

St. Philip Church

1 Father Conlon Place, Norwalk, CT

06851-3897

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E-mail: fallfestival@stphilipnorwalk.org

Website: www.stphilipnorwalk.org



FALL FESTIVAL Saturday, September 19, 2026 Community Partner AGREEMENT

The undersigned agrees to the terms and requirements as stated in this COMMUNITY PARTNER AGREEMENT for the Saint Philip Church Fall Festival, 2026, to be held at the **St Philip School**, 25 France Street, Norwalk, Connecticut on September 19, 2026 rain or shine.

Part One: Allocation of Exhibit Space/Exclusivity

Based upon the availability of exhibit space, *Saint Philip Church will assign the space location* to those who have a signed Agreement on file on a first come basis when the Community Partner arrives the day of the event. All Community Partner spaces will be outside on the lawn in front of the **St Philip School**.

Community Partner space, as provided herein, is intended for the sole benefit of the Community Partner.

COMMUNITY PARTNERS ARE NOT ALLOWED TO SELL ANY TYPE OF PRODUCT OR GOODS.

The *Saint Philip Church* reserves the right, in its sole discretion and at all times, to approve or refuse the method, manner, contents, form and/or use of any exhibit or any part thereof not conforming to this Agreement. If *Saint Philip Church* determines that such exhibit, or any part thereof, is not in conformance with the *Saint Philip Church or the Diocese of Bridgeport* policies, that decision shall be final and binding on all parties hereto. *Saint Philip Church also reserves the right to limit the number of Community Partners displaying the same materials.*

Part Two: Booth Spaces

The display areas include one ground space 10' x 10'. There is NO electricity available for outside spaces and portable generators are not allowed. A Community Partner who is not authorized and found to have plugged into any electric outlet will be asked to leave the Festival. Any modification to the outside space must have prior approval of Festival Community Partner Chair listed below. There will be no relocations or space changes. No contact is to be made with any other Church staff. Modification made in lieu of the conditions of the Agreement will void this Agreement.

Part Three: Exhibit Set-Up, Breakdown, and Festival Hours

Employees or representatives of the Community Partner must do the unpacking, set-up, breakdown, and packing of displays. The handling, placing, or displaying of merchandise must be performed by an employee or direct representative of the Community Partner, unless otherwise specified by the *Saint Philip Church*. Community Partners must provide their own tables, chairs and tent if desired.

Extremely loud noises, such as sirens, bells, horns, etc., will not be permitted, in order to maintain a quiet, relaxed and businesslike atmosphere.

The Exhibit set-up and breakdown times are:

Set-Up:	Saturday	7:00 a.m. (Festival open 9:00 a.m. – 4:00 p.m.)
Breakdown:	Saturday	4:00 p.m. to 6:00 p.m.

Community Partners are asked not to start breaking down before the end of the day.

April 15, 2026

Part Four: Damages

No signs or articles may be affixed, nailed or otherwise attached to building, doors, etc., in such a manner as to deface or destroy. Likewise, no attachment may be made to the walkways by nails, screws, or any other device that would damage them. All space is leased subject to these restrictions. Violations of these rules will void the Community Partner's Agreement, and the Community Partner will be held liable for any damage resulting from such violations. The Festival Chair may move or remove signs as needed for the safety of patrons.

Part Five: Liability

It is agreed that the ***Saint Philip Church*** and the Diocese of Bridgeport shall not be liable to the **Community Partner** for any losses or damage to the property contained in such exhibits or injuries to his or her person, employees, agents or other persons, no matter how they were sustained from accident, theft, fire, or other causes; all claims for such losses, damage or injury are hereby waived by the undersigned. Each Community Partner must also complete the attached "Parish Festival Community Partner Hold Harmless/Indemnity Agreement" and return it along with this agreement.

A Community Partner may not hold any type of "Raffle" or prize give-a-way or duplicate, in any way, activities that are similar to a St Philip booth, at their booth. A Community Partner found to be doing this will be asked to leave.

Part Six: Exhibit Security

During the Festival hours, Community Partners are responsible for their exhibit.

Part Seven: Rules & Regulations

The Community Partner agrees that the ***Saint Philip Church*** shall have the right to make such rules and regulations or changes in the floor plan arrangement as it is deemed necessary. The ***Saint Philip Church*** shall have the final determination and enforcement of all rules, regulations, and conditions.

Part Eight: Contacts

***The contacts for any questions, arrangements or special festival needs is:
fallfestival@stphilipnorwalk.org***

Send Agreement page 3 and 4 to:

***Saint Philip Church
c/o 2026 Fall Festival,
MaryAnne Tripodi (Community Partners)
1 Father Conlon Place
Norwalk, CT 06851-3897***

Space is limited. Agreements should be returned as early as possible.

Part Ten: Community Partner and Representative Information

The Community Partner shall indicate the name of the person(s) that will be staffing the exhibit.

Company Name: _____

Primary Contact: _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Website: http: www. _____

E-mail Address: _____@_____

Telephone: (____) _____ Fax: (____) _____

Community Partner Items:

Exhibit Site Representatives:

Name: _____ Title: _____

Name: _____ Title: _____

St. Philip Church Federal ID Number: 06-0795180

COMMUNITY PARTNER: I _____ (print name) have read and understand this Agreement and agree to the terms above. I also understand that Community Partner Agreements are processed as received; therefore I understand and accept that my assigned table(s) will be at the discretion of the Festival Community Partner Chair.

SIGNED: _____ DATE: _____

TITLE: _____

Office use below

St. Philip Church:

BY: _____ DATE: _____

**MaryAnne Tripodi
St. Philip Church**

Agreement Date: ___/___/___

Space #: _____

Postmark: ___/___/___

Harmless/Indemnity: _____

**PARISH FESTIVAL COMMUNITY PARTNER
HOLD HARMLESS/INDEMNITY AGREEMENT**

PARISH: St. Philip Church, Norwalk, Connecticut

PARISH is understood to include the Diocese of Bridgeport

COMMUNITY PARTNER: _____

TYPE OF COMMUNITY PARTNER: _____

DATE OF USE: September 19, 2026

The above named COMMUNITY PARTNER agrees to defend, protect, indemnify, and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named COMMUNITY PARTNER or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, or associates in connection with the operations of the above named COMMUNITY PARTNER at the above named PARISH.

COMMUNITY PARTNER agrees to provide a certificate of insurance to the PARISH, which provides evidence of general liability coverage of not less than one million dollars (\$1,000,000) per occurrence. COMMUNITY PARTNER also agrees to have the PARISH named as an **“Additional Insured”** on its general liability policy for the DATES OF PARISH FESTIVAL in relationship to the COMMUNITY PARTNER’S activities. It is agreed that COMMUNITY PARTNER also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against PARISH.

If and only if COMMUNITY PARTNER fails to comply with the above (second) paragraph, then COMMUNITY PARTNER agrees to protect, defend, hold harmless, and fully indemnify the above named PARISH for any claim or cause of action whatsoever which takes place during the above identified DATE(S) OF USE that is brought against the PARISH by the above named COMMUNITY PARTNER or its employees, agents, guests, invitees, customers, partners, family members, organizational members, and associates, even if such claim arises from the alleged negligence of the PARISH, its employees or agents or the negligence of any other individual or organization not a party to this agreement. If any paragraph or sentence of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY:

DATE:

(Must be an official agent of COMMUNITY PARTNER)

NAME AND TITLE PRINTED:

DATE:



THANK YOU TO ALL OUR PARTNERS

Summary of Guidelines

1. Parking: You may park in the front of the school hall to unload. Once you have unloaded, you **MUST** move your car to the parking area in the back of the school hall. Your car/truck can **NOT** remain in the front of the school hall during the festival.
2. Check in at the Information Table.
 - Located in the front of the school hall
 - You'll be given your assigned spot/location
3. Set-Up: Arrive as early as 7am. The festival opens at 9am.
4. Breakdown: Do not break down until 4:00 pm, when the festival ends.
5. Remember to bring your own 10'X10' tent, table and chair.
6. Have fun and enjoy the festival!

April 15, 2026