



REGULAR MEETING – RECREATION, PARKS & CULTURAL AFFAIRS AGENDA

FEBRUARY 11, 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.



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 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: January 14th**
- IV. **PUBLIC PARTICIPATION**
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
 - A. **Approve the naming of the Community Room, located at 98 S. Main Street, Norwalk CT after Ernie Dumas, and forward recommendation to the Land Use and Building Management Committee for consideration.**
 - B. **Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of**

Calf Pasture Beach by Coachmen Car Club for their Car Show to be held on Tuesday, May 12th, June 9th, July 14th and August 11th, 2026 from 4:00 P.M. to 9:00 P.M with rain dates on Friday, May 15th, June 12th, July 17th and August 14th, 2026. Approximately 150 people.

- C. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Veteran's Park by Norwalk Seaport for their Oyster Festival to be held on Friday, September 11th, 2026 from 6:00 P.M. to 11:00 P.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 on Friday, August 14th, 2026 at 8:00 A.M. with tear-down by Wednesday, September 30th, 2026 at 8:00 P.M. Approximately 35,000 people.
- D. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Veteran's Park by Sonotainment for their 2nd Annual Juneteenth Carnival Fundraiser to be held on Friday, June 19th, 2026 from 6:00 P.M. to 8:00 P.M., Saturday, June 20th, 2026 from 12:00 P.M. to 8:00 P.M. and Sunday, June 21st, 2026 from 12:00 P.M. to 8:00 P.M. Set-up on Wednesday, June 17th, 2026 at 8:00 A.M. with tear-down by Tuesday, June 23rd at 9:00 P.M. Approximately 200 people.
- E. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Calf Pasture Beach by Whittingham Cancer Center for their Northwell Walk to Raise Health to be held on Sunday, May 17th, 2026 from 7:00 A.M. to 3:00 P.M. P.M. Set-up on Saturday, May 16th, 2026 at 7:00 A.M. Approximately 700 people.
- F. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Rowayton School Field by Rowayton PTA for their Rowayton Elementary School Carnival to be held on Friday, May 1st, 2026 from 4:00 P.M. to 9:00 P.M. and Saturday, May 2nd, 2026 from 10:00 A.M. to 4:00 P.M with a rain date on Sunday, May 3rd. Set-up on Wednesday, April 29th, 2026 at 7:00 A.M. with tear-down by Sunday, May 3rd at 10:00 A.M. Approximately 2,000 people.
- G. Authorize the Mayor, Barbara C. Smyth, to enter into an agreement for the use of Calf Pasture Beach by Norwalk Karting Association for their Go Kart Racing to be held on, March 28th, April 4th, April 11th, April 18th, April 19th, May 2nd, May 9th, May 10th, May 16th, May 23rd, September 5th, September 19th, October 3rd, October 10th, October 17th, October 24th, October 25th, October 31st, November 7th, November 14th, November 15th, and November 21st, 2026 from 7:00 A.M. to 4:00 P.M. Approximately 50 people.
- H. Authorize the Mayor, Barbara C. Smyth, to approve the 12/1/2025 lease amendment to the original contract dated 6/3/2016, by and between the City of Norwalk and the Aspetuck Land Trust, Inc. for a lease agreement for a portion of 328 Flax Hill Road, known as Fodor Farm.
- I. Authorize the purchasing agent to issue a sole source purchase order to SignPro Inc., in an amount not to exceed \$100,000, for the manufacture and installation of 32 gateway signs at various park locations, from account 09266030 5777 C0737.

VII. DISCUSSION

VIII. ADJOURNMENT



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

WEDNESDAY, JANUARY 14, 2026.

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; Broderick Sawyer, Vice Chair; Nicole’ Eaddy; Jesse Buccolo; Richard Dellinger, Johan Lopez

ABSENT: Nicol Ayers

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

OTHERS: Edvardine Josphe; Heather Hubbard; James Whipple; Jason Grady; James Gerwick; Kerry Dobson; Nancy Nelson

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 were present.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: November 12, 2025

**** MS. EADDY MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**** THE MOTION PASSED UNANIMOUSLY**

IV. PUBLIC PARTICIPATION

There was no public participation this evening.

V. OLD BUSINESS

There was no old business discussed this evening.

VI. NEW BUSINESS

AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN AGREEMENT FOR THE USE OF CALF PASTURE BEACH AND VETERANS' 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.

Ms. Joseph said she is the president of the International Student Aid Association. She provided a brief overview of the event and said they hope to host this walk-a-thon on April 25th in support of the five students they have been supporting in Haiti for the last 4 years.

Mr. Stowers said that staff is in support of the event.

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

**** THE MOTION PASSED UNANIMOUSLY.**

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 1ST, 2026, FROM 8:00 A.M. TO 11:00 A.M. APPROXIMATELY 150 PEOPLE.

Mr. Gerwick provided a brief overview of the event, noting that this will be the 48th year it has been held.

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

**** THE MOTION PASSED UNANIMOUSLY.**

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 22ND, 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.

Ms. Dobson provided a brief overview of the event, noting that this is PAW's first 5K run as a fundraiser and that they hope to raise funds for medical and veterinary costs for animals.

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

**** THE MOTION PASSED UNANIMOUSLY.**

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 5TH, AND SATURDAY, JUNE 6TH, 2026, FROM 7:00 A.M. TO 4:00 P.M. SET-UP ON JUNE 3RD AND JUNE 4TH FROM 7:00 A.M. TO 10:00 P. M. APPROXIMATELY 500 PEOPLE.

Ms. Nelson provided a brief overview of the event, noting this will be the 22nd year the event has been held at Taylor Farm, and that a two-day dog show in Connecticut generates \$2.5 million in revenue for the community.

Mr. Sawyer asked if there would be food trucks at the event. Ms. Nelson said "Yes," and they are hoping to have two.

Ms. Nelson said that having an event of this size and receiving approval this late for contracts to be signed for June is problematic.

Ms. Nelson noted that a 100-yard dash for dogs is scheduled for this Friday through Monday.

**** MR. BUCCOLO MOVED TO APPROVE THE ITEM.**

**** THE MOTION PASSED UNANIMOUSLY.**

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 7TH, 2026, FROM 7:00 A.M. TO 7:00 P.M. AND MONDAY, JUNE 8TH, 2026, FROM 7:00 A.M. TO 5:00 P.M. TEAR-DOWN BY 12:00 P.M TUESDAY, JUNE 9TH. APPROXIMATELY 250 PEOPLE.

Ms. Hubbard provided a brief overview of the event, noting they have been working hard trying to build awareness and camaraderie with the community to make the event a better experience for everyone.

**** MR. SAWYER MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

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 14TH, 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.

Mr. Grady provided a brief overview of the event, noting that this will be the 9th year it has been held and that it will follow the same format as in the past, but has moved the start time from 11:00AM to 12:00PM. He said they use Veterans Park only to assemble for approximately one hour, and that it is a great event.

Mr. Dellinger asked how many people are expected to participate in the parade. Mr. Grady said they anticipate approximately 100 marchers.

**** MR. BUCCOLO MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

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 4TH, 2026, FROM 8:30 A.M. TO 12:00 P.M. SET-UP ON 8:30 A.M. SATURDAY, OCTOBER 3RD WITH TEAR-

DOWN BY 3:00 P.M. SUNDAY, OCTOBER 5TH. APPROXIMATELY 1,200 PEOPLE.

Mr. Whipple provided a brief overview of the event, noting that it will be the 12th year, that it begins and ends at Veterans Park, and that it is a great event.

**** MR. SAWYER MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

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.

Mr. Stowers said the technical correction was to add the last account number noted in the authorization.

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

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

Mr. Hughes said the Recreation and Parks department has been lucky enough to receive a \$1 million grant from the US Forest Service, and a portion of that was allocated to plant trees throughout the city in areas with canopy inequity, based on the Tree Master Plan. The contract went out to bid, and Oman’s Garden Center came in as the low bidder, was interviewed by a panel, and awarded the contract. This is the first time there has been a local tree planting contractor with such a

large contract, and it is nice to be able to stay local. They are well-versed in trees and landscaping and are staffed appropriately to handle this size contract. He said the number of trees planted will depend on the chosen locations and how many will require tree pits.

Mr. Dellinger asked how the trees will be cared for after they are planted. Mr. Hughes said that under the contract, there is a 2-year maintenance period during which the contractor is responsible for watering and maintaining the trees, and throughout those 2 years, replacement trees are the contractor's responsibility. He said the staff member, Sarah Cruz, also has a set of interns who will ensure the contractor fulfills his portion of the contract. Mr. Stowers said the grant also allows them to develop an agreement with a land trust to structure a volunteer stewardship program where the volunteers will continue to maintain the tree after the two-year period.

Mr. Sawyer asked how the planting locations are chosen. Mr. Hughes said that the Tree Master Plan shows where canopy is needed throughout the city, and that South Norwalk is where most plantings are concentrated, as well as in sections of Woodward Avenue and East Norwalk.

**** MR. DELLINGER MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

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

Mr. Stowers said accreditation has been a goal of the Recreation and Parks Department for the last three to four years. It is a standard that legitimizes and gives credibility to a Recreation and Parks Department, and of the 40,000 Recreation and Parks-related cities in the United States, only 400 are accredited. Due to staff shortages and projects, they have lost about 4 months' worth of work, and the accreditation commission has changed its rules and submission format.

He said it will be very helpful to work with the consultant who prepared the Master Plan, who is an expert on the new format and has a lot of our data. He said the Finance Director has approved using the funds for this, and the mayor is also in support of moving this forward.

Mr. Buccolo asked for a further explanation of the benefits of accreditation. Mr. Stowers said in Norwalk, because the government is structured the way it is, there are not many citywide policies and procedures that are written and approved, so the accreditation process will help the entire Norwalk government develop written policies. He said it would also provide credibility to the Recreation and Parks Department, foster a more professional posture, and help secure grant funding.

Mr. Buccolo said he researched that re-accreditation occurs every five years and asked if a consultant would be needed again. Mr. Stowers said it has been incorporated into the Recreation Superintendent's responsibilities, and the new recreation center will have a manager who will be responsible for overseeing the five-year review of procedures and policies.

Mr. Dellinger asked if funds were originally budgeted for this. Mr. Stowers said "No," but they do have the funds.

**** MR. DELLINGER MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

VII. DISCUSSION

There were no discussion items this evening.

VIII. ADJOURNMENT

**** MR. LOPEZ MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:05 PM.

Respectfully submitted,

Dilene Byrd

DATE: January 28, 2026
TO: Mayor Smyth, Alan Lo, Buildings & Facilities Manager & Land Use Committee of the City Council
FROM: Martha Wooten-Dumas & Family
SUBJECT: Naming of Community Room in the City's Recreation & Parks Community Center

I am writing to request that the Community Room located in the building at 98 South Main Street, which is currently under renovation, be named after my husband, Ernie Dumas. In 1987 Ernie and I moved to South Norwalk at 162 South Main Street with our family. During that time, South Norwalk was the most challenging part of the city. Mr. Dumas being the man that he was committed himself to making life better for families in his community. He walked up and down South Main Street doing and saying things that most wouldn't dare to during those days. His tenacity and bravery gradually touched the hearts and minds of his neighbors, and he became that person you could always count on for help or a word of encouragement.

He was a community advocate at his core, led by his unwavering faith and commitment to live his life in service to others and he did that to the fullest every day. Mr. Dumas served on the City Council and was involved with many efforts/initiatives to help improve and uplift his community including:

- Basket of Love (Annual Thanksgiving & Christmas Community Celebrations)
- Clean & Green
- DOJ Weed & Seed Initiatives- Group Workcamps, a faith-based home improvement project & CURE (Community Under Restoration Events) the first ever Carnival held in Ryan Park
- A Better South Norwalk (Yearly neighborhood clean-ups)
- South Norwalk Citizens 4 Justice

Those are a few things that Mr. Dumas did for his community, but he did so much more than any of us will ever know about. Many of the initiatives/activities took place in the community room at 98 South Main St.,(formerly known as NEON) or in Ryan Park behind the building. Mr. Dumas's footprints are imbedded in that building, throughout South Norwalk and beyond. And while we know his memory will live on in the hearts of those he's touched along the way, we believe his good works deserves to be memorialized by naming the newly renovated community room in his honor, ***The Ernest Dumas Community Room.***

Thank you for your time and consideration and look forward to the realization of this most meaningful and appropriate recognition of life of a husband, father, friend and faithful servant.

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

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

Permit # R3207
Status Tentative
Date of Issue Feb 9, 2026 12:01 PM
Expiration Date Feb 28, 2026

Customer Name	John Taranto - 15861	Work Phone Number	(203) 854-3102
Customer Type	General Public	Home Phone Number	(845) 656-0629
Mailing Address	77 Murray St Norwalk, CT 06855	Cell Phone Number	(845) 656-0629
		Email Address	jtaranto@norwalkct.gov
System User	Internet User		

Rental Fee	\$600.00
Discounts	\$0.00
Subtotal	\$600.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$600.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$600.00

Calf Pasture Beach Car Show	1 resource(s)	4 booking(s)	Subtotal: \$600.00
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[Booking Summary](#)

Calf Pasture Beach (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Tue, May 12, 2026 4:00 PM	Tue, May 12, 2026 9:00 PM	150	\$150.00
Tue, Jun 9, 2026 4:00 PM	Tue, Jun 9, 2026 9:00 PM	150	\$150.00
Tue, Jul 14, 2026 4:00 PM	Tue, Jul 14, 2026 9:00 PM	150	\$150.00
Tue, Aug 11, 2026 4:00 PM	Tue, Aug 11, 2026 9:00 PM	150	\$150.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	No
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No

If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	0
Is there a 2nd date in mind or a rain date or location?	That is normally determined by Parks and Rec depending on summer concerts. In past it was Fridays
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	80-150
What is the setup time?	Tape of 150 spaces
What type of event?	Car Cruise
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Nothing just classic cars
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?	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	May 12, 2026	John Taranto	Waiver Signed by: John Taranto 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

May 12, 2026

John Taranto

Waiver Signed by: John Taranto 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:

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: \$600.00 Current Balance: \$600.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Feb 9, 2026	\$30.00	\$0.00	\$0.00	\$30.00
May 12, 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: recreationt@norwalkct.gov

John Taranto
Customer ID: 15861
Work Phone Number: (203) 854-3102
Home Phone Number: (845) 656-0629
Cell Phone Number: (845) 656-0629
Email Address: jtaranto@norwalkct.gov

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

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

Permit # R3163
Status Tentative
Date of Issue Jan 23, 2026 12:58 PM
Expiration Date May 23, 2026

Customer Name	Jerry Toni - 3511	Work Phone Number	(203) 838-9444
Customer Type	General Public	Home Phone Number	(203) 838-9444
Mailing Address	213 Liberty Square 213 Liberty Square Norwalk, CT 06855	Email Address	jerry.toni@seaport.org
System User	Internet User		

Rental Fee	\$5,000.00
Discounts	\$0.00
Subtotal	\$5,000.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$5,000.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$5,000.00

Norwalk Seaport Oyster Festival 1 resource(s) 3 booking(s) Subtotal: \$5,000.00

[Booking Summary](#)

Veterans Memorial Park (Event)		Center: Veterans Memorial Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Fri, Sep 11, 2026 6:00 PM	Fri, Sep 11, 2026 11:00 PM	35001	\$0.00
Sat, Sep 12, 2026 11:00 AM	Sat, Sep 12, 2026 11:00 PM	35000	\$0.00
Sun, Sep 13, 2026 11:00 AM	Sun, Sep 13, 2026 8:00 PM	35000	\$0.00
Resource level fees			\$5,000.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	Yes
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)	Yes
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	+ - 10
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)	35,000+
What is the setup time?	Setup 8/14/26 8:00 AM - Breakdown by 9/30 8:00 PM. Event dates: September 11, 12, 13, 2025
What type of event?	Festival
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Tents, amusements.
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)	Yes
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	Sep 11, 2026	Jerry Toni	Waiver Signed by: Jerry Toni on Oct 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, 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.
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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

Facility - Rental Agreement	Sep 11, 2026	Jerry Toni	Waiver Signed by: Jerry Toni on Oct 30, 2025
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- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time—except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City’s property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER’s use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney’s fees), of any character, name or description arising out of the RENTER’s use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER’s permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER’s property or that of RENTER’s licensees, invitees, agents and guests.

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

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

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

14. If Alcoholic Beverages are being Served or Sold:

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

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

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

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

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

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

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

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

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

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

SCHEDULE "B"

INSURANCE RIDER

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

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

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

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

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

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

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

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

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

Permit # R2751
Status Tentative
Date of Issue Dec 9, 2025 12:58 PM
Expiration Date Jun 19, 2026

Customer Name	Melodye Green-Ragin - 7887	Work Phone Number	(203) 956-6007
Customer Type	General Public	Home Phone Number	(203) 667-4218
Mailing Address	14 Platt St. Unit 4 Norwalk, CT 06855	Cell Phone Number	(203) 667-4218
		Email Address	info@sonotainment.com
System User	Internet User		

Rental Fee	\$2,850.00
Discounts	\$0.00
Subtotal	\$2,850.00
Deposits	\$1,000.00
Deposit Discounts	\$0.00
Total Permit Fee	\$3,850.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$3,850.00

2nd Annual Juneteenth Carnival Fundraiser 1 resource(s) 7 booking(s) Subtotal: \$3,850.00

Event Notes:
2/5 Site security deposit of \$1,000.00 added to fee.
Setup days are charged half price
200 people

[Booking Summary](#)

Veterans Memorial Park (Event)		Center: Veterans Memorial Park	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Wed, Jun 17, 2026 8:00 AM	Tue, Jun 23, 2026 9:00 PM	--	\$1,140.00
<i>Occurs every 1 day(s) effective 06/17/2026 until 06/23/2026 from 8:00 AM to 9:00 PM.</i>			
<i>Exception: Fri, Jun 19, 2026, Sat, Jun 20, 2026, Sun, Jun 21, 2026</i>			
Fri, Jun 19, 2026 6:00 PM	Fri, Jun 19, 2026 8:00 PM	200	\$570.00
Sat, Jun 20, 2026 12:00 PM	Sat, Jun 20, 2026 8:00 PM	200	\$570.00
Sun, Jun 21, 2026 12:00 PM	Sun, Jun 21, 2026 8:00 PM	200	\$0.00
Resource level fees			\$1,570.00

[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.	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)	Yes
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?	N/A
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?	8:00am
What type of event?	Carnival
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Carnival VENDORS and STAGE
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
Will there be music? No amplified music at the beach.	Yes
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	Yes
Will you be selling food, beverages, goods or wares?	Yes
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	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?	Yes

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Jun 16, 2026	Mellodye Green-Ragin	Waiver Signed by: Mellodye Green-Ragin on Jun 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



Deposit

EVENT	RESOURCE	DEPOSIT FEE	CHARGE	TAX	AMOUNT PAID	REFUNDS	BALANCE
2nd Annual Juneteenth Carnival Fundraiser	Veterans Memorial Park	Security Deposit	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

Payment Schedules

Original Balance: \$3,850.00 Current Balance: \$3,850.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
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Feb 5, 2026	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Feb 9, 2026	\$2,300.00	\$0.00	\$0.00	\$2,300.00
Jun 16, 2026	\$550.00	\$0.00	\$0.00	\$550.00

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

Melodye Green-Ragin

Customer ID: 7887
Work Phone Number: (203) 956-6007
Home Phone Number: (203) 667-4218
Cell Phone Number: (203) 667-4218
Email Address: info@sonotainment.com

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

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

Permit # R2969
Status Tentative
Date of Issue Dec 11, 2025 2:37 PM
Expiration Date Mar 6, 2026

Organization Name	Whittingham Cancer Center Of Norwalk Hospital - 35		
Customer Type	Class D1 - Non Profit		
Organization Address	34 Maple Street Norwalk, CT 06856		
Agent Name	Julie Bandt	Work Phone Number	(475) 296-5898
		Home Phone Number	(213) 327-9091
		Cell Phone Number	(475) 296-5898
		Email Address	Julie.bandt@nuvancehealth.org
System User	Internet User		

Rental Fee	\$1,635.00
Discounts	\$0.00
Subtotal	\$1,635.00
Deposits	\$1,000.00
Deposit Discounts	\$0.00
Total Permit Fee	\$2,635.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$2,635.00

Northwell Walk to Raise Health 1 resource(s) 2 booking(s) **Subtotal: \$2,635.00**

[Booking Summary](#)

Calf Pasture Beach (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, May 16, 2026 7:00 AM	Sat, May 16, 2026 3:00 PM	10	\$545.00
Sun, May 17, 2026 7:00 AM	Sun, May 17, 2026 3:00 PM	700	\$1,090.00
Resource level fees			\$1,000.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	Yes
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?	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)	700
What is the setup time?	Set Saturday afternoon, May 16. Strike May 17, 12-2PM
What type of event?	Fundraiser Walk event
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	tents, signage, 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?	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)	Yes
Will you have over 200 guests- if so police officer will be required.	Yes
Will you need the Showmobile? (Calf Pasture only)	Yes
Will you solicit contributions at your event?	Yes

Waivers and Information

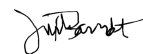
WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	May 16, 2026	Julie Bandt	Waiver Signed by: Julie Bandt on Aug 19, 2025

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 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 KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Facility - Rental Agreement	May 16, 2026	Julie Bandt	Waiver Signed by: Julie Bandt on Aug 19, 2025
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A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT
TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time—except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City’s property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER’s use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney’s fees), of any character, name or description arising out of the RENTER’s use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER’s permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER’s property or that of RENTER’s licensees, invitees, agents and guests.

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

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

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

14. If Alcoholic Beverages are being Served or Sold:

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

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

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

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

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

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

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

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

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

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

SCHEDULE "B"

INSURANCE RIDER

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

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

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

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

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

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

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

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

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

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

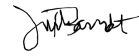
Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this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

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

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

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

Signature



Deposit

EVENT	RESOURCE	DEPOSIT FEE	CHARGE	TAX	AMOUNT PAID	REFUNDS	BALANCE
Northwell Walk to Raise Health	Calf Pasture Beach	Security Deposit	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00

Payment Schedules

Original Balance: \$2,635.00 Current Balance: \$2,635.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
May 16, 2026	\$2,635.00	\$0.00	\$0.00	\$2,635.00

X:

Date:

City of Norwalk Online

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

X:

Date:

Whittingham Cancer Center Of Norwalk Hospital

Customer Type: Class D1 - Non Profit
Customer ID: 3374
Mailing Address: 34 Maple Street, Norwalk, CT
06856
Authorized Agent Name: Julie Bandt
Work Phone Number: (475) 296-5898
Home Phone Number: (213) 327-9091
Cell Phone Number: (475) 296-5898
Email Address: Julie.bandt@nuvancehealth.org

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

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

Permit # R3214
Status Tentative
Date of Issue Jan 14, 2026 10:12 AM
Expiration Date Feb 13, 2026

Customer Name	Liz Slutzky - 11082	Home Phone Number	(917) 242-0154
Customer Type	General Public	Email Address	lcslutzky@gmail.com
Mailing Address	26 Range Road Norwalk, CT 06853		
System User	Internet User		

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$0.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

Rowayton Elementary School Carnival 1 resource(s) 5 booking(s) Subtotal: \$0.00

[Booking Summary](#)

Rowayton School - Field 3 (Field Rental)		Center: Rowayton Elementary School	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Wed, Apr 29, 2026 7:00 AM	Wed, Apr 29, 2026 7:00 PM	25	\$0.00
Thu, Apr 30, 2026 7:00 AM	Thu, Apr 30, 2026 7:00 PM	25	\$0.00
Fri, May 1, 2026 4:00 PM	Fri, May 1, 2026 9:00 PM	2000	\$0.00
Sat, May 2, 2026 10:00 AM	Sat, May 2, 2026 4:00 PM	2000	\$0.00
Sun, May 3, 2026 7:00 AM	Sun, May 3, 2026 7:00 PM	25	\$0.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	Yes
Are you a Non-Profit or 501C3?	No
Field Requested- Type in your selected facility/field.	Rowayton Elementary Field
Is there a 2nd date in mind or a rain date or location?	Rain Date May 3th
What is the setup time?	April 29th, April 30th 7AM-7PM
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Amusement Rides, Food trucks, craft tents, food tents

X:

Date:

City of Norwalk Online

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

X:

Date:

Liz Slutzky

Customer ID: 11082
Home Phone Number: (917) 242-0154
Email Address: lcslutsky@gmail.com

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

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

Permit # R3205
Status Tentative
Date of Issue Feb 9, 2026 12:14 PM
Expiration Date Feb 20, 2026

Customer Name	Thomas Donohue - 4316	Home Phone Number	(203) 253-5927
Customer Type	General Public	Email Address	nka50years@gmail.com
Mailing Address	304 Main Ave #378 Norwalk, CT 06851		
System User	Internet User		

Rental Fee	\$3,675.00
Discounts	\$0.00
Subtotal	\$3,675.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$3,675.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$3,675.00

Norwalk Karting Association 1 resource(s) 22 booking(s) Subtotal: \$3,675.00

[Booking Summary](#)

Calf Pasture Beach (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Mar 28, 2026 7:00 AM	Sat, Mar 28, 2026 4:00 PM	50	\$0.00
Sat, Apr 4, 2026 7:00 AM	Sat, Apr 4, 2026 4:00 PM	50	\$0.00
Sat, Apr 11, 2026 7:00 AM	Sat, Apr 11, 2026 4:00 PM	50	\$0.00
Sat, Apr 18, 2026 7:00 AM	Sat, Apr 18, 2026 4:00 PM	50	\$0.00
Sun, Apr 19, 2026 7:00 AM	Sun, Apr 19, 2026 4:00 PM	50	\$0.00
Sat, May 2, 2026 7:00 AM	Sat, May 2, 2026 4:00 PM	50	\$0.00
Sat, May 9, 2026 7:00 AM	Sat, May 9, 2026 4:00 PM	50	\$0.00
Sun, May 10, 2026 7:00 AM	Sun, May 10, 2026 4:00 PM	50	\$0.00
Sat, May 16, 2026 7:00 AM	Sat, May 16, 2026 4:00 PM	50	\$0.00
Sat, May 23, 2026 7:00 AM	Sat, May 23, 2026 4:00 PM	50	\$0.00
Sat, Sep 5, 2026 7:00 AM	Sat, Sep 5, 2026 4:00 PM	50	\$0.00
Sat, Sep 19, 2026 7:00 AM	Sat, Sep 19, 2026 4:00 PM	50	\$0.00
Sat, Oct 3, 2026 7:00 AM	Sat, Oct 3, 2026 4:00 PM	50	\$0.00
Sat, Oct 10, 2026 7:00 AM	Sat, Oct 10, 2026 4:00 PM	50	\$0.00

Sat, Oct 17, 2026 7:00 AM	Sat, Oct 17, 2026 4:00 PM	50	\$0.00
Sat, Oct 24, 2026 7:00 AM	Sat, Oct 24, 2026 10:00 PM	50	\$0.00
Sun, Oct 25, 2026 7:00 AM	Sun, Oct 25, 2026 4:00 PM	50	\$0.00
Sat, Oct 31, 2026 7:00 AM	Sat, Oct 31, 2026 4:00 PM	50	\$0.00
Sat, Nov 7, 2026 7:00 AM	Sat, Nov 7, 2026 4:00 PM	50	\$0.00
Sat, Nov 14, 2026 7:00 AM	Sat, Nov 14, 2026 4:00 PM	50	\$0.00
Sun, Nov 15, 2026 7:00 AM	Sun, Nov 15, 2026 4:00 PM	50	\$0.00
Sat, Nov 21, 2026 7:00 AM	Sat, Nov 21, 2026 10:00 PM	50	\$0.00
Resource level fees			\$3,675.00

Custom Questions

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck?	No
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No
If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	n/a
Is there a 2nd date in mind or a rain date or location?	n/a
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	40-50
What is the setup time?	7:00 am
What type of event?	Go kart racing (beach parking lot)
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	racing safety equipment
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 21, 2026	Thomas Donohue	Waiver Signed by: Thomas Donohue on Jan 6, 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 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 KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869

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

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT

TERMS AND REQUIREMENTS

1. In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.
2. The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.
3. The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.
4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT
5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT
6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified
7. The RENTER shall not:
 - Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
 - Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
 - The display of any advertising for commercial purposes on the SITE at any time—except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE
8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]
9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.
10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers,

employees,

volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein,

and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

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

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

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

14. If Alcoholic Beverages are being Served or Sold:

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

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

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

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

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

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

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

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

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

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

SCHEDULE "B"

INSURANCE RIDER

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

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

limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

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

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

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

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

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

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

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

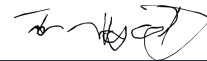
Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this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

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

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

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

Signature



Payment Schedules

Original Balance: \$3,675.00 Current Balance: \$3,675.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Feb 9, 2026	\$3,275.00	\$0.00	\$0.00	\$3,275.00
Mar 21, 2026	\$400.00	\$0.00	\$0.00	\$400.00

X:

Date:

City of Norwalk Online

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

X:

Date:

Thomas Donohue

Customer ID: 4316
Home Phone Number: (203) 253-5927
Email Address: nka50years@gmail.com

LEASE AGREEMENT
BY AND BETWEEN
CITY OF NORWALK
AND
NORWALK LAND TRUST, INC.
FOR PORTION
OF FODOR FARM MAIN FARMHOUSE

THIS LEASE AGREEMENT is made as of the 3rd day of June, 2016, by and between the **CITY OF NORWALK**, a municipal corporation organized and existing pursuant to the laws of the State of Connecticut, acting herein by Harry W. Rilling, its Mayor, duly authorized (LESSOR), and **NORWALK LAND TRUST, INC.**, a non-profit corporation organized under the laws of the State of Connecticut, with a business address of 455 Post Road, Suite 201, Darien, Connecticut 06820, acting herein by John Moeling, its President, duly authorized (LESSEE).

W I T N E S S E T H:

WHEREAS, the LESSOR is the owner of certain land and improvements thereon known as Fodor Farm Main Farmhouse, located at 328 Flax Hill Road, Norwalk, Connecticut (the BUILDING); and

WHEREAS, the LESSEE is interested in leasing a portion of the Fodor Farm Main Farmhouse, consisting of approximately 168 square feet of space, as depicted on the attached floor plan labeled Exhibit A (PREMISES); and

WHEREAS, the Common Council of the City of Norwalk, by action taken on December 22, 2015, authorized the LESSOR, acting by and through its Mayor, to enter into an Agreement with the LESSEE upon the terms and conditions stated herein, for the use of the PREMISES; and

WHEREAS, the LESSEE has agreed to accept this lease of the PREMISES upon such terms and conditions and has duly authorized its President to act on its behalf in order to enter into this Agreement;

NOW, THEREFORE, for good and valuable consideration recited herein, the parties hereby agree, accept and consent to the following terms and conditions, promises and obligations.

1. For and in consideration of the rents reserved herein and the covenants, promises and agreements made by the LESSEE to be faithfully observed, fulfilled and performed, the LESSOR does hereby demise and lease to the LESSEE and the LESSEE hereby leases from the LESSOR, the PREMISES, subject to the terms, limitations and conditions stated herein. The PREMISES shall be used by the LESSEE solely in connection with its non-profit programs in accordance with the terms set forth herein. In conjunction with the lease of the PREMISES, LESSEE shall have the right, in common with all other tenants, occupants, visitors, and invitees using or accessing the BUILDING, to use the parking lot and the surrounding grounds adjacent to the BUILDING for the limited purposes of parking and gaining access to and from the PREMISES.

LESSEE acknowledges that the BUILDING is occupied and used by other entities, so that it is required to coordinate its events and activities in order to minimize any potential impact on available parking. Additionally, LESSEE has permission to use, in common with all other tenants of the BUILDING, the first floor of the BUILDING, based on prior approval of the Director of Recreation and Parks for the City.

LESSEE also agrees to fully comply with all rules and regulations applicable to its use and occupancy of the BUILDING as may, from time to time, be promulgated by the CITY.

2. Term.

A. The term of this Lease shall be five (5) years commencing on the 15th day of May, 2016 and continuing through May 14, 2021. There shall be an option for the parties to extend the initial term for one additional two (2) year term through May 14, 2023. Such option must be exercised by a written acknowledgement of the parties, signed by authorized

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representatives of each, no later than sixty (60) days prior to the expiration of the initial term.

B. Upon the termination or expiration of this Lease Agreement or upon the termination of the LESSEE's right of possession, whether by lapse of time or at the option of the LESSOR, the LESSEE shall at once surrender possession of the PREMISES to the LESSOR and remove therefrom all its personal property. In the event that LESSEE does not immediately surrender the PREMISES possession, the LESSOR may reenter the PREMISES and repossess itself of it as of its former estate and remove all property therefrom, using such means as may be necessary without being deemed guilty of any manner of trespass or forcible entry or detainer.

The LESSEE covenants to pay for, and to indemnify the LESSOR against, all reasonable costs and charges, including, but not limited to, counsel and legal fees incurred in obtaining possession of the PREMISES and establishing the LESSOR's title free and clear of this Lease Agreement or in enforcing any covenant or agreement of this Lease Agreement.

Alternatively, in the event that the LESSEE remains on the PREMISES after the expiration of the term without having executed a new written Lease with the LESSOR, such holding over shall not constitute a renewal or extension of this Lease. In such event, the LESSOR may, at its option, elect either to treat the LESSEE as one who has not removed at the end of its term and thereupon be entitled to all available remedies against the LESSEE, or to construe such holding over as a tenancy from month to month, subject to all the terms and conditions of this Lease, except as to duration. In the latter event, the LESSEE shall pay such rent as was due and payable during the last period of the Lease term increased by five percent (5%). The LESSEE hereby agrees that any waiver by the LESSOR of any breach of this Lease shall not constitute or act as a waiver for any subsequent violation or breach.

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3. Rent. The LESSEE covenants that it shall pay to the LESSOR as rent for the PREMISES, the sum of One Hundred Fifty Dollars and No Cents (\$150.00) per month throughout the Lease term. The LESSEE shall pay the rent when due to the LESSOR at the office of its Comptroller at the Norwalk City Hall.

This Lease Agreement shall be deemed and construed to be an absolute "net lease" so that the LESSOR shall receive all rent and all other payments to be made by the LESSEE free from any charges, assessments, impositions, expenses or deductions of any nature. No defense, set off or counterclaim against the rent due the LESSOR hereunder shall be made on this basis in any proceeding for the collection of rent, or for the enforcement of this Lease Agreement.

In addition to the monthly rental payment, LESSEE shall work together with other tenants of the BUILDING to organize and implement an annual fundraising event to support the general maintenance and upkeep of the BUILDING as a public, historical structure. All proceeds from the event will be paid into an escrow account maintained by the LESSOR for the benefit of the BUILDING.

4. Condition of PREMISES. The LESSEE acknowledges that it has examined the PREMISES and all improvements presently located there, is aware of their condition and willingly accepts them "as is" in their present state. It shall be the LESSEE's responsibility to make all repairs, replacements and improvements as may be necessary or desirable for its intended use. The LESSOR has made no representations or warranties of any kind or nature whatsoever as to the condition of the PREMISES or their suitability for any purpose. The LESSOR shall not be required at any time to make any repairs, replacements, changes or alterations to the PREMISES of any kind other than as stated in Section 5 hereof.

5. Repairs and Improvements to PREMISES. The LESSOR is responsible for the operation of the PREMISES and for the

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performance of all needed capital repairs, replacements and improvements to the BUILDING that may be necessary or desirable, including, but not limited to upkeep of the HVAC system and other building systems and utilities serving the BUILDING; and any structural repairs and improvements to the BUILDING including to the exterior walls, windows, roof and foundation.

6. Maintenance and Operation. The LESSEE shall be responsible for maintaining and operating the PREMISES throughout the term of this Lease and any extension or holdover period, in good and clean, orderly and safe condition and repair at its sole cost and expense. Accordingly, the LESSEE shall be responsible for promptly making all necessary repairs, renewals and replacements to the PREMISES of good quality to ensure its proper use, maintenance and operation of the PREMISES and in compliance with all applicable standards and requirements. The LESSEE, further, shall not permit the accumulation of waste, debris, or refuse matter in or on the PREMISES, nor shall it permit anything to be done upon the PREMISES which would invalidate or prevent the procurement of any insurance policy that may at any time be required pursuant to this Lease Agreement. The LESSEE shall not obstruct or permit the obstruction of the streets or sidewalks, accessways or alleys adjoining the PREMISES, except as may be permitted by the Norwalk Fire Department, the Connecticut Board of Fire Underwriters, and any other authority having jurisdiction over the PREMISES, and shall keep the PREMISES at all times clean and free of dirt, rubbish, snow and ice so as not to increase the rate of insurance applicable to the PREMISES. All proceeds of insurance on account of any loss or damage to the PREMISES shall be applied to the cost of any necessary or desirable repairs, renewals and replacements, as provided for herein. Nothing contained in this Lease Agreement shall impose on the LESSOR any obligation to make any repairs or expend any money for the maintenance or upkeep of the PREMISES.

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In an event of default in this Lease Agreement involving any of the following:

(1) the failure of the LESSEE to keep the PREMISES in good and safe condition and repair;

(2) to remove any unsightly, unsafe or otherwise dangerous condition; or

(3) to take any other action either legally mandated or required by the terms hereof; the LESSOR shall have the right, but shall not be required, to make good any default of the LESSEE. Nothing in this Lease Agreement shall imply any duty upon the part of the LESSOR to do or complete any work which the LESSEE is required to perform under any provision of this Lease Agreement. Under no circumstances shall the performance of any such work by the LESSOR constitute a waiver by the LESSOR of any default on LESSEE's part.

The LESSOR may, during the progress of any work elected to be performed by it on the PREMISES, enter with contractors, agents and servants and keep and store upon the PREMISES or any part of it all necessary materials, tools and equipment. The LESSOR shall not, in any event, be liable for inconvenience, annoyance, disturbance, loss or interruption of business or other damage of or to the LESSEE by reason of its bringing or having brought materials, supplies and equipment into, on or through the PREMISES for the purpose of such work provided the LESSOR uses reasonable care under the circumstances. The obligations of the LESSEE hereunder shall not be affected in any manner whatsoever by the actions of the LESSOR in this regard.

The cost of all such work performed by LESSOR on behalf of the LESSEE pursuant to this provision shall be the responsibility of LESSEE to promptly pay upon demand by the LESSOR. All sums advanced, paid or expended by the LESSOR pursuant to the foregoing provisions and all necessary and incidental costs, expenses, and attorneys' fees incurred in connection with the performance of any acts, together with

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interest at the Prime Interest Rate per annum (as defined herein) from the date of the making of such payments by the LESSOR, shall be deemed additional rent and shall be promptly due and payable in full by the LESSEE to the LESSOR. The LESSEE covenants to pay such sum or sums with interest, and the LESSOR shall have (in addition to any other right or remedy) the same rights and remedies in the event of nonpayment by the LESSEE as in the case of default by the LESSEE in the payment of any installment of rent as provided herein. Accordingly, the LESSEE will be responsible for its proportionate share of all costs of and responsibility for maintenance, improvements, repairs, and operating expenses for all building services and systems that serve the PREMISES in common with the remainder of the BUILDING. Such costs shall be determined by agreement with the LESSOR and shall be based on the percentage of the BUILDING comprised of the PREMISES and the proportion of the services and facilities used by LESSEE.

7. Covenant Against Encumbrances. The LESSEE covenants and agrees for itself and its successors and assigns, that it will not engage in any financing or other transaction creating or in any way effectuating a mortgage, encumbrance or lien upon the BUILDING or the PREMISES, whether by express agreement or operation of law, and that it will not place upon the BUILDING or the PREMISES, or suffer to be placed upon the BUILDING or the PREMISES, any lien or other encumbrance, including, but not limited to any levy or attachment. Any such mortgage, encumbrance, attachment, levy or lien placed on the PREMISES shall be deemed a per se violation of this covenant as of the date of its execution or filing of record and LESSEE shall be responsible to have any such mortgage, encumbrance, attachment, levy or lien immediately discharged to the LESSOR's satisfaction prior to its enforcement.

8. Reservation of Easements. The LESSOR reserves to itself certain easements, rights of access, and perpetual rights

in, over, under, across, and to the PREMISES as may reasonably be required for ingress and egress to and from any areas necessary for the operation, maintenance, repair, and replacement of the PREMISES or any portion of the BUILDING or any utilities or facilities serving the BUILDING. Provided, however, that the exercise of any right hereunder shall not unreasonably interfere with the lawful use and enjoyment of the PREMISES by the LESSEE or anyone claiming by, through or under the LESSEE.

The LESSOR also reserves the right unto itself to utilize the PREMISES at no cost (except for reimbursement of actual operational costs incurred as a result of such use) for purposes of any Recreation and Parks sponsored program or event. LESSOR and LESSEE shall cooperate in terms of scheduling all such uses in advance. LESSOR, however, shall be given priority over any of LESSEE's outside activities, but will not have the right to pre-empt any previously scheduled activities of LESSEE.

9. Compliance with Laws, Permits and Regulations. The LESSEE shall, at its sole cost and expense throughout the term of this Lease Agreement, promptly comply with any and all applicable governmental laws, ordinances, orders, rules, regulations and requirements, including those of appropriate departments, commissions, and boards which may, at any time, pertain to the PREMISES and the uses which the LESSEE shall make of the same. The LESSEE shall likewise observe and comply with all requirements of all insurance policies in force at any time with respect to the PREMISES.

10. Sublease and Assignments. The LESSEE shall not without the prior written consent of the LESSOR make or create, or suffer to be made or created, any total or partial transfer, assignment, conveyance, lease, sublease, trust, power, or other transfer or disposition in any mode or form, of or with respect to the PREMISES, this Lease Agreement or any of the rights, privileges, interests, obligations or liabilities hereunder,

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including one-time uses of the PREMISES by third parties. Any such use shall comply, in all respects, with the requirements set by the Director and shall be evidenced by a signed, written Agreement based upon terms, conditions and requirements approved in advance by the LESSOR'S Corporation Counsel. Such use shall be administered so as to protect the best interests of the LESSOR and the rights and interests of the LESSEE in and to the PREMISES. In no event shall any disposition of the LESSEE's interests or rights in the PREMISES or any portion thereof, any transfer or assignment of this Lease Agreement, or any permission or license granted to any third party, relieve LESSEE from any obligation, liability or responsibility hereunder or with respect to the PREMISES. Rather, LESSEE shall remain fully responsible for the PREMISES and for any and all persons coming upon or using the PREMISES with its knowledge and/or consent.

Any sublease, license or other agreement entered into demising all or any part of the PREMISES or granting permission to use the PREMISES shall be made expressly subject and subordinate to this Lease Agreement including, specifically, all insurance requirements stated herein, and shall contain covenants on the part of the sublessee or licensee that (a) neither the termination of this Lease Agreement nor the institution of any suit, action or proceeding (other than that of eminent domain) by the LESSOR to recover possession of the PREMISES and other improvements or to realize possession of LESSEE's leasehold estate shall, by operation of law or otherwise, result in the cancellation or termination of the obligations of the sublessee, and (b) if the LESSOR terminates this Lease Agreement, any prior assignment of LESSEE's interest in the sublease or the rents due under the sublease shall automatically terminate and the LESSOR shall be sublessor under the sublease and the sublessee will be deemed to have attorned to the LESSOR for the balance of the term of the sublease. Any sublease agreement shall be in writing approved by the LESSOR's

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Office of Corporation Counsel, duly executed, witnessed and acknowledged, and shall be recorded on the Norwalk Land Records.

In addition, all such agreements shall obligate the sublessee to provide the same insurance coverage as is required of the LESSEE hereunder.

Any assignment or license related to the PREMISES shall be evidenced by an instrument in writing duly executed, witnessed and acknowledged by the LESSEE and the assignee, consented to by the LESSOR and recorded on the Norwalk Land Records. Any assignee shall take the assignment subject to all the terms and covenants in this Lease Agreement and shall assume all obligations and responsibilities applicable to the LESSEE. Complete financial information respecting the proposed assignee, together with the current address of such person or entity, shall be delivered to the LESSOR's Office of Corporation Counsel prior to signing of the document evidencing and/or effectuating any such transaction.

If an assignment is made by LESSEE or any successor of the LESSEE pursuant to and after complying with the conditions of this Lease and in the manner set forth herein, the assignee shall be subject to all of the covenants, agreements, provisions and conditions contained in this Lease Agreement, and in particular to the limitations and restrictions set forth with regard to future assignments and subleasing.

11. Termination of Lease Agreement. In the event that the LESSEE remains on the PREMISES after the expiration of the term stated in Section 2 hereof, without having executed a new written Lease with the LESSOR, such holding over shall not constitute a renewal or extension of this Lease. In such event, the LESSOR may, at its option, elect either to treat the LESSEE as one who has not removed at the end of its term and thereupon be entitled to all available remedies against the LESSEE, or to construe such holding over as a tenancy from month to month, subject to all the terms and conditions of this Lease, except as

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to duration. In the latter event, the LESSEE shall pay such rent as was due and payable during the last period of the Lease term increased by five percent (5%). The LESSEE hereby agrees that any waiver by the LESSOR of any breach of this Lease shall not constitute or act as a waiver for any subsequent violation or breach.

Upon the termination or expiration of this Lease Agreement or upon the termination of the LESSEE's right of possession, whether by lapse of time or at the option of the LESSOR, the LESSEE shall at once surrender possession of the PREMISES to the LESSOR and remove therefrom all its personal property. In the event that LESSEE does not immediately surrender possession, the LESSOR may reenter the PREMISES and repossess itself of it as of its former estate and remove all property therefrom, using such means as may be necessary without being deemed guilty of any manner of trespass or forcible entry or detainer.

The LESSEE covenants to pay for, and to indemnify the LESSOR against, all reasonable costs and charges, including, but not limited to, counsel and legal fees incurred in obtaining possession of the PREMISES and establishing the LESSOR's title free and clear of this Lease Agreement or in enforcing any covenant or agreement of this Lease Agreement.

12. Default Provisions

The LESSOR may terminate this Lease upon a default by the LESSEE, which includes, but is not limited to, the following:

(i) the failure of the LESSEE to pay any installment of rent or other sums due (including interest) to or for the benefit of the LESSOR under this Lease on the date due, which failure continues for more than ten (10) days thereafter;

(ii) the abandonment or desertion of the PREMISES by LESSEE;

(iii) the filing of any lien, attachment or other encumbrance against the PREMISES by a party claiming by, through, under or against the LESSEE, which is not discharged or otherwise provided for to the LESSOR's reasonable satisfaction within thirty (30) days from the date of notice to LESSEE of the same;

(iv) the filing of an application by the LESSEE for a consent to the appointment of a receiver, trustee or liquidator of itself or its assets; LESSEE's voluntary petition in bankruptcy or of a pleading in any Court admitting its inability to pay its debts as they come due; a general assignment by LESSEE for the benefit of its creditors; or LESSEE's filing of an answer admitting the material allegations of, or LESSEE's consenting to or defaulting in answering, a petition filed against it in any bankruptcy proceeding;

(v) the entry of an order, judgment or decree by any court of competent jurisdiction adjudicating LESSEE a bankrupt, or appointing a receiver, trustee or liquidator of LESSEE or of its assets, which order, judgment or decree continues unstayed and in effect for sixty (60) consecutive days;

(vi) any action making this Lease Agreement the subject of or taking it under a writ of execution;

(vii) the failure of LESSEE to comply with any provision or covenant of this Lease or to fulfill or perform any responsibility, condition, or agreement hereof, which, except in the case of a failure to comply with the timeliness requirements hereof, is not remedied, rectified or cured within sixty (60) days following the receipt of a written notice thereof from the LESSOR. In the event that any such default, other than a failure to meet the timeliness set forth in Section 5, cannot be cured within such sixty (60) day period, the LESSEE must take all necessary and reasonable action in order to commence to cure such failure within such sixty (60) day period and must diligently prosecute the same to completion.

In any event of default by LESSEE, the Lease shall, at the LESSOR's option, and upon notice to the LESSEE, terminate and expire and the LESSEE shall quit and peacefully surrender the PREMISES to LESSOR and LESSOR, upon or at any time after any such expiration or termination, may without further notice, enter upon and re-enter the PREMISES and possess and repossess itself thereof, by force, summary proceedings, ejectment or otherwise, and may dispossess LESSEE and remove LESSEE and all other persons and property from the PREMISES and may have, hold and enjoy the PREMISES and the right to receive all rental income of and from the same.

At any time or from time to time after any such expiration or termination, LESSOR may relet the PREMISES or any part thereof for such term or terms and on such conditions as LESSOR, in its uncontrolled discretion, may determine and may collect and receive the rents therefor. LESSOR shall in no way be responsible or liable for any failure to relet the PREMISES or any part thereof, or for any failure to collect any rent due upon any such reletting.

No such expiration or termination of this Lease shall relieve LESSEE of its liability and obligations under this Lease Agreement and such liability and obligations shall survive any such expiration or termination.

LESSEE hereby expressly waives, so far as permitted by law, the service of any notice of intention to re-enter provided for in any statute, and except as is herein otherwise provided LESSEE, for and on behalf of itself and all persons claiming through or under LESSEE (including any leasehold mortgagee or other creditor), also waives any and all right of redemption or re-entry or re-possession in case LESSEE shall be dispossessed by a judgment or by warrant of any court or judge or in case of re-entry or re-possession by LESSOR or in case of any expiration or termination of this Lease. The terms "enter", "re-enter",

"entry" or "re-entry" as used in this Lease are not restricted to their technical legal meanings.

In the event of any breach or threatened breach by LESSEE of any of the agreements, terms, covenants or conditions contained in this Lease, LESSOR shall be entitled to enjoin such breach or threatened breach and shall have the right to invoke any right and remedy allowed at law or in equity or by statute or otherwise as though re-entry, summary proceedings, and other remedies were not provided for in this Lease.

Each right and remedy provided for in this Lease shall be cumulative and shall be in addition to every other right or remedy provided for in this Lease, now or hereafter existing at law or in equity, or by statute or otherwise, and the exercise or beginning of the exercise by LESSOR or LESSEE of any one or more of the rights or remedies provided for in this Lease or now or hereafter existing at law or in equity or by statute or otherwise shall not preclude the simultaneous or later exercise by the party in question of any or all other rights or remedies provided for in this Lease or now or hereafter existing at law or in equity or by statute or otherwise.

13. Assignment to Trustee in Bankruptcy. In the event this Lease Agreement is assumed by or assigned to a trustee pursuant to the provisions of the Bankruptcy Reform Act of 1978 (referred to as "Bankruptcy Code") (11 USC 1 et seq.) as it may be amended, and the trustee does not cure all defaults under this Lease Agreement and does not provide adequate assurances of future performance of this Lease Agreement as are required by the Bankruptcy Code within the applicable time periods provided by the Bankruptcy Code, then this Lease Agreement shall be deemed terminated automatically and the LESSOR shall have the right to immediate possession of the PREMISES and shall be entitled to all remedies provided by the Bankruptcy Code for damages for breach or termination of this Lease Agreement.

To the extent not prohibited by law, all expenses, including reasonable attorneys' fees and court costs, incurred by the LESSOR by reason of any default in payment by the LESSEE (whether or not any proceeding is instituted) or in connection with any action or proceeding affecting this Lease Agreement or the PREMISES, shall be paid to the LESSOR by the LESSEE on demand.

14. Commercial Transaction. The LESSEE acknowledges that this Lease constitutes a commercial transaction within the meaning of Section 52-278a of the Connecticut General Statutes, as amended. Pursuant thereto, the LESSEE hereby waives and relinquishes all rights to notice and a hearing as provided in Section 52-278g through Section 52-289a of the Connecticut General Statutes, as the same may be amended, prior to the LESSOR obtaining any remedy against the LESSEE in connection with the enforcement by the LESSOR of any of its rights or remedies under this Lease Agreement.

Without limiting any of the above, the LESSOR and its successors and assigns shall be deemed beneficiaries of the covenants provided in this Agreement, both in its own rights and for the purpose of protecting the rights and interests of the public, in whose favor and for whose benefit the covenants shall be deemed to be provided.

15. Waiver or Surrender of Rights

The receipt of rent or any sum of money by the LESSOR, with knowledge of any breach of this Lease Agreement by the LESSEE or of any default on the part of the LESSEE in the observance or performance of any of the conditions, agreements or covenants of this Lease Agreement, shall not be deemed to be a waiver of any provision of this Lease Agreement. Nor shall any failure on the part of the LESSOR to enforce any covenant or provision of this Lease Agreement, or any waiver of any right under it by the LESSOR, discharge or invalidate such covenant or provision or affect the right of the LESSOR to enforce the same

in the future. To be valid, any waiver of a covenant or condition of this Lease Agreement must be in writing and signed by the LESSOR's Corporation Counsel and shall apply only with respect to the particular act or matter involved. Nothing herein shall relieve the LESSEE from the obligation, wherever required under this Lease Agreement, to obtain the consent of the LESSOR to any other or subsequent act or matter. No waiver of any breach shall affect or alter this Lease, but each and every agreement, term, covenant and condition hereof shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

The receipt by the LESSOR of any rent, other sum of money, or consideration paid by the LESSEE after the termination, in any manner, of the term demised, shall not reinstate, continue or extend the term unless so agreed to in writing and signed by the LESSOR and LESSEE.

16. Insurance. The LESSEE agrees, at its own expense, to maintain throughout the term hereof, and any extension or holdover period, insurance in such amounts and types of coverage as required by the Insurance Rider attached hereto as Exhibit B. The LESSOR may, from time to time, reasonably amend the required types and amounts of insurance coverage by written notice to LESSEE and LESSEE shall diligently comply by meeting the requirements of any such changes.

No less than ten (10) days before the commencement of the term of this Lease, the LESSEE shall provide a certificate evidencing the foregoing insurance coverage to the LESSOR's Corporation Counsel. The coverage shown shall comply with all requirements set out in the Rider.

The LESSEE shall not at any time act nor permit any actions on or to the PREMISES which are or may be contrary to law or which will invalidate or be in conflict with any policy of insurance at any time carried by or for the benefit of the LESSOR with respect to the PREMISES, or which might subject the

LESSOR to any liability for personal injury, property damage or other financial loss or expense. The LESSEE, its agents, licensees, sublessees, guests or invitees shall not keep anything in, on or around the PREMISES except as now or hereafter permitted by the Norwalk Fire Department, the Connecticut Board of Fire Underwriters, and any other authority having jurisdiction over the PREMISES, and then only in such manner and such quantity so as not to increase the rate of fire insurance applicable to the PREMISES, nor shall it use the PREMISES in a manner which will increase the fire insurance rates because of special risk.

17. Indemnification. The LESSEE shall indemnify, defend and save harmless the LESSOR, its employees, officials and agents from and against all liabilities; obligations; damages; penalties; claims; losses; costs and expenses, including reasonable attorneys' fees, paid, suffered or incurred as a result of or in connection with: (i) any breach by the LESSEE, its agents, contractors, employees, sublessees, invitees, guests or licensees, of any covenant, requirement or condition of this Lease; (ii) the negligence, willful or wanton act or omission of the LESSEE, its agents, contractors, employees, sublessees, invitees, guests or licensees; (iii) the use and occupancy of the PREMISES by the LESSEE, or any of its agents, assignees, contractors, employees, sublessees, invitees, guests or licensees; or (iv) the condition of the PREMISES at any time.

The LESSEE's liability under this indemnification extends to the acts and omissions of any employee, invitee, subtenant, assignee, guest or licensee of the LESSEE, and any agent, contractor, employee, invitee, guest or licensee of such subtenant, licensee or assignee. The LESSEE hereby assumes and agrees to pay for the defense of all such claims, damages, demands, suits and proceedings described herein. The provisions of this paragraph shall survive the expiration or early

termination of this Lease and shall not be limited by reason of any insurance coverage.

Neither the LESSOR nor its agents shall be liable for damages to the LESSEE or its property or to any person claiming through the LESSEE, nor shall rent be abated for injury to person or damage to or loss of property wherever located from any cause.

18. Signage. The LESSEE shall not erect any sign or banner in, on, or about the PREMISES without prior written consent of the appropriate authority within the LESSOR as to the proposed description, size, color and location of such sign. When such written consent is obtained from the LESSOR, the LESSEE agrees and covenants that all such signs shall be in accordance with all applicable statutes, ordinances, codes, rules, and/or regulations of any governmental authority, and that the LESSEE shall maintain such signs and keep the same in a good state of repair. Upon vacating the PREMISES, the LESSEE agrees, at its expense, to remove all signs and to repair any and all damages caused by the same or their removal. The LESSOR shall have absolute discretion on all matters concerning signs or banners.

19. Eminent Domain. If the entire leased PREMISES is ever taken by any public authority under the power of eminent domain, then the term of this Lease shall cease as of the day such possession is taken and the rent shall be paid up to that day with a proportionate refund being given of such rent as may have been paid in advance.

If a part only of the PREMISES is taken under eminent domain, LESSEE shall have the right either to terminate this Lease and declare the same null and void or, subject to the LESSOR's rights of termination as set forth herein, to continue in possession of the remainder of the PREMISES. LESSEE shall notify the LESSOR in writing within thirty (30) days following the date when title vests in the taking authority. The failure

of LESSEE to so notify the LESSOR of its intention will be deemed an expression of its consent to continue in possession of the PREMISES under the terms herein set out. In the event LESSEE elects to remain in possession, all of the terms herein provided shall continue in effect, except that the rent shall be reduced in proportion to the amount of the PREMISES taken.

20. General Provisions

Invalidity of Particular Provisions. If any provision of this Lease Agreement or the application of it to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this Lease Agreement, or the application of such provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this Lease Agreement shall be valid and be enforced to the fullest extent permitted by law.

Quiet Enjoyment. The LESSOR acknowledges that the LESSEE, upon paying the rent and all impositions and other charges, and performing all the covenants and conditions of this Lease Agreement, may, subject to the LESSOR's rights, as set forth in this Lease or as may exist at law or equity, lawfully and quietly occupy the PREMISES during the term of this Lease Agreement without hindrance or molestation by the LESSOR.

Conflict of Interest. No member, official, or employee of the LESSOR shall have any personal interest, direct or indirect, in this Lease Agreement, nor shall any member, official, or employee participate in any decision relating to this Lease Agreement which affects his or her personal interests or the interests of any other entity or person in which he or she is directly or indirectly, interested. No member, official, or employee of the LESSOR shall be personally liable to the LESSEE, its successors and assigns, or anyone claiming by, through or under the LESSEE or any successor in interest to the PREMISES, in the event of any default or breach by the LESSOR or for any amount which may become due to the LESSEE, its

successors and assigns, or any successor in interest to the PREMISES, or on any obligation under the terms of this Lease Agreement.

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut.

Brokerage. The LESSEE and the LESSOR each represent and warrant to the other that neither has dealt with any broker or finder in connection with the transactions herein contemplated and each agrees to indemnify, defend and hold the other harmless from any and all manner of claims, including, but not limited to, reasonable attorneys' fees and expenses incurred by the other party and arising out of any claim by any broker or finder if it is ultimately determined that either party has dealt in contravention of its representation and warranty.

Assignability and Binding Effects. Subject to all provisions respecting the rights of assignment or subleasing, this Lease Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of the parties hereto.

Entire Agreement. This Agreement, together with its exhibits, constitutes the entire agreement between the parties hereto with respect to the subject matter hereof.

Duplicate Originals. This Lease Agreement will be executed in four (4) copies, each of which shall constitute an original. The warranties, representations, agreements and undertakings shall not be deemed to have been made for the benefit of any person or entity, other than the parties hereto.

Delays. LESSEE shall not be deemed to be in default of any deadline specified hereunder if said delay or non-compliance is due solely to LESSOR's non-compliance with any required deadlines for performance of its obligations or a delay on the part of LESSOR's agents and/or employees.

Approvals. In any case where the approval of LESSOR is required, communication by the Director of its Department of Recreation and Parks is sufficient. Said approval shall be not unreasonably withheld or delayed.

Witnesseth: The LESSEE represents that it is a corporation duly organized, validly existing and in good standing under the laws of the State of Connecticut and has full corporate power and authority to enter into and perform its obligations as LESSEE under this Lease Agreement.

The LESSOR and LESSEE represent to each other as follows:

A. That each has taken all necessary and proper action to has complied with all applicable legal requirements necessary to authorize, adopt, execute and deliver this Lease Agreement; to assume its responsibilities and perform its obligations hereunder; and to consummate the transactions contemplated hereby; and

B. That this Lease Agreement has been duly executed and delivered by each and constitutes a valid and binding obligation enforceable in accordance with its terms, conditions, and provisions.

This provision shall survive the execution of this Lease Agreement and its expiration or earlier termination.

Notice Provisions. Notices provided for or given under this Lease Agreement will be given to the individuals listed below:

FOR THE LESSOR:

Director of Recreation and Parks
125 East Avenue
City Hall, P.O. Box 5125
Norwalk, CT 06856-5125

Corporation Counsel
City Hall, P. O. Box 798
Norwalk, Connecticut 06856-0798

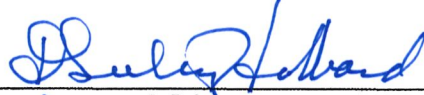
STATE OF CONNECTICUT)

) ss. Norwalk May 19, 2016

COUNTY OF FAIRFIELD)

Personally appeared, before me, John Moeling, who acknowledged himself to be the President of **NORWALK LAND TRUST, INC.**, and that he as such President of **NORWALK LAND TRUST, INC.**, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as President.

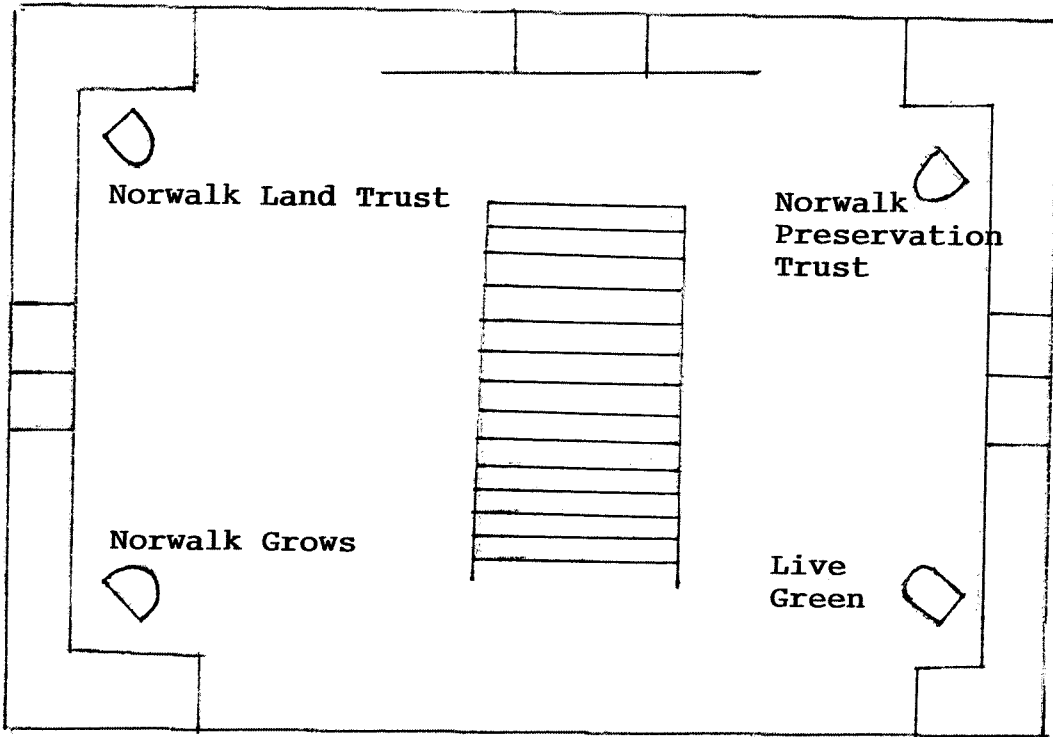
IN WITNESS WHEREOF, I hereunto set my hand and official seal.



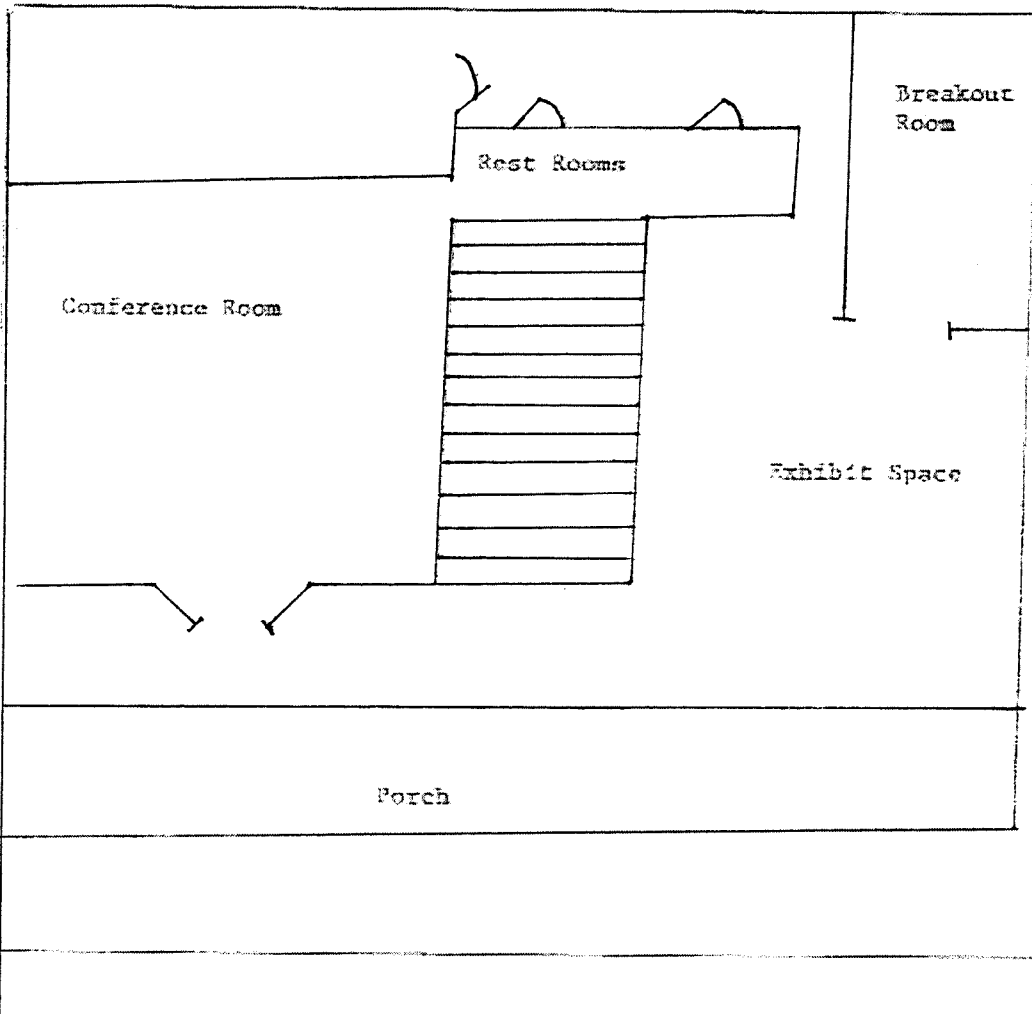
Notary Public
Commissioner of Superior Court

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By: 

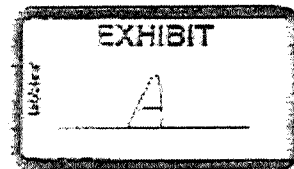


Each Area 12' x 14'
168 square feet



First Floor (Groups
can use the entire
1st Floor)

Scheduled Meetings
in Conference Room



INSURANCE RIDER

The Lessee shall provide and maintain insurance coverage related to its services in connection with the Project 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 Lessee's policies.

Minimum Scope and Limits of Insurance:

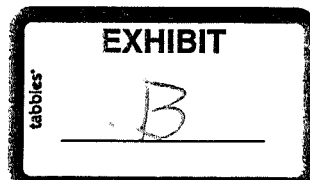
Workers' Compensation Insurance: With respect to all operations the Lessee performs, it shall carry Workers' Compensation Insurance in accordance with the requirements of the laws of the State of Connecticut.

Commercial General Liability: With respect to all operations the Lessee performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) 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).

Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Lessee shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

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

Errors and Omissions/Professional Liability: With respect to any damage caused by an error, omission or any negligent or wrongful act of the Lessee or any subcontractor or subconsultant in connection with any professional services performed under



Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, or cancelled in coverage or in limits 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 Lessee 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 Lessee 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 Lessee's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the Lessee 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 of Norwalk as an Additional Insured with respect to the Lessee's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Waiver of Subrogation: Lessee waives the right to subrogate or seek recovery from City of Norwalk and its insurance carriers.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the Lessee shall furnish Certificate(s) of Insurance to Corporation Counsel's Office prior to the Lessee's commencement of services under this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (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.

**AMENDMENT OF THE LEASE AGREEMENT
BY AND BETWEEN
CITY OF NORWALK
AND
ASPETUCK LAND TRUST, INC.
FOR A PORTION OF FODOR FARM**

THIS AMENDMENT (“Amendment No. 1”) is made of the 1st day of December, 2025 (the “Amendment Effective Date”), by and between the **CITY OF NORWALK**, a municipal corporation organized and existing pursuant to the law of the State of Connecticut, acting herein by Barbara C. Smyth, its Mayor, duly authorized (the “Lessor”), and **ASPETUCK LAND TRUST, INC.**, a 501(c) non-stock corporation existing pursuant to the laws of the State of Connecticut, acting herein by Bill Kraekel, its President, duly authorized (the “Lessee”). The Lessor and Lessee referred to herein collectively as the “Parties” and individually as a “Party.”

WHEREAS, the Lessor and Norwalk Land Trust, Inc. (“NLT”) entered into Lease Agreement dated June 3, 2016 (the “Lease”) wherein NLT leased a portion of a 168 sq. ft. space from the Lessor on the first floor of a building located at 328 Flax Hill Road known as the Fodor Farm Main Farmhouse, a copy of which is attached hereto as **Exhibit 1**;

WHEREAS, except as otherwise defined herein, the Capitalized terms used herein shall have the ascribed to the same in the Lease;

WHEREAS, the term of the Lease expired on May 15, 2023, and thereafter, NTL remained on the Premises as a holdover tenant basis;

WHEREAS, NLT and Lessee were parties to a merger effective October 15, 2025 whereby the Lessee was the surviving corporation;

WHEREAS, the Parties desire to amend the Lease;

NOW THEREFORE, for good and value consideration, receipt of which is hereby acknowledged by the Parties, the Parties amend the Lease as follows:

1. The term of the Lease this is hereby extended through November 30, 2027 retroactive to the end of the May 14, 2023 being the end of the term extension option. The Lessee shall have one (1) option to extend the term of the Lease for a period of one (1) year continue through _____, 2028 (the "Extension Term"). Such option must be exercised by a written notice sent by the Lessee to the Lessor no less than sixty (60) days prior to the commencement of the Extension Term.

2. Section 3 is hereby amended to add the following paragraph directly following the first paragraph:

*Commencing on the Amendment Effective Date, the LESSEE covenants that it shall pay to the LESSOR as rent for the Premises, the sum of **FOUR HUNDRED FIFTY DOLLARS (\$450.00)** per month throughout the Lease term. The Lessor shall by the rent when due to the Lessor at the following address: Norwalk City Hall, Attn: Office of Building Management, P.O. Box 5125, Norwalk, CT 06856-5125.*

3. Except as otherwise provided herein, the terms of the Lease shall remain in full force and effect.

4. This Amendment No. 1 may be executed and delivered via facsimile or electronic mail by either of the Parties and the receiving Party may rely on the receipt of such document so executed and delivered via facsimile or electronically as if the original had been received.

IN WITNESS WHEREOF, this Lease has been executed by the Lessor, acting by and through its Mayor, who has caused the seal of his office to be affixed hereto on the day and year set forth herein.

Signed, Sealed and Delivered

in the Presence of:

CITY OF NORWALK

Witness

Witness

By: _____

Barbara C. Smyth
Its Mayor
Duly Authorized

Date Signed: _____

IN WITNESS WHEREOF, this Lease has been executed by the Lessee, acting by and through its President, who has caused the seal of his office to be affixed hereto on the day and year set forth herein.

Signed, Sealed and Delivered

in the Presence of:

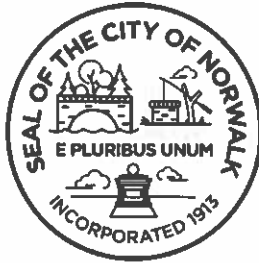
ASPETUCK LAND TRUST, INC.

Witness

Witness

By: _____
Bill Kraeckel
Its President
Duly Authorized

Date Signed: _____



DEPT OF FINANCE - Purchasing Department

NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 2/2/2026

DEPARTMENT: Rec and Parks

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

Check One:

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

TOTAL COST: \$100,000 MUNIS Account: 09266030 5777 C0737

VENDOR: SignPro, Inc.

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
	<input checked="" type="checkbox"/>	Supports	
Purchasing Agent Name	<input type="checkbox"/>	Does Not Support	Department Head Name
Date	<input type="checkbox"/>	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Robert Stowers
			Date <u>2/2/2026</u>

JUSTIFICATION:

The Norwalk Parks Department is looking to begin our park sign replacement program based on the recent masterplan of park signage. SignPro is on the GSA contract, #47QSMS24D002H

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency



Sign Pro, Inc.
 60 Westfield Drive
 Plantsville, CT 06479
 Ph: (860) 229-1812
 FAX: (860) 223-1812
 Web: <http://www.signpro-usa.com>

Estimate #: 67051

Created Date:	1/29/2026 12:40:00PM	Prepared For:	City of Norwalk
Salesperson:	Patrick Freer	Contact:	Ken Hughes, Administrative
Email:	pat@signpro-usa.com	Office Phone:	(203) 505-5681
Not Specified:	(860) 229-1812	Email:	khughes@norwalkct.gov
Not Specified:	(860) 223-1812	Address:	125 East Avenue
Entered by:	Patrick Freer		Norwalk, CT 06851

Description: Entrance Wayfind Signs for Park Sign Program -GSA Contract #47QSMS24D002H

	Quantity	Unit Price	Subtotal
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1	Product: Design / Setup Description: Pre-press setup fee required for creating production files and programming.	1	\$522.50	\$522.50
<p>Estimated Design Time is Based on the Initial Information Provided at the Time of the Order.</p> <p>Additional Design Time Required will be Added to the Final Invoice at an Hourly Rate of \$95/hr.</p> <ul style="list-style-type: none"> • 1 Files • 30 min Setup Time Per File. • 300 min Creative Design Time Per File. 				

	Quantity	Unit Price	Subtotal
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2	Product: Misc Description: Misc- PROJECT MANAGEMENT-Sign Pro to follow client specified design and fabricate, project manage and install to the City of Norwalk at City Park locations: (7) *G L -LARGE GATEWAY and (25) of the *G M -MEDIUM GATEWAY project signs. Sign Pro to match the IDS sign build specs and will incorporate the park name, logo, hours of operation, some symbols representing what is on-site as well as some general rules/regs along with anti-graffiti covering.	1	\$1,109.01	\$1,109.01
<ul style="list-style-type: none"> • 1 Ea., Project Management 				

	Quantity	Unit Price	Subtotal
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3	Product: Tube Frame Description: Tube Frame	7	\$3,218.32	\$22,528.24
<ul style="list-style-type: none"> • 7, 120 in (H) x 70 in (W) x 3 in (D) Tube Frame Cabinet • ALUM/SQ-3" x 3" x 0.125-6063-24' Cabinet Side 1: Decorated Face Side 2: Skin Painting • PMS 4023C Akzo Nobel Primary Paint 				

	Quantity	Unit Price	Subtotal
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4	Product: Tube Frame Description: Tube Frame	25	\$2,247.37	\$56,184.25
<ul style="list-style-type: none"> • 25, 108 in (H) x 70 in (W) x 3 in (D) Tube Frame Cabinet • ALUM/SQ-3" x 3" x 0.125-6063-24' Cabinet Side 1: Decorated Face Side 2: Skin Painting • PMS 4023C Akzo Nobel Primary Paint 				



Sign Pro, Inc.
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Estimate #: 67051

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	Quantity	Unit Price	Subtotal
5	1	\$19,656.00	\$19,656.00
Product: Sign Installation			
Description: Installation to be performed during regular working business hours Mon-Fri 7am - 4pm			
<ul style="list-style-type: none">• 1st Crew: 12/30/1899• Service Time of 32 hr 0 min and Travel Time of 10 hr 0 min• Crew of 2, Installation Labor• Equipment :1, Dump Truck and 1, Toolcat w/ Attachments & Trailer			



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Notes

SIGN PRO proposes to furnish products and services based on this estimate, the products and services to complete the above specifications for the total sum indicated and line-item verbiage for optional services. Estimates are valid for 30 days from receipt.

TERMS AND CONDITIONS:

1. **AGREEMENT:** When this estimate/contract is being signed by a duly authorized person, all provisions contained herein become integral parts of this contract and there is no other agreement or understanding or any nature concerning same unless such agreement or understanding, if any, is specifically incorporated herein.
2. **INSURANCE:** The client shall carry fire, tornado, earthquake, and all necessary insurance. Sign Pro is not liable for Acts of God. Sign Pro carries Workman's Compensation insurance on ALL employees
 - a. **INDEMNIFICATION OF SELLER:** Client shall indemnify, protect and hold harmless Sign Pro Inc., its agents, servants, successors and assigns from and against all losses, damages, injuries, claims, demands and expenses, including legal expenses, of whatever nature, arising out of the use, condition or operation of any item of the signage, regardless of where, how and by whom installed. Buyer shall assume the settling of, and the defense of any lawsuits or other legal proceedings brought to enforce all such losses, damages, injuries, claims, demands and expenses and shall pay all judgments entered in the suit for other legal proceedings. The indemnification and assumptions of liability and obligation herein provided shall continue in full force and effect notwithstanding the termination of this agreement, whether by expiration of time, by operation of law or otherwise.
3. **PAYMENT TERMS AND CONDITIONS:**
 - 50% deposit required with signed estimate and to start production; balance due upon completion of work or delivery of goods; OR
 - Purchase Order document provided and approved by Sign Pro, Inc.; OR
 - Payment Terms: Credit Application completed, and terms and credit line approved by Sign Pro, Inc.
 - Payment can be made via Credit Card, ACH, check, bank check or cash. A credit card processing fee may apply for any transaction over \$10,000.00.
4. **SERVICE CHARGE:** If the balance of the agreement is not paid within 30 days of completion the above-mentioned warranty will be void. Service charge will be computed on Past Due balances at 1.50% PER MONTH. On all balances that go past 55 days a Mechanical Lien may be filed until payment is received.
5. **CANCELLATION:** This proposal is made for especially unique items therefore, once accepted is not subject to cancellations. The product will be produced and the only service that can be credited is for a portion of installation labor not completed once formal notice from the client is received by Sign Pro.
6. **ENFORCEMENT:** Should client fail to perform any terms of this agreement and should Sign Pro be obligated to employ an attorney to enforce performance or collection thereof, reasonable attorney fees and costs of collection shall be added to the balance due thereon.
7. **PERMITS:** The client agrees to secure all necessary governmental permits that my include and/or limited to: City, Right of Way, Encroachment, Sidewalk, Parking Meters, Traffic Control - Arrow Boards, Safety Barrels, Police Officer and or Airport Authority and/or all necessary permits from the building owner whose permission is required for the installation of the products and assumes all liability with regard to same and liability, public and otherwise, for damages caused by the products or by reason of it being on or attached to the premises. This authority can include 3rd party subcontractors. Client agrees to secure all necessary permission for use of all registered trademarks or copyrights used on the products. Sign Pro offers the above procurement of these services to the client if the client would like Sign Pro to provide these services and agrees to pay for the services and per the verbiage and cost in the line item of the estimate. Permits procured in Sign Pro's name are not transferrable to any other party.
8. **ELECTRICAL AGREEMENT:** All necessary electrical wiring, outlets, and connections to the product from the building electrical panel will be properly provided to the product specifications and installed at the expense of the client Electrical service per the NEC 600 Electrical code is required within 5' of sign locations for final connection by SIGN PRO. If electrical is not provided at the time of installation, the electrical final connection is to be performed and paid for by others.
9. **FIELD SURVEY:** This Proposal is subject to the completion of a field survey. After the survey, if any price changes or design modifications are needed, notice will be provided in writing for approval prior to any additional work being performed.
10. **ENGINEERING AGREEMENT:** It may be deemed necessary to have the client's products design reviewed and sealed by a licensed engineer. Engineering fees are not included in the estimate/contract price unless identified in the line item and will be additional at the expense of the client. The client will be given advance notice in writing should engineering become necessary and any additional fees may apply.
11. **DELIVERY:** Sign Pro will not be responsible for delays in shipments caused by delays created by supplies or transportation services or by labor disputes or due to any other circumstances beyond its control. The provisions of this warranty are void.
 - a. Jobs completed on schedule, but not able to be shipped and/or installed due to delays caused by the customer will be invoiced (except shipping and installation) on schedule and demurrage charges will be incurred.
 - b. Sign Pro will not be liable for any delays in job completion caused by the customer, its subcontractors, acts of God, or inaccessibility to the job.
12. **TITLE:** Title to all materials and property covered by this contract shall remain in Sign Pro's name and shall be deemed to constitute a Sign Pro asset in which it may be attached until the purchase price is paid in full. Sign Pro is given an express security interest in said material and property both erected, non-erected, not installed or in storage notwithstanding the way such personal property shall be annexed or installed on the site or building. In the event of default by client, including, but not limited to, payment of any amounts due and payable, Sign Pro may at once (and without process of law) take possession or and remove as and when it sees fit and wherever found, all materials used or intended for use in the construction of said equipment and all property called for in this contract without being deemed guilty of trespass.
13. **GUARANTEE:** Sign Pro warrants the products against defective workmanship in construction and assembly for one year from date of shipment or installation, if installation is made by Sign Pro. Sign Pro shall not be liable for any damages or losses other than the replacement of such defective work or material. Whenever there is any circumstance on which a claim might be based, Sign Pro must be

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AN EQUAL OPPORTUNITY EMPLOYER
Exceeding Your Expectations

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informed immediately, or the provisions of this warranty are void.

14. **INSTALLATION: PRICES QUOTED ARE SUBJECT TO REVISION WHERE EXCESS ROCK OR OTHER UNFORSEEABLE FOUNDATION OR WALL CONDITIONS ARE ENCOUNTERED.**

15. **WALL GRAPHIC EXCLUSION:** Sign Pro will warranty vinyl material to be free of manufacturing defects per manufacturer warranty. However, Sign Pro cannot definitively determine compatibility of vinyl products when applied to painted wall surfaces. Sign Pro is not liable for any paint or wall damage during application or removal of vinyl products.

16. **VEHICLE/WINDOWS ETC. GRAPHICS EXCLUSION:** Sign Pro will warranty vinyl material to be free of manufacturing defects per manufacturer warranty. However, Sign Pro cannot definitively determine compatibility of vinyl products when applied to vehicles/windows etc. with Sign Pro is not liable for any paint damage during application or removal of vinyl media. Sign Pro warrants media films based of the media manufacturers. All media is not warrantied for horizontal sun surface exposure.

17. **GRAPHIC FILM WARRANTY:** The graphic media warranty period is the period of time from the printing and of the graphic media that warrants when used in graphic means and methods per the media graphic current standards, product bulletins, and applied according to the media products standards and instruction bulletins. Sign Pro handles the warranty claims with the graphic media manufacturer. The warranty period is based on the media selected for the project.
 Sign Pro does not warranty any graphic media or installation of the client supplied media. No exceptions.

18. **SALES AND USE TAX:** Customer shall bear responsibility for payment of all sales and use tax. Sign Pro shall be entitled to revise and amend the sales tax portion of this estimate in accordance with applicable national, foreign, municipal, state, federal or other Governmental Authority requirements. Customer is responsible to make payment for any sales tax revisions or amendments to the estimate contained herein.

January 1, 2024

Estimate Total:	\$100,000.00
Subtotal:	\$100,000.00
Total:	\$100,000.00

Payment Terms: COD: All sales are payable upon delivery. New customers or existing customers without terms are required to make a 50% deposit prior to commencement of work. Invoices which are not paid promptly are subject to a 1 1/2% interest charge per month on the unpaid balance. The cost of collecting the unpaid balance will be at the expense of the customer. All signs are property of SIGN PRO, INC. and deposits will be considered rental for use of signs until payment is made in full. SIGN PRO INC. reserves the right to remove any signage for the lack of payment. A credit card processing fee may apply if paid by credit card.

Client Reply Request

Estimate Accepted "As Is". Please proceed with Order. Other: _____

Changes required, please contact me. SIGN: _____ Date: / /