



RECREATION AND PARKS

RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL
COMMITTEE
CRANBURY PARK – BUNK HOUSE CONFERENCE ROOM
300 GRUMMAN AVENUE
WEDNESDAY, MAY 11, 2016
7:00 PM

I Roll Call

II Minutes of April 13, 2016

III Public Participation

IV Old Business

V New Business

- 1. Authorize the Mayor, Harry W. Rilling to enter into an agreement with the Norwalk Seaport Association for the use of Veterans Park for the 2016 Oyster Festival to be held Saturday, September 10, 2016 from 11:00 AM – 8:00 PM and Sunday, September 11, 2016 from 11:00 AM – 8:00 PM. Set-up to take place Sunday, August 28, 2016 with tear down no later than Noon on Wednesday, September 28, 2016.

Table with 3 columns: Prices, General Demission, and amounts. Rows include Children 5-12 (\$ 5.00), Children under 5 (Free), and Advance Tickets Adults (TBD).

Estimated attendance 20,000.

- 2. Authorize the Mayor, Harry W. Rilling to enter into an agreement with Stew Leonard's for the use of the Andrews Field Parking Lot for their employee vehicles during the busy store dates listed below:

Table with 2 columns: 2016 and 2017. Lists dates for busy store periods: 2016 (July 1, 2, 3, November 22, 23, December 3, 4, 10, 11, 22, 23, 24) and 2017 (April 14, 15, May 13, 14, 27, 28, 29).

- 3. Approve the use of Cranbury Park Pavilion #1 and immediate surrounding grounds by Cycling Sports Group for a Family Summer BBQ to be held on Wednesday, August 24, 2016 from 10:00 AM – 5:00 PM. Estimated attendance 200.

4. Authorize the Mayor, Harry W. Rilling to enter into an agreement with Geese Relief LLC for project #3688 Canadian Geese Control/Management Calf Pasture Beach, Veterans Park for a three year term with the option of 2 (1) year terms for a sum not to exceed \$31,200. Account #016031-5585 General Park Improvement Operating Budget.

V. Discussion

1. Bunk House/Pavilion – See attached changes to existing rules by new Cranbury Park Neighborhood Association.
2. Food Truck Vendors

City of Norwalk Recreation & Parks Department  
Rules & Regulations – South Parcel Cranbury Park  
Bunkhouse, Pavilion, Playground

The Bunkhouse: This newly renovated building had been used as the servants' quarters for those who were employed by the owners of the Mansion. It has an air of history and memories for those who worked tirelessly for the Gallaher's. It has a gorgeous, functioning stone fireplace, is air conditioned and is wonderful for hosting intimate special events.

The Pavilion: This Pavilion is fashioned after the main Pavilion at the Park, just a smaller version. It is perfect for events, such as birthday parties or event showers. Set in an idyllic area of the park, it provides the perfect backdrop to showcase the natural beauty of the park.

The Playground: This brand new structure has been designed for children 5 to 12 years old, and adult supervision is strongly recommended.

1. Parking Regulations: Parking on-site for employees, staff and permit holders of the Bunkhouse and Pavilion Only. (Please install signs in the parking lot stating as such. It's very important that this parking lot does not become a new entrance for regular park goers.)
2. The Parking area will be closed for all incoming/outgoing traffic by 8:00 p.m. (Can a gate be installed at the opening to the parking lot? Can the gate be opened only when there is a booked event?)
3. All picnics scheduled for the Pavilion and bunkhouse must end by 8:00 p.m. as is the rule for the main Pavilion in the park.
4. Any additional programs/events that take place in the park, other than the two aforementioned areas, will have to park in the main lots of Cranbury Park and walk the trail to the south park. No parking is permitted on Live Oak Road, Grumman Avenue or Field Street.
5. A maximum of 80 people will be booked for both facilities at the same time. (How will the number of people who actually show up to a booked event be monitored?)
6. Music may be played as in the other Pavilion in the Main Park at a decibel level only to be heard at the Pavilion. At any time, a park employee has the authority to ask that the music be turned down. No DJ's or Bands permitted. (Since the pavilion is so close to homes we would prefer music to be permitted inside the Bunkhouse only.)
7. Only one outside food truck rental permitted on premises at one time.
8. Cooking at the Pavilion Bunkhouse may be done outside with gas grills. Any charcoal used must be removed from the premises. (Charcoal grilling could potentially be a safety hazard and will need to be discussed and monitored.)
9. For large events, 50 or more participants, the garbage **must** be carried out and not left for the city as per your application. Part of an applicant's deposit will be in jeopardy if proper garbage handling procedures are not followed. (When filling out the application it needs to be stressed about proper garbage handling and removal procedures so animals are not attracted to the area. Recycling should be added. )
10. NO dogs are allowed in this area.
11. No firearms or weapons of any kind permitted.
12. No Buses permitted in the Bunkhouse parking lot. Drop off and pickup permitted in the main parking lot
13. No alcohol permitted at the Bunkhouse or Pavilion. (The Master Plan depicts this southern area as educational, alcohol consumption should be reserved for the Gallaher Estate and Main Pavilion.)
14. Parties of 50 or more are required to hire a police officer for safety. It is at the Committee's discretion to require the hiring of a police officer for parties under 50.
15. At Waveny Park the town requires renters to post an insurance bond for potential damages. They aren't very expensive but will make funds available should damage occur.

Fines may be imposed if any of the aforementioned rules are not adhered to.