Name	Size	Base Period
Larix laricina	American Larch	8' - 10' ht.	\$ 697.00
Liquidambar styraciflua	American Sweetgum	2.5" - 3" cal.	\$ 1107.00
Liquidambar styraciflua 'Slender Silhouette'	Slender Silhouette American Sweetgum	2.5" - 3" cal.	\$ 1295.60
Liriodendron tulipifera	Tuliptree	2.5" - 3" cal.	\$ 1451.40
Magnolia x Soulangeana	Saucer Magnolia	2.5" - 3" cal.	\$ 1045.50
Maius 'Donald Wyman'	Donald Wyman Crabapple	2" - 2.5" cal.	\$ 840.50
Maius 'Adirondack'	Adirondack Crabapple	2" - 2.5" cal.	\$ 840.50
Nyssa sylvatica	Black Tupelo	2.5" - 3" cal.	\$ 1506.20
Ostrya virginiana	Eastern Hop-Hornbeam	2" - 2.5" cal.	\$ 1143.90
Picea abies	Norway Spruce	7' - 8' ht.	\$ 1451.40
Picea glauca	White Spruce	2" - 2.5"	\$ 1332.50
Pinus strobus	Eastern White Pine	7' - 8' ht.	\$ 918.40
Platanus occidentalis	American Sycamore	2.5" - 3" cal.	\$ 1230.00
Platanus x acerifolia 'Bloodgood'	Bloodgood London Planetree	2.5" - 3" cal.	\$ 1230.00
Prunus sargentii 'Columnaris'	Columnar Sargent Cherry	2" - 2.5" cal.	\$ 1586.00
Prunus sargentii	Sargent Cherry	2.5" - 3" cal.	\$ 1586.00
Prunus serrulata 'Kwanzan'	Kwanzan Cherry	2" - 2.5" cal.	\$ 963.50

#1- TREES				UNIT PRICE
Genus/Species	Common Name	Size	Base Period	
Prunus 'Autumnalis'	Higan Cherry	2" - 2.5" cal.	\$ 963.50	
Quercus bicolor	Swamp White Oak	2.5" - 3" cal.	\$ 1107.00	
Quercus coccinea	Scarlet Oak	2.5" - 3" cal.	\$ 1230.00	
Quercus palustris	Pin Oak	2.5" - 3" cal.	\$ 1033.20	
Quercus robur 'Fastigiata'	Pyramidal English Oak	2.5" - 3" cal.	\$ 1033.20	
Quercus rubra	Red Oak	2.5" - 3" cal.	\$ 1107.00	
Salix alba 'Niobe'	Golden Weeping Willow	2.5" - 3" cal.	\$ 1156.20	
Sophora japonica	Japanese Pagodatree	2.5" - 3" cal.	\$ 676.50	
Syringa reticulata	Japanese Tree Lilac	2.5" - 3" cal.	\$ 1004.50	
Thuja occidentalis 'Green Giant'	Green Giant Arborvitae	7' - 8' ht.	\$ 988.10	
Tilia americana	American Linden	2.5" - 3" cal.	\$ 1143.90	
Tilia americana 'Redmond'	Redmond American Linden	2.5" - 3" cal.	\$ 1348.90	
Tilia cordata 'Greenspire'	Littleleaf Linden 'Greenspire'	2.5" - 3" cal.	\$ 1369.40	
Zelkova serrata	Japanese Zelkova	2.5" - 3" cal.	\$ 955.30	
Magnolia virginiana	Sweetbay Magnolia	2" - 2.5" cal.	\$ 955.30	
Ulmus parvifolia	Lacebark Elm	2.5" - 3" cal.	\$ 955.30	
Ulmus americana 'Princeton'	American Elm 'Princeton'	2.5" - 3" cal.	\$ 992.20	

#1- TREES				UNIT PRICE
Genus/Species	Common Name	Size	Base Period	
Taxodium distichum	Bald-cypress	2.5"-3" cal.		\$ 1107.00
Gymnocladus dioica	Kentucky Coffeetree	2"-2.5" cal.		\$ 1275.10
Maackia amurensis	Amur Maackia	2"-2.5" cal.		\$ 1640.00
Koeleruteria paniculata	Goldenrain Tree	2"-2.5" cal.		\$ 1107.00
Acer buergerianum	Trident Maple	2.5-3" cal		\$ 1184.90
Cladrastis kentukea	Yellowwood	2"-2.5" cal.		\$ 877.40
Parrotia persica	Persian Parrotia	2"-2.5" cal.		\$ 1275.10
Eucommia ulmoides	Hardy Rubber Tree	2"-2.5" cal.		\$ 959.40
<b>SUM OF UNIT PRICES (#1)</b>				<b>\$ 67,824.90</b>

#2- SHRUBS				UNIT PRICE
Genus/Species	Common Name	Size	Base Period	
Amelanchier canadensis	Canadian Serviceberry	15 gal.		\$ 383.40
Amelanchier laevis	Smooth Shadbush	10 gal.		\$ 378.00
Aesculus parviflora	Bottlebrush Buckeye	15 gal.		\$ 340.20
Aronia melanocarpa	Black Chokeberry	10 gal.		\$ 253.80
Clethra alnifolia	Summersweet	10 gal.		\$ 253.80
Cornus sericea	Red Osier Dogwood	10 gal.		\$ 253.80
Cornus racemosa	Gray Dogwood	5 gal.		\$ 129.60
Hamamelis virginiana	American Witch-Hazel	15 gal.		\$ 337.50
Ilex verticillata	Winterberry	15 gal.		\$ 378.00
Myrica pensylvanica	Northern Bayberry	10 gal.		\$ 305.10
Rhododendron spp.	Rhododendron	15 gal.		\$ 405.00
Viburnum dentatum	Arrowwood Viburnum	10 gal.		\$ 253.80
Viburnum lentago	Nannyberry	10 gal.		\$ 253.80
SUM OF UNIT PRICES(#2)				\$ 3,925.60

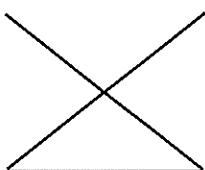
CITY OF NORWALK  
PURCHASING DEPARTMENT

C. UNIT PRICING

**TASK B**  
**TREE PLANTING PITS IN CONCRETE SIDEWALKS AT  
VARIOUS LOCATIONS**

Project Number: TP2025-1 - BASE PERIOD

Project Name: TREE PLANTING PITS IN CONCRETE SIDEWALKS AT VARIOUS LOCATIONS

<u>ITEM NUMBER</u>	<u>QUANTITY</u>	<u>UNIT PRICE IN WORDS</u>	<u>UNIT PRICE</u>	<u>AMOUNT BID</u>
0202513A	15	REMOVAL OF CONCRETE SIDEWALK		
			\$ 27.00	405.00
		per SQUARE FEET		
0205003A	2	TRENCH EXCAVATION (0' - 10' DEEP)		
			79.60	159.20
		per CUBIC YARD		
0921024A	4	RELAY PRECAST PAVER SIDEWALK AND DRIVEWAY		
			76.50	306.00
		per SQUARE FEET		
0944004A	2	FURNISHING AND PLACING TOPSOIL		
			79.00	158.00
		per CUBIC YARD		
0970006A	1	TRAFFICPERSON (MUNICIPAL POLICE OFFICER)		
		FOUR HUNDRED DOLLARS & NO CENTS		\$400.00
		per ALLOWANCE		

Total Amount: \$ 1,428.20

One Thousand Four Hundred Twenty Eight dollars & Twenty Cents  
Total In Gross Sum Written In Words

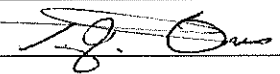
Note:  
Contractor is instructed to Enter the Total Amount in Section 1.1-A Proposed Fees Task B in the Box for Total - Tree Planting Pits - Base Period (Page 8).

CONTRACTOR'S NAME:

PROPOSAL

# CITY OF NORWALK PURCHASING DEPARTMENT

## D. CERTIFICATION

Submitted By: <i>T.S. OMAN</i>	Signature: 
Authorized Agent of Company (Name & Title):	
<i>Project Superintendent</i>	Date: <i>12/11/2025</i>

**E. The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):**

Addendum #	<i>1</i>	Dated	<i>12/2/25</i>	Addendum #		Dated	
Addendum #	<i>2</i>	Dated	<i>12/5/25</i>	Addendum #		Dated	

## CITY OF NORWALK PURCHASING DEPARTMENT

### 1.2 STATEMENT OF QUALIFICATIONS

Please answer the following questions regarding your company's past performance. Failure to reply to this instruction may be regarded as justification for rejecting a bid.

1.	Number of years in business:	46	
2.	Number of personnel employed:	Part Time	Full Time
			23

3. List six contracts of this type/size your firm has completed within the last four years:

Project	Date	Contact Person	Phone No.
EVERSOURCE Energy	7/25	LAURA ROCK	203-910-8028
Cummings Park	10/25	JIM PARLANI	475-214-7119
Bocuzzi Park	9/25	Jeff Olszewski	203-650-7485
YMCA NC	8/25	MARK ROBBINS	203-228-6846
KOVACS CONST	11/24	WANDA MCGAGHY	203-943-3185
AQUARIUM WATER	9/25	STONE FOSTER	800-937-3997

4. **SUBCONTRACTORS:** If subcontractors are to be used, please list firm name, address, name of principal, and phone number below or on a separate sheet. Also indicate portion or section of work subcontractor will be performing.

COMPANY NAME	ADDRESS	PRINCIPAL	PHONE	PORTION/SECTION OF WORK
A. Vitti	11 Crystal St. -SFA	Tony Vitti	203-359-4723	Concrete Pavers

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PURCHASING DEPARTMENT**

<b>5. ORGANIZATIONAL STRUCTURE OF BIDDER (check which applies)</b>	general partnership		
	limited partnership		
	limited liability corporation		
	limited liability partnership		
	corporation doing business under a trade name		
	individual doing business under a trade name		
	<input checked="" type="checkbox"/>	other (specify) <i>Limited Liability S-Corp</i>	
	<b>6. STATUS OF THE BUSINESS AND ITS CURRENT STANDING WITH THE SECRETARY OF STATE'S OFFICE; e.g., are all required filings current and in good standing or has the entity been withdrawn or canceled</b>	<u>Connecticut corporations</u> - Will the Secretary of State be able to issue a Certificate of Good Standing within 30 days of the bid opening?	Yes
		<input checked="" type="checkbox"/>	
<u>Out-of -State corporations</u> - Do you have a valid license to do business in the State of Connecticut? (Evidence in the form of a Certificate of Authority from the Connecticut Secretary of State will be required within 30 days of the bid opening.)		Yes	No
<b>7. CT eLICENSE (<a href="https://www.elicense.ct.gov">https://www.elicense.ct.gov</a>) / Business Registration (<a href="https://business.ct.gov/?language=en_US">https://business.ct.gov/?language=en_US</a>) :</b>  <div style="text-align: center; font-size: 1.2em;">9089731 - 000</div>			
<b>8. Is your local organization an affiliate of a parent company? If so, Indicate the principal place of business of your company and the name of the agent for service if different from what has been indicated on the response form:</b>			
Business Name			
Address			
City, State & Zip			
Name of Agent			

# CITY OF NORWALK PURCHASING DEPARTMENT

**NOTE:** In the case of a Limited Liability Corporation or a Limited Liability Partnership a certified copy of the Articles of Organization certified as valid and in effect as of the date of the bid opening will be required within 30 days of the bid opening. A listing of the corporate officers, in the case of a corporation; the general or managing partners, in the case of a partnership; or the managers and members in the case of either a limited liability partnership or company will be required within 30 days of the bid opening.

9. Your company may be asked to submit the following information relative to your company's financial statements prior to receiving an award. This information will not be part of the public bidding record and will remain confidential.

All information should be supported with appropriate audited financials

- a. Book Value (Total Assets (-) Total Liabilities)
- b. Working Capital (Current Assets (-) Current Liabilities)
- c. Current Ratio (Current Assets/Current Liabilities)
- d. Debt to Equity Ratio (Long Term Debt/Shareholder's Equity)
- e. Return on Assets (Net Income/Total Assets)
- f. Return on Equity (Net Income/Shareholder's Equity)
- g. Return on Invested Capital (Net Income/Long Term Debt + Shareholders' Equity)

All responses to this questionnaire are understood to be proprietary to the vendor, and will be considered confidential.

Additional information may be requested subsequent to your responding to this bid request.

### 1.3 CITY OF NORWALK VENDOR RECORDS

If you have not done business with the City of Norwalk as a vendor, your business information needs updating or your City of Norwalk vendor record has not been updated over three (3) years. Please complete and include **the latest version of Internal Revenue Service (IRS) W-9 Form** with your submission. Here is the URL to the IRS website:  
<https://www.irs.gov/forms-pubs/about-form-w-9>

### 1.4 INSURANCE

<b>Insurance Agency Name:</b> IMG Insurance Corp	<b>Tel:</b> 203-524-2361
<b>Agency Address:</b> 29 HARILANO ST. NORWALK CT 06851	<b>Email:</b> mforlivio@img.com

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>TAG Properties, LLC</b>		
	2 Business name/disregarded entity name, if different from above <b>dba Oman's Garden Center</b>		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		
	<input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>  S  </u> Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		
	<input type="checkbox"/> Other (see instructions) ▶		
	5 Address (number, street, and apt. or suite no.) See instructions. <b>P.O. Box 2300</b>		Requester's name and address (optional)
6 City, state, and ZIP code <b>Norwalk, CT 06852</b>			
7 List account number(s) here (optional)			

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
0	6	-	1	4	3	8	3	3	4

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Juan Oman</i>	Date ▶ <i>12-11-25</i>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

CITY OF NORWALK  
PURCHASING DEPARTMENT

1.5 CITY OF NORWALK VENDOR QUESTIONNAIRE – IT INFORMATION SECURITY

# City of Norwalk Vendor Questionnaire

## IT Information Security

Rev 8.4.22

1. **Third-Party Contact Information** (please provide the POC for follow-up questions to this questionnaire):  
Vendor Name, Address, Point-of-Contact Name, Phone Number and Email

N/A

2. **Description of Services/Products:** Please provide a detailed description of services/products your organization aims to provide to the City?

Furnish & Install Trees & Shrubs for City of Norwalk

3. **System and Equipment Access:** Will your organization use your own systems and equipment to perform the services, or will your organization need access to the City's systems, equipment and network? (Yes or No, If Yes, please explain)

YES  NO

4. **Description of Data:** Are you using data from the City in order provide the services/product to the City (Yes or No, if Yes proceed to 3.1)

a. What data is needed to provide the services/products to the City?

*Example: Name, Social Security Number, Trade Information, Source Code, Payroll or Accounts Payable data, student or patient data, Law Enforcement data, any Personally Identifiable Information (PII), etc.*

YES  NO

## 1.6 Contractor's Certification (Federal Funds)

**CONTRACTOR'S CERTIFICATION**

As a material component of our bid, we hereby certify in good faith as follows:

1. If awarded a contract, we will, at all times, comply with all applicable federal, state, and local statutes, regulations, Executive Orders, ordinances, codes, Charters, and all other applicable laws, whether now in effect or made effective after our bid and during the term of our contract.

2. We expressly acknowledge that the City of Norwalk is receiving federal funds from the United States government for this project.

3. We are aware of and are in full compliance with all federal laws, including but in no way limited to Executive Order 14173.

4. We will, at all times during the term of this contract, remain fully compliant with all applicable laws, including laws and Executive Orders related to employment practices and contracting considerations.

5. We acknowledge and agree that it is our responsibility to stay current and informed as to any changes in applicable laws and to ensure our compliance with all applicable laws throughout the term of our contract.


6. We represent and warrant that we are in compliance in all respects with all applicable Federal anti-discrimination laws and acknowledge that our compliance is material to the Federal Government's payment decisions for purposes of section 3729(b)(4) of Title 31, U.S.C.

7. We represent and warrant that we do not operate any programs promoting Diversity, Equity, and Inclusion ("DEI") that violate any applicable Federal anti-discrimination laws.

8. We acknowledge that this certification is being relied upon by the City of Norwalk, in good faith, and that this certification is an inducement to the City of Norwalk to accept our bid. We further certify that we have consulted with counsel and make this certification voluntarily, with the express intention that the City of Norwalk rely upon same.

Bidder Name: (Printed or Typed): OMAN's Garden Center

Authorized Representative Name and Title: T.S. OMAN - Super

Authorized Representative Signature and Date:  12/11/25

[SIGNATURE PAGE FOLLOWS]

State of Connecticut )

County of Fairfield )

SS: \_\_\_\_\_

On this 11<sup>th</sup> day of 2025 before me, T.J. Oman, the undersigned officer, personally appeared Corey Parker Jr. who acknowledged himself/herself to be the Super (the Officer") of Omans Garden Center ("Company"), being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as Officer, as his/her free act and deed and as the free act and deed of Company.

In witness whereof I hereunto set my hand.

[Signature]

Signature of the Notary Public

Date: 12/11/25

Commission Expires: 8/31/2030

Corey Parker Jr.  
Printed Name of Notary Public

