

Lockwood-Mathews Mansion Museum
Rental Information, Rules, Regulations, & Agreement
For Norwalk Residents/Non-Profit Organizations

SCHEDULE OF RATES 2012

FEES:

Timeframe includes delivery time, set-up, event, clean-up (9 hours total)

Rotunda and Entrance Hall	\$1,725
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Full Downstairs of Museum (Includes Entrance Hall, Rotunda & Billiards Room)	\$2,875
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Note: Gallery Rooms (Library, Music Room, Drawing Room and Dining Room) are for viewing only – Docents are available for period room access for \$25 per hour per person

Membership Fee	\$55
Security Deposit (Refundable)	\$700
Cleaning Fee	\$300
Exceeds # of hours, but not curfew per hour	\$150
Exceeds curfew (whether or not exceeds # hours) per hour	\$250
Failure by user to properly clean after event per contract per hour	\$250
Museum Staff (Minimum of 2) is \$25 per hour per person per 100 people per event	

Special Hourly Rate: Monday-Friday, 9am – 5pm
Billiards Room Only

Timeframe: Minimum 1 hour/Maximum 5 hours – Daytime and Evening Meetings –
Billiards Room (May be booked no more than 60 days in advance)

Per Hour	\$100
Option to buy 1 additional hour (After Midnight)	\$250

Membership Fee	\$55
Security Deposit (Refundable)	\$700
Cleaning Fee	\$200
Exceeds # of hours, but not curfew per hour	\$150
Exceeds curfew (whether or not exceeds # hours) per hour	\$250
Failure by user to properly clean after event per contract per hour	\$250
Museum Staff (Minimum of 2) is \$25 per hour per person per 100 people per event	

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USES

The LOCKWOOD-MATHEWS MANSION MUSEUM may be licensed for meetings, social events, and cultural activities. Benefits for non-profit organizations at which items would be sold must have permission from the LOCKWOOD-MATHEWS MANSION MUSEUM Board of Directors and have the proper permits issued by the City of Norwalk and the State of Connecticut. Other uses of the property may be approved by the Lockwood-Mathews Mansion Museum on an individual basis.

FACILITIES

The facilities being offered for use by its members include the Mansion itself or certain parts thereof and/or selected portions of the yard where tents may be installed.

Full house use as defined herein includes the first floor, including the veranda, restroom facilities and kitchen (See appendix A for house capacities and sample floor plans).

Conference room usage includes use of the Billiards Room and restroom facilities on the basement floor plus kitchen facilities on the first floor.

Tent usage includes two designated areas on the property. Staff can give information of locations of tent usage.

GROUND

As the Lockwood-Mathews Mansion Museum is in a municipal park of the City of Norwalk, the grounds are open to the public. Mansion usage allows for the use of the immediate surrounding grounds only. Member usage does not include the Mansion front/south lawns, or the area around the Gate Lodge, Carriage House, which are privately licensed. Any use of these areas which result in the need for cleanup will be charged at the regular cleanup fee as stated in page 1 (Schedule of Rates) of this Member Usage Contract. Tents may be erected for events during the week or on weekends and may be on site prior to or subsequent to the event for which they are intended. Therefore, a tent may be on the grounds during your use from a prior or subsequent use. These designated tent areas, therefore, may not be available to you unless you have been specifically reserved as a tent rental.

APPOINTMENTS

If you wish to view the Mansion or visit the Mansion with your caterer, florist, etc, an appointment must be made with the Lockwood-Mathews Mansion Museum office staff at least 24 hours in advance. Appointments are made on weekdays between the hours of 10am and 4pm. Please note: Our office closes at 5pm each weekday. Therefore, allow sufficient time when making such appointments to conclude your business by that time. The Mansion schedule varies on the weekdays due to events, cleaning, and repair schedules. Please respect the fact that we may have a very limited staff. We wish to give the best possible service to all users as well as potential users of this establishment.

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RESERVATIONS/PAYMENTS

Reservations are accepted up to 24 months in advance with rates guaranteed at least 12 months in advance. A reservation is established when the Lockwood-Mathews Mansion Museum Application for Member Usage has been fully executed by the applicant and accepted by the duly authorized agent of the Museum. All applications must be accompanied by a 25% down payment. This down payment automatically becomes non-refundable three business days after it is received. As down payments are based upon the rate in effect at the time the application is made, if the license fee is increased the Museum may require that any balance due on the adjusted down payment be made at that time. Bookings will not be done on a hold basis nor a date committed by the Museum unless the formal application is presented and accepted. A secondary 25% payment will be done 120 days prior to the scheduled event. The balance of the Member Usage fee along with the security deposit and the insurance certificate/application are due to the Lockwood-Mathews Mansion Museum 60 days prior to the event. Any failure to complete all parts of the application process may result in the termination of the reservation.

RESPONSIBILITY

The individual who signs the application for use of the Mansion assumes all responsibility for the facility and will be noted as "User" in this text. All payments, correspondence, insurance certificate/application and hold harmless, and communications regarding the use of the Mansion will be made through this individual.

In order to qualify for the Norwalk Resident/Taxpayer rate, the User must be a Norwalk resident or own real property in Norwalk. The User will be required to sign a form acknowledging the he and/or she is not acting on behalf of any other individual in signing this contract. At the time the Application and Agreement for Member Usage is signed, the User will need to present a drivers license, current tax bill or lease of a Norwalk residence. In the event that it is determined that the User is in fact acting on behalf of others, the Authority reserves the right to terminate this contract as fraudulent and/or take other actions as it may deem appropriate.

User may also appoint a Designated Representative. The Museum office will notify this individual of damages or charges against the security deposit in the event that they are unable to contact on the User's behalf if so desired. The Lockwood-Mathews Mansion Museum has the right to rely on the Designated Representative's authority with all powers and responsibilities as set forth in the Agreement until otherwise notified by the User.

PERIODS OF MEMBER USAGE

The Museum is open for tours Wednesday-Sunday from Noon-4pm. Only under unusual circumstances will the Museum close for a member usage or special event. Event usage is quoted for a period of not more than 9 hours of continuous use without additional charge.

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Member usage begins at 4pm with curfew at 1am. Curfew for a Saturday usage is 1am. Curfew for a Sunday usage is Midnight.

For weekday usage, User may set his own hours of use within the following guidelines: Daytime hours (Monday-Thursday) begin at 8am and end at 4pm. Evening hours (Monday-Thursday) begin at 5pm with curfew at Midnight.

User hours begin at the time the Mansion is opened for any reason: i.e. deliveries, florists, caterers, and other activities and does not conclude until the User, guests, caterers, and help (including clean-up) have left the Mansion. Exceeding these hours will result in additional charges as set forth in the attached schedule of rates. These additional charges will be deducted from the security deposit before mailing.

FEES

The fees for the various facilities offered by the Mansion are set forth on the schedule of rates attached hereto and made a part thereof (see page 1). This schedule will be reviewed annually in October. Any change in rates shall become effective on January 1st of the following year. There will be no changes made to the fees imposed for existing contracts which are to be completed within 12 months from the change date. All checks must be payable to the Lockwood-Mathews Mansion Museum of Norwalk, Inc. The mailing address is 295 West Avenue, Norwalk, CT 06850. All returned checks are subject to a \$25 fee.

SPECIAL WEEKEND HOURLY LICENSE

A special weekend hourly rate category has been established by the Lockwood-Mathews Mansion Museum to accommodate smaller functions such as meetings, rehearsals, showers, christenings, and birthday parties. Qualifications for this special weekend hourly rate (listed on page 1) requires licensing of the facility for not less than one hour and not more than five hours. However, one additional hour may be purchased for clean-up only. Please note: If the use of the Museum during a weekend hourly license exceeds the six hour timeframe, the user automatically reverts to the nine hour time full day license fee for either the Norwalk Resident rate or the Non-Resident rate, depending on the user's status. See page 1 for fee schedule. Reservations for this special category are accepted no more than 60 days in advance.

SECURITY DEPOSIT

A refundable security deposit is required 60 days prior to the license date. The deposit is to guarantee the satisfactory clean-up of the facilities and equipment, to cover any damage that may have been caused by the User, guests, caterers, or help (including clean-up), and to cover any other charges that may be imposed under these rules and regulations. Since the Museum does not normally pursue specific claims against caterers, florists, guests, and help, any such charges caused by them which occurred during the User's event will be deducted from the security deposit. In the event proposed charges are to be made against the security deposit, the Museum will make every effort to contact the User or the Designated Representative on the first business day after the event. A written notification of the Museum's intent to charge

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the security deposit shall be mailed to the User within 5 working days. The net security deposit refund will be mailed to the user within thirty (30) working days after the event or, if applicable, when all charges have been determined, whichever is later. Charges in excess of the security deposit will be billed separately and, if not paid within 30 days, appropriate legal action will be taken. User will be liable for all costs of collection including reasonable attorney's fees to pay this debt.

CANCELLATION OF EVENT

Use of the Lockwood-Mathews Mansion Museum is considered cancelled when the Museum receives a prescribed cancellation form fully executed by the User or the Designated Representative. The date of receipt of this form by the Lockwood-Mathews Mansion Museum is the date of cancellation.

If however, under certain circumstances whereupon the User had failed to complete all parts of the application process within the time period permitted or, in the opinion of the Lockwood-Mathews Mansion Museum's Authorized Representative or the Director of the Board, the actions or comments of the User are such that it can reasonably be determined that the User has failed or refused without good cause to excuse and return the prescribed cancellation form, then the Lockwood-Mathews Mansion Museum Authorized Representative or the Chairman of the Board may terminate the User's event by complying with the following procedure:

The Museum shall send a letter via certified mail return receipt requested to the User at the address indicated on the reservation form. This letter shall explain in detail what actions the User has failed to take in accordance with the rules and regulations set forth herein or upon what circumstances the Museum feels the User has indicated his or her desire not to go forward with the transaction. The User shall have a period of fifteen (15) days from the receipt of this letter to either cure the defect or inform the Museum that he or she fully intends to continue with the reservation. Should the User fail to respond or fail to correct a discrepancy within this fifteen (15) day period, the reservation shall be cancelled effective that date and all of the other terms and conditions concerning cancellation and refund of payment shall apply.

REFUND OF PAYMENTS

If your use of the facilities is cancelled within 3 working days after your Application and Agreement for License is fully executed and accepted, the 25% down payment shall be refunded. If your use of the facilities is cancelled subsequent to your three day Right of Rescission, the 25% down payment automatically becomes non-refundable and shall be forfeited. For purposes of the following paragraphs, the term "balance" shall refer to the total license fee charged for the anticipated use less the 25% down payment.

If your use of the facilities is cancelled and all or a portion of the balance of the license fee has been paid, the following refund policy shall apply to this balance only:

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1. Cancellation up to 61 days prior to event, all of the balance to be returned;
2. Cancellation 30-60 days prior to event, 50% of the balance to be returned;
3. Cancellation within 29 days prior to event, all of the balance to be forfeited

RESCHEDULING POLICY

A User may up to six months prior to their reserved date change their reservation to a mutually agreeable date with the 25% down payment held in escrow until a rebooking of the cancelled date. User will not be allowed to reserve a new date until either their cancelled date becomes booked by another party or they give us another 25% down payment. If User chooses to give us another 25% down payment, the original down payment for the cancelled date will be returned to them when and if the cancelled date becomes booked by another party. If the original date is not rebooked, the original down payment is forfeited. User may postpone their date only once and a future Museum reservation must be fully executed within six months subsequent to the date of cancellation or the 25% down payment will be forfeited. User will be subject to all fees in effect at the time the new Application is executed.

If your use of the facilities is postponed due to the death of or a bona fide emergency medical problem of you or your actual/proposed spouse, parents and/or children of either you or your actual/proposed spouse (which documented to the complete satisfaction of the Lockwood-Mathews Mansion Museum), the following additional refund policy shall apply: (1) postponed up to 61 days prior to event, all of the balance shall be applied to a future Museum reservation only; (2) postponed 30 to 60 days prior to event, 50% of the balance shall be applied to a future reservation only; (3) postponed within 29 days prior to event, 25% of the balance shall be applied to a future Museum reservation only. In all cases the 25% non-refundable down payment will be forfeited and the security deposit will be returned. A future Museum reservation must be fully executed within one year subsequent to the date of postponement or the balance to be applied shall be forfeited.

DECORATING

Decorating time is included in the "use hours." No decorating of any kind will be permitted on or attached to any historic surface including, but not limited to: walls, floors, mirrors, woodwork, furniture, and light fixtures. Decorations may be placed on tables that are not part of the Museum's collections. Mantels and sideboard surfaces must be buffed and protected. The use of scotch tape, staples, nails, and other fastening materials is prohibited. All decorations shall be removed upon the termination of the event. The veranda may be decorated with lights, flowers, etc, but must fall under the above rules with regards to fastening materials and prior approval of the Lockwood-Mathews Mansion Museum.

In order to protect the Museum from fire hazards, the Museum has adopted a no-flame policy, which includes all use of sternos and candle warmers. If candles are used in a tent, they must be totally enclosed and protected by approved glass hurricanes and appropriate saucers must be provided to catch any dripping wax. All candle usage in the tent must have the approval of the Fire Marshall.

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At different times during the year, the Mansion (inside and/or outside), and/or the Mansion grounds may be decorated. These decorations may be of a holiday nature or a particular theme. These decorations are not to be removed or moved from one location to another in or around the Mansion or grounds, before, during, or after any affair. Please note that additional flowers or plants may be added to the existing plants in the Conservatory but that the existing plants may not be moved or removed from the Conservatory.

DELIVERIES

Deliveries can only be made during regular office hours. The Museum personnel will not sign for any deliveries or assume responsibility for such property or their accuracy; therefore, the User and/or their agent may want to be present for these deliveries. All deliveries will be placed in the Museum's Kitchen and Billiards Room unless prior approval is received from the Museum's staff.

Unless other arrangements are made, all items belonging to the User and/or any rental items of the User must be removed from the premises on the day of the event. Only on such occasions as the license schedule of the Mansion allows, may items be picked up on an off event day. The Museum personnel will not assume responsibility for such property or their accuracy; therefore, the User and/or their agent may want to be present for these pick-ups.

PARKING

Parking is not permitted in the driveway directly in front of the gift shop entrance or in the staff parking areas. No parking is permitted in the areas that designated as a Fire Lane. Vehicles are allowed on the south lawn areas behind the Museum. Handicapped parking has been designated in the main driveway asphalt area. The required number of off-duty police officers assigned to your event will assist with the parking of cars.

ALCOHOLIC BEVERAGES

The sale and/or serving of alcoholic beverages must conform to all State of Connecticut and/or City of Norwalk regulations. Adequate appropriate liability insurance specifically covering the sale and/or serving of alcoholic beverages must be in effect and evidence thereof must be presented to the Lockwood-Mathews Mansion Museum 60 days prior to the event. The Lockwood-Mathews Mansion Museum disclaims any and the User assumes all responsibility for any liability arising from the serving of alcoholic beverages at this event and for compliance with Chapter 545 of the Connecticut General Statutes as amended.

The consumption of alcoholic beverages is limited to the premise rented. Consumption of such beverages in cars, driveways, parking lots, and other areas of the Park is a violation of the City of Norwalk, and are therefore prohibited.

INSURANCE

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60 days prior to use, the individual or organization renting the facilities at the Lockwood-Mathews Mansion Museum may be required to provide and maintain liability insurance with insurance companies licensed to do business in the State of Connecticut and in such form as shall be satisfactory to the Museum and the City of Norwalk in the amount of not less than one million dollars per occurrence. If the User is providing his and/or her own insurance, User shall provide the Museum with a certificate of business confirming the existence of this insurance specifically naming the City of Norwalk and the Lockwood-Mathews Mansion Museum as an additional insured. The Certificate shall also provide a notation that in the event of cancellation a 10-day written notice will be given to the Museum prior to cancellation and a notation, if applicable, that alcoholic beverages will be served, coverage for which is not excluded from the policy.

POLICE SUPERVISION

Based upon the number of attendees and the type of event being held at the Mansion, police and fire supervision may be required. The number of police will be determined by the Museum based upon the number of guests attending your function. The Museum will make arrangements to have the required police/fire officers assigned; however, the User is responsible for payment. Checks should be made payable to the City of Norwalk and shall be received at the Museum office by the assigned due date as outlined in your contract. Police shall be in attendance 30 minutes prior to the affair and shall remain until all persons attending the function, with the exception of the clean-up crew, have left the Park (approximately ½ hour after the conclusion of the event).

CATERER

The Lockwood-Mathews Mansion Museum does not provide catering services. The User of the Museum is responsible for contracting with his and/or her own caterer for these services. The User and his caterer will be required to sign a form acknowledging the Rules and Regulations regarding custodial services, cleaning responsibilities, recycling procedures, house supervision, and inventory. The User shall be held responsible for the activities and actions of the caterer during the User's event. The Authorized Representative of the Museum must approve all caterers in advance. The Lockwood-Mathews Mansion Museum reserves the right to prohibit/refuse permitting certain catering entities from utilizing the Mansion facilities based upon their demonstrated failure to comply with these rules and regulations. Please check with the Museum staff as to the caterers who are no longer permitted to utilize the Mansion facilities before making your final decision.

The requirements below were made to insure the safety and well being of all attending functions of any type at the Lockwood-Mathews Mansion Museum in accordance with State and local governmental health agencies. While the following covers most events held at the Lockwood-Mathews Mansion Museum, certain events may require a permit be obtained by the User from the Health Department. The Museum Staff will assist you with your particular event to insure that the proper procedures are followed.

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If the User fails to provide said license and information prior to the event, the Museum has the right to determine the action that needs to be taken in order to comply with the Health Department's regulations including the termination of the event for failure to comply.

Users who are not hiring a caterer but providing their own food (e.g. a pot luck dinner) need to be aware that food served must be wholesome and handled in a safe and proper manner to prevent food borne illness. This is particularly important in the transportation and service of prepared foods. Care should be taken to ensure that proper equipment be used to safely prepare and maintain foods at a safe temperature. Information can be obtained by calling the City of Norwalk Health Department.

The User, by assuming this responsibility, agrees to hold the Lockwood-Mathews Mansion Museum and the City of Norwalk harmless from any cause of action on claim made as a result of any failure to maintain sanitary standards.

CUSTODIAL SERVICE

The Museum does not provide custodial services for any type of licensing of the facilities. It is the responsibility of the individual and for a group using the facility to handle all aspects of the setup and takedown. This includes but is not limited to the setup and takedown of tables and chairs, kitchen cleanup, garbage removal, and leaving the building and porch in broom clean condition. The Museum has a flat fee for vacuuming and bathroom clean-up.

Failure to properly cleanup after an event may result in a \$250 per hour clean-up charge as noted in our schedule of rates. Special attention must be given to a full and adequate kitchen cleanup. At the conclusion of use, trash and litter must be placed in the trash bins located by the Gift Shop side of the Mansion. Recyclable materials must also be placed in separate containers. All garbage must be removed from the site.

HOUSE SUPERVISOR

The Lockwood-Mathews Mansion Museum will assign a House Supervisor to be on hand to open and close the Mansion for every event. He and/or she will be present the entire time during the hours in which the Mansion is open. The House Supervisor's sole responsibility is to supervise the use of the facilities and to make certain the rules and regulations are understood and the User complies with these rules and regulations. The House Supervisor will also make sure that the House is setup exactly as defined on the approved floor plan and that all decorations comply with the Rules and Regulations.

At the beginning of the event, the House Supervisor will go over a check list the User, caterer, and/or their agent to ensure all details of the agreement are completed. The user, caterer, and/or their agent will also sign the inventory checklist. The User is responsible for leaving the Mansion, including the kitchen, furniture, tables/chairs, and lawn in the same condition in which they were found. The House Supervisor will be available to perform a general review of the House rules and regulations pertaining to adequate cleanup of the

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facility and damages to the facility and/or its equipment and furnishings subsequent to the User's event. The Museum reserves the right to inspect the facility on the first business day after the User's event and to point out major discrepancies. Failure to comply with the House rules and regulations concerning the care and cleanup of the facility will result in charges to correct these discrepancies that will be deducted from the security deposit.

INVENTORY

The User is responsible for supplying his own china, glassware, flatware, and linens. The Museum provides 7 six foot tables and has approximately 75 folding chairs. Your use of these furnishings depends on the number of guests and your approved floor plan. User will be responsible for any damages to all of the furnishings and equipment in the building which occurred during the event.

Mansion equipment, furnishings or plants may not be used on the lawns, grounds, or moved from one location to another in or around the Museum before, during, or after any affair unless instructed to or approved by the Museum or House Supervisor.

USER COMPLIANCE

The User must comply with all laws and regulations of the Lockwood-Mathews Mansion Museum, the State of Connecticut, and/or the City of Norwalk, including but not limited to safety, fire, health, and zoning laws, statutes, ordinances, rules, the property must be vacated and full compensation for damages will be required from the User. No refund of license fee will be made if such discontinuance is ordered.

GENERAL INFORMATION

STRICT ADHERENCE TO SEATING CAPACITY IN ACCORDANCE WITH THE FIRE CODE REGULATIONS IS NECESSARY. FAILURE TO COMPLY WILL RESULT IN THE IMMEDIATE TERMINATION OF YOUR USE OF THE PROPERTY.

- ❖ The Lockwood-Mathews Mansion Museum expects the User to conduct his/her event in a manner which gives proper consideration for the historic nature of the buildings, decorations, equipment and furnishings located within the Mansion. The following regulations, in addition to the specific requirements set forth previously, have been established to protect the facility and its contents. In addition, reason and common sense must be utilized in the conduct of your affair.
- ❖ Grill use or open flames are strictly prohibited within the buildings and veranda areas
- ❖ Smoking is strictly prohibited inside the Mansion. Smoking will be permitted outside. An urn is available next to the front door for proper disposal of smoking materials
- ❖ Rice, confetti, paper/fabric petals, and flower petals are not allowed to be used inside the Museum, outside on the veranda, or on the Park grounds. While bubbles and bird seed are allowed to be used on the grounds, they are not allowed on the veranda or in the Museum at any time. If there is evidence that any of the above items were used, a

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- fee will be incurred to restore any damage to its original condition. Please inform your band or DJ, that bubble machines and fog machines are also prohibited.
- ❖ Guests will, at no time, be allowed in alarmed areas of exhibit rooms
 - ❖ Food/beverages will not be allowed in the Vestibule or public areas of the “Period Rooms” including the Library, Music Room, Dining Room and Drawing Room. Chewing gum is NOT allowed in any areas of the Museum. It is the job of the paid staff at these events to be vigilant in watching for spills and remove any abandoned glasses. See the schedule of rates regarding monitors for these rooms.
 - ❖ Spiked high heeled shoes are limited to the carpeted areas of the Museum
 - ❖ All Museum collections/chairs/tables in the public areas have the appropriate *“please do not sit”* signage. Guests will respect the *“no sit/touch”* policy of the collections
 - ❖ Guests will refrain from touching of woodwork, walls or exhibits. Appropriate signage will be posted
 - ❖ Pets are not allowed in the Lockwood-Mathews Mansion Museum with the exception of seeing-eye dogs
 - ❖ Activities are prohibited that would injure the grounds or buildings
 - ❖ No amplified music in any form is allowed on the veranda at any time including the placement of amplifiers or speaking directed toward or into the veranda space. Amplified music is restricted to the interior of the Mansion and in the designated tent sites with specific approval by the Authorized Representative of the Museum or the Chairman of the Board.
 - ❖ No loud music or noise will be allowed after Midnight on Friday, Saturday, or evenings before Holidays; and after 10pm Sunday through Thursday
 - ❖ People are not allowed to sit on the Grand Staircase for reasons of personal safety and the structural integrity of the building
 - ❖ A coat room can be setup in the triangular walk-through on the first floor of the Museum. The Museum has one coat rack with 35 hangers. Depending on the time of year and the number of attendees, User may need to make special arrangements to accommodate the hanging of coats
 - ❖ The use of fireworks, sparklers or flares is strictly prohibited in and around the Lockwood-Mathews Mansion Museum and the Mathews Park grounds and under tents. Such use is grounds for immediate removal of violators and/termination of the event
 - ❖ Wet bars setup in the Museum can only be in the Entrance Hall and Billiards Room. No wet bars are allowed in the Rotunda, or any other areas of the house. Floors must be protected. Plastic and rubber mats must buffer collars, which must be elevated to avoid moisture damage.

TENT USE INFORMATION

Tents are permitted in three designated areas on the property. The maximum size tent permitted on the property is 50 X 100.

1. Directly behind the Dining Room with entrance through the Museum
2. In front of the main entrance to the Museum on the lawn

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3. On the south lawn opposite the Fire Lane

Please Note: Tent use, size and location, including accessory items such as cook tents, dance floors, canopies/covered walkways, etc, must be confirmed 120 days in advance of the event with the Museum Event Coordinator. Use of the Park for a tent requires the prior approval of the Norwalk Parks Department. The Museum will provide you with all the necessary forms. All tents that are larger (either wider or longer) than those stated above will only be allowed with prior approval of the Norwalk Parks and Recreation Department.

DELIVERIES FOR TENT USE

All deliveries of items such as tables, chairs, dishes, glassware, silver, etc, must be placed in the tent upon delivery. These items may not be put in the Museum unless being used in the main kitchen and bar areas.

SETUP/INSPECTIONS

For weekend license, tents are to be erected on the Friday morning prior to the event with inspections scheduled with the Building Department and the Fire Marshall's office no later than Noon on that date. Tents should be taken down no later than Monday of the week following the event.

For weekday license, tents are to be erected prior to the event leaving sufficient time prior to the event for inspections to be scheduled with the Building Department and Fire Marshall's office.

PERMIT / REGULATIONS

User must obtain and provide the Museum's office with a copy of the Building Permit for the tent no later than 14 days prior to the event, with a confirmation of scheduling of an inspection with the Building Department and Fire Marshall's office no later than 7 days prior to the event.

User must comply with all Building Department and Fire Department Regulations and Codes concerning the erection and use of tent structures, including but not limited to tent capacities and the installation of the required number of exit and no smoking signs, fire extinguishers, and auxiliary lighting if the event is to take place past dusk. It is the responsibility of the User that questions concerning capacity (number of people, number of tables and chairs, and the inclusion of a dance floor and band) are directed to the Fire Marshall's office. The Building Permit is to be properly displayed under the tent and should be protected by a plastic coating to ensure against damage by weather. Display frames are available in the Museum rental office.

User is responsible for providing tables and chairs for under tents. Museum equipment and furnishings may not be used on lawns, grounds, or moved from one location to another in or around the Museum before, during, or after any affair unless instructed to be or approved by the Authorized Representative of the Museum.

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No cooking is allowed under the tents. Separate cooking tents may be allowed with the Fire Marshall's approval. It shall be the User's responsibility to comply with the noise levels as stated by the City of Norwalk. No canopies/covered walkways may be erected on the driveway, in parking lots, or over the Fire Lanes.

When hiring your caterer, DJ/band and/or Tent Company for an outdoor event, please keep in mind the electrical needs of all vendors. The Museum has an outside electrical board, but limited capacity. Generators are recommended, which the Museum does not have and do not furnish.

LEGAL OCCUPANCY

Rotunda
Tables – 90
Standing – 150

Billiards Room
Tables – 60
Standing – 120

Entrance Hall
Standing – 50

PREFERRED CATERERS

Outdoor Cookers Catering and Event Planning
Contact: Michael Gilmartin
42 Van Zant Street
Norwalk, CT 06855
203-855-1129
203-831-8096 (fax)
www.outdoor-cookers.com

Garelick & Herbs
Contact: Paula Garelick
1799 Post Road East
Westport, CT 06880
203-254-3727
203-254-8570 (fax)
www.garelickandherbscatering.com

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Marianne Wilson
47 Freshwater Lane
Wilton, CT 06897
203-762-9147
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Bulls Head Market
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Nicholas Roberts Fine Foods
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