



Gallaher Mansion**Cranbury Park**Norwalk, CT

Rental Rates for 2017/2018

- Rental Accommodations:

Mansion interior capacity 100 people **maximum** (per Fire Marshall)

Main terrace capacity 150 people

Tented terrace capacity 200 seated for a meal; additional tenting of the terrace is also permitted to expand the covered area (permit required)

Tables and Chairs for 200 plus serving tables

Events requiring larger capacity than the terraces will be considered by special request; please contact our offices for details

- Mansion Fees*:

Mansion 1st floor and Terrace, Tent, Tea House and Garden, Tables, Chairs

5 Hour Rental \$2,500.00

9 Hour Rental \$3,500.00

Additional Hours (pre-approved) @ \$ 400.00 per Hour

The above areas are not rented separately or pro-rated

Mid-Week Business Special

3 Hour Rental \$500.00 + \$100 each additional hour

ALL DEPOSIT FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE

10% DISCOUNT FOR NORWALK RESIDENTS

*Fee rates are inclusive of set up and break down time

- To request a date:
Contact the Norwalk Department of Recreation and Parks for availability at 203-854-7806. Once requested date is confirmed as available, you must submit a Facilities Application form with a 25% deposit. The deposit is required to confirm the date and is non-refundable. The balance is due 30 days prior to the event date.

Any event with over 100 guests must attend Recreation & Parks Committee Meeting for approval

- Touring the Mansion:
The Mansion may be viewed, Monday through Friday between 8 AM and 2 PM. Please call in advance for a reservation, as the Mansion is kept locked. Appointments after 2 PM will be considered based on staff availability. Weekend appointments require a \$50 fee and are based on availability.
- Renter Responsibility:
The individual signing the rental contract assumes all responsibility for the rental.
- Insurance requirement:
The City of Norwalk requires the renter obtain insurance naming the city of Norwalk as an additional insured on a \$1,000,000 policy which covers Bodily Injury and Property Damage, and \$1,000,000 Aggregate. Insurance is available through our office if needed.
- Security deposit requirement:
A \$1,000 cleanup/damage security deposit is required to cover damage created by the renter, their guests or their contractors. The cashier check (only) is due 30 days prior to the event date. If the facility is not left in proper order, the City of Norwalk reserves the right to hold the entire bond until adjustments are made to correct any problems. The cleanup bond, less any deductions for damages, will be refunded after the event.
- Caterer requirements:
The Caterer is responsible for their own insurance and must supply the following documentation 30 days prior to the event:
 1. Certificate of Insurance for Commercial General Liability in the amount of \$1,000,000
 2. Qualified Food Operator Certificate and/or Caterer's License
 3. If liquor is being served, caterer must provide \$1,000,000 Liquor Liability
 4. The catering company is NOT allowed to set up/cook **anywhere** on the great lawn. The paved area in front of the garage is the designated area for cooking.

The policies will cover the rental date and must name the City of Norwalk as the Additional Insured

Details:

- Mansion supervisor is required to be on site and readily available during all Mansion events
- The Mansion does not supply dishes, silverware or linens
- There is a kitchen, however, no working stove. Caterer should be made aware of this
- We now have available, a Bridal Suite and a Grooms Suite. Only the bride and groom and their bridesmaid/groomsmen/parents are allowed upstairs prior to the event. After the event begins, the doors will be locked for the remainder of the event.

- **Second Level is not available for public use – this will be strictly enforced. Loss of security may result if this not adhered to**
- There is one lady's room and one men's room for guests use in the main Mansion
- The septic system for the park is located on the Great Lawn, behind the Mansion, and absolutely NO vehicles of any kind are allowed on the area. If any damages occur, the renter is responsible to correct any issues, at their expense
- There is a short path from the tented terrace to additional park restrooms
- Music must end at 11:00PM
- **Please** be considerate of the neighborhood with the noise level from live bands/DJ
- Size of the main interior event rooms:
Sunroom 15'x7" Library 30' x 19"10" Foyer 22' 7"x18'7" Dining Room 21'7"x18'7"
Pantry Area 5'x5"x17'3" Kitchen (no oven) 13'8"x12'3"
- Main Terrace is approximately 110'x20'
- Tented Terrace is 40'x 80'
- Parking is available for approximately 200 vehicles(no overnight parking allowed)

Tent Extras:

Accessories are available for the Gallaher tent (Example, clear tent sides, propane heaters). Call for recommendations or you may also select a supplier of your choice with approval of the City of Norwalk.

Tables and chairs:

Tables and Chairs are permitted inside the Mansion and on the tented terrace. No other uses are permitted. They may NOT be used on the lawn.

- Included as part of the rental fee is the following inventory of items guaranteed to Mansion users:
(2) 72" diameter round tables
(18) 60" diameter round tables
(8) 8 foot long tables
(4) 18" x 72" tables
(210) Padded upholstered chairs



- **Renter/Caterer is responsible for set up and break down of tables, chairs and decorations before leaving the premises after the event**

- For further information contact Recreation and Parks Department

NORWALK RECREATION AND PARKS DEPARTMENT 203-854-7806

Photo Shoot Information:

- \$500 for 3 Hours
- Must have valid insurance certificate
- Cannot book more than one month in advance
- Cannot book if a wedding is scheduled for the same date
- OUTDOORS ONLY
- Regular fees apply for a photo shoot inside the Mansion