



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

SCHEDULE OF RATES

Rotunda/Entry Hall/Billiards Room

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

Rotunda and Entrance Hall \$2,225

Legal Occupancy Rotunda: Tables – 90/Standing – 150

Legal Occupancy Entry Hall: Standing – 50

Rotunda, Entrance Hall and Billiards Room – \$3,335

Legal Occupancy: Tables – 150/Standing – 320

Membership Fee: \$55

Security Deposit: (Refundable) \$700

Cleaning Fee: \$350

Museum Staff: House Supervisor, and 1-2 Staff Members

(Fee for House Supervisor is \$37per hour, for Staff members its \$25per hour)

Rotunda and Entrance Hall Total

100 People or Less

Licensing Fee: \$2,225

Membership Fee: \$55

Cleaning Fee: \$350,

Refundable Security Deposit: \$700

House Supervisor: (9x37) \$333

Second Staff Member: (9x25) \$225

Total: **\$3,888**

100 People or More

Licensing Fee: \$2,225

Membership Fee: \$55

Cleaning Fee: \$350

Refundable Security Deposit: \$700

House Supervisor: (9x37) \$333

Second Staff Member: (9x25) \$225

Third Staff Member: (9x25) \$225

Total: **\$4,113**

Rotunda, Entrance Hall and Billiards Room Total

100 People or Less

Licensing Fee: \$3,335

Membership Fee: \$55

Cleaning Fee: \$350

Security Deposit: \$700

House Supervisor: (9x37) \$333

Second Staff Member: (9x25) \$225

Total: **\$4,998**

100 People or More

Licensing Fee: \$3,335

Membership Fee: \$55

Cleaning Fee: \$350,

Security Deposit: \$700

House Supervisor: (9x37) \$333

Second Staff Member: (9x25) \$225

Third Staff Member: (9x25) \$225

Total: **\$5,223**

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

Initial Here _____ 1



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

SCHEDULE OF RATES

Additional Options

Additional Rooms:

Gallery/Period Rooms (see red areas of map) are for viewing only – Docents are available for Gallery/Period Room access for \$25 per hour per Docent

Additional Hours:

Exceeds # of hours, but not curfew per hour \$150

Exceeds curfew (whether or not exceeds # hours) per hour \$250

Failure by Licensee to properly clean after event per contract per hour \$250

Use of the Verandah \$250 per hour



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

Billiards Room

Availability: Monday-Friday, 9am – 5pm

Billiards Room: Occupancy: 60

Timeframe: Minimum 1 hour/Maximum 8 hours – Daytime and Evening Meetings – \$100 per hour

May be booked no more than 60 days in advance

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

Membership Fee: \$55

Security Deposit: (Refundable) \$700

Cleaning Fee: \$200

Museum Staff: House Supervisor and Staff Member

Additional Hours

Exceeds # of hours, but not curfew per hour \$150

Exceeds curfew (whether or not exceeds # hours) per hour \$250

Failure by Licensee to properly clean after event per contract per hour \$250



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

Museum's Guidelines

- Licensee is allowed THREE scheduled meetings with the staff of the Museum, to be made in advance
- Unscheduled visits will not be permitted
- Food and Beverages are permitted in the Rotunda, Entrance Hall and Billiards (see green areas of map)
- Food and Beverages are not permitted in the Period Rooms (see red areas of map)
- Period Rooms are only open if Docents are present to monitor the rooms
- Guests are not allowed in closed sections of the house.
- Professional photographers are permitted
- Only cellphones with flashes off may be used by non-professional photographers
- Wet bars can be setup in the Museum only in the Entrance Hall and Billiards Room
- Floors must be protected, we provide plastic and rubber mats with buffer collars
- Grand Stair case may only be used for formal photography
- Grill use or open flames are strictly prohibited within the buildings and veranda areas
- Smoking is strictly prohibited inside and outside the Museum.
- Rice, confetti, paper/fabric petals, and flower petals are not permitted to be used inside the Museum, outside on the veranda, or on the Park grounds.
- Bubbles and bird seed are permitted to be used on the grounds.
- However they are not permitted on the veranda or in the Museum at any time
- Bubble machines and fog machines are not permitted either
- Chewing gum is not permitted in any areas of the Museum.
- Guests are not permitted to touch the woodwork, artwork, artifacts or exhibits
- Pets are not permitted the exception of service animals
- Amplified music is not permitted on the Veranda
- No loud music or noise will be permitted after midnight on Friday or Saturday
- No loud music or noise will be permitted after ten p.m. Sunday-Thursday
- The use of fireworks, sparklers or flares is strictly prohibited in and around the Museum, on Park grounds or under tents

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 4



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

1A: 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.

1B: PERIODS OF USAGE

The Museum is open for tours Wednesday-Sunday from 12pm-4pm. Only under unusual circumstances will the Museum close for member usage or special event. Event usage is quoted for a period of no more than 9 hours of continuous use without additional charge. Member usage begins at 4pm with curfew at 1am (Friday and Saturday). Curfew for a Sunday usage is Midnight. Lockwood-Mathews Mansion Museum License Information, Rules, Regulations, & Agreement For Norwalk Residents/Non-Profit Organizations For weekday usage, Licensee may set his own hours of use within the following guidelines: Daytime hours (Monday-Thursday) begin at 9am and end a 4pm. Evening hours (Monday-Thursday) begin at 5pm with curfew at Midnight. Licensee 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 Licensee, guests, caterers, and help (including clean-up) have left the Museum. Exceeding

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 5



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

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.

Section 2 the Museum Itself

2A: FACILITIES

The facilities being offered for use by its members include the Museum itself or certain parts thereof and/or selected portions of the yard where tents may be installed. Tent usage includes two designated areas on the property. Staff can give information of locations of tent usage.

Full house use as defined herein includes the first floor, including the veranda, restroom facilities and kitchen (read further for capacity regulations, etc.) Conference room usage includes use of the Billiards Room and restroom facilities on the basement floor plus kitchen facilities on the first floor.

2B: GROUNDS

As the Lockwood-Mathews Mansion Museum is in a municipal park of the City of Norwalk, the grounds are open to the public. Museum usage allows for the use of the immediate surrounding grounds only. Member usage does not include the Museum 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.

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 6



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

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.

2C: 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 Museum. Recyclable materials must also be placed in separate containers. All garbage must be removed from the site.

2D: HOUSE SUPERVISOR

The Lockwood-Mathews Mansion Museum will assign a House Supervisor to be on hand to open and close the Museum for every event. He and/or she will be present the entire

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 7



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

time during the hours in which the Museum 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 Licensee 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 Licensee, caterer, and/or their agent to ensure all details of the agreement are completed. The Licensee, caterer, and/or their agent will also sign the inventory checklist. The Licensee is responsible for leaving the Museum, 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 facility and damages to the facility and/or its equipment and furnishings subsequent to the Licensee's event. The Museum reserves the right to inspect the facility on the first business day after the Licensee'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.



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

Section 3 Renting the Museum

3A: Reservation/Payment

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 with the full payment. This 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. The insurance certificate/application is 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.

3B: FEES

The fees for the various facilities offered by the Museum are set forth on the schedule of rates (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

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 9



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

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.

3C: 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 Licensee 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 Licensee's status. See page 1 for fee schedule. Reservations for this special category are accepted no more than 60 days in advance.

3D: 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 Licensee, 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,

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 10



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

any such charges caused by them which occurred during the Licensee'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 Licensee or the Designated Representative on the first business day after the event. A written notification of the Museum's intent to charge the security deposit shall be mailed to the Licensee within 5 working days. The net security deposit refund will be mailed to the Licensee 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. Licensee will be liable for all costs of collection including reasonable attorney's fees to pay this debt.

3E: APPOINTMENTS

Licensees are allowed three visits to the Museum after signing the contract for caterers, florist, ect. to determine floor plan and needs of the event. These appointments must be made at least one week in advance, to allow the Museum's staff adequate time to ensure their work is uninterrupted. Also, since only three meetings are allocated, allow sufficient time when making such appointments to conclude your business by that time. The Museum 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 Licensees as well as potential Licensees of this establishment.



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

Section 4 Liability

4A: RESPONSIBILITY

All payments, correspondence, insurance certificate/application and hold harmless, and communications regarding the use of the Museum will be made through the Licensee. In order to qualify for the Norwalk Resident/Taxpayer rate, the Licensee must be a Norwalk resident or own real property in Norwalk. The Licensee 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 Licensee will need to present a driver's license, current tax bill or lease of a Norwalk residence. In the event that it is determined that the Licensee 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.

The Licensee 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 Licensee'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 Licensee. The security deposit will be billed separately and, if not paid within 30 days, appropriate legal



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

action will be taken. Licensee will be liable for all costs of collection including reasonable attorney's fees to pay this debt.

4B: INSURANCE

60 days prior to use, the Licensee is 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 Licensee is providing his and/or her own insurance, Licensee 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.

4C: POLICE SUPERVISION

Based upon the number of attendees and the type of event being held at the Museum, 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 Licensee 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

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 13



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

shall be in attendance 30 minutes prior to the affair and shall remain until all persons
Lockwood-Mathews Mansion Museum License Information, Rules, Regulations, &
Agreement For Norwalk Residents/Non-Profit Organizations attending the function, with
the exception of the clean-up crew, have left the Park (approximately ½ hour after the
conclusion of the event).

4D: LICENSEE COMPLIANCE

The Licensee 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 Licensee. No refund
of license fee will be made if such discontinuance is ordered.

Section 5 Cancellation

5A: 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 Licensee 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 Licensee had failed to
complete all parts of the application process within the time period permitted or, in the

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 14



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

opinion of the Lockwood-Mathews Mansion Museum's Authorized Representative or the Director of the Board, the actions or comments of the Licensee are such that it can reasonable be determined that the Licensee 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 Licensee's event by complying with the following procedure:

The Museum shall send a letter via certified mail return receipt requested to the Licensee at the address indicated on the reservation form. This letter shall explain in detail what actions the Licensee has failed to take in accordance with the rules and regulations set forth herein or upon what circumstances the Museum feels the Licensee has indicated his or her desire not to go forward with the transaction. The Licensee 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 Licensee 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.

5B: REFUND OF PAYMENTS

If the Licensee's event is cancelled within 3 business days after the Application and Agreement is fully executed, accepted and signed, 100% of the deposit is refundable. Any



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

time after the Licensee's three day Right of Rescission, the payment automatically becomes non-refundable and shall be forfeited.

If Licensee's use of the facilities is postponed due to the death of or a bona fide emergency medical problem of the Licensee or the Licensee's actual/proposed spouse, parents and/or children of either the Licensee or Licensee's 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 Lockwood-Mathews Mansion Museum License Information, Rules, Regulations, & Agreement For Norwalk Residents/Non-Profit Organizations 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.

Section 6 Setting up for the Event

6A: 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,

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 16



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

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 buffeted 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.

At different times during the year, the Museum (inside and/or outside), and/or the Museum 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 Museum 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.

6B: 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;

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 17



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

therefore, the Licensee 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 Licensee and/or any rental items of the Licensee must be removed from the premises on the day of the event. Only on such occasions as the license schedule of the Museum 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 Licensee and/or their agent may want to be present for these pick-ups. Lockwood-Mathews Mansion Museum License Information, Rules, Regulations, & Agreement For Norwalk Residents/Non-Profit Organizations.

6C: INVENTORY

The Licensee is responsible for supplying his own china, glassware, flatware, and linens. The Museum provides 10 six foot tables and has approximately 75 folding chairs. The Licensee use of these furnishings depends on the number of guests and approved floor plan. Licensee will be responsible for any damages to all of the furnishings and equipment in the building which occurred during the event. Lockwood-Mathews Mansion Museum License Information, Rules, Regulations, & Agreement For Norwalk Residents/Non-Profit Organizations Museum 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.

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 18



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

6D: CATERER

The Lockwood-Mathews Mansion Museum does not provide catering services. The Licensee of the Museum is responsible for contracting with his and/or her own caterer for these services. The Licensee 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 Licensee shall be held responsible for the activities and actions of the caterer during the Licensee'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 Museum 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 Museum facilities before making your final decision.

The requirements below were made to insure the safety and wellbeing 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 Licensee from the Health Department. The Museum Staff will assist the Licensee with his/her particular event to insure that the proper procedures are followed.

If the Licensee 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

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 19



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

the Health Department's regulations including the termination of the event for failure to comply.

Licensees 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 Licensee, 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.

The Museum does have a list of Preferred Caterers, who have catered functions at the Museum before and are aware of the Museum's Rules & Regulations. Please see below for a list of our Preferred Vendors. Lockwood-Mathews Mansion Museum License Information, Rules, Regulations, & Agreement For Norwalk Residents/Non-Profit Organizations.

6E: 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

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 20



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

prior to the event. The Lockwood-Mathews Mansion Museum disclaims any and the Licensee 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.

6F: 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. Handicapped parking has been designated in the main driveway asphalt area. If 100 or more guests are planning to attend an event held by the individual or organization that has licensed the facility, a parking attendant will be required to assist with traffic for the duration of the event. The Licensee assumes all responsibility in regards to payment, etc for the parking attendant(s).

Section 7 Tents

7A: 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.

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 21



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

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

7B: 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. Lockwood-Mathews Mansion Museum License Information, Rules, Regulations, & Agreement For Norwalk Residents/Non-Profit Organizations

7C: 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

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 22



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

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.

7D: PERMIT / REGULATIONS

Licensee 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.

Licensee 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 Licensee 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.

Licensee 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



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

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.

No cooking is allowed under the tents. Separate cooking tents may be allowed with the Fire Marshall's approval. It shall be the Licensee'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. Lockwood-Mathews Mansion Museum License Information, Rules, Regulations, & Agreement For Norwalk Residents/Non-Profit Organizations



THE LOCKWOOD-MATHEWS MANSION MUSEUM
A Registered National Historic Landmark

PREFERRED VENDORS:

CATERERS

Best in Gourmet

Contact: Chris Wuestenhoefler

186 Greyrock Place

Stamford, CT 06901

203-978-0360

203-973-0165 (fax)

<http://www.bestingourmet.com/>

Music, Entertainment, Etc

James Daniel – Music, Entertainment, A/V and Event Lighting

Contact: Jimmy Romaniello

125 Bedford Street

Stamford, CT 06901

203-969-2400

203-327-5234 (fax)

www.JamesDaniel.com

Photography

Sarah Grote Photography

Contact: Sarah Grote

860-301-6647

sarahgrote@outlook.com

www.sarahgrote.com

Silk Floral Designers

Florist

The Silk Touch, LLC

Contact: Danna L. DiElsi

5 Main Street

Norwalk, CT 06851

203-855-1916

203-855-1912 (fax)

ddielsi@aol.com

www.thesilktouch.com

Lockwood-Mathews Mansion Museum
License Information, Rules, Regulations, & Agreement
For Non-Norwalk Resident

Initial Here _____ 25