

**Department of Parks, Recreation  
& Conservation**

ID 113742

Date: May 19, 2026

To: The Honorable Board of Acquisition and Contract

From: Kathleen M. O'Connor, Commissioner  
Department of Parks, Recreation and Conservation

Re: Request for authority for the County of Westchester to enter into a License Agreement with Nicholas & Lence Communications for use of certain areas at Glen Island Park for the purpose of holding an event known as The Lantern Festival from August 24, 2026 through November 10, 2026, which includes dates for set up and break down. The Festival will run weekends from September 11, 2026 through November 1, 2026. The County will retain 10% of Gross Receipts which is expected to be about \$50,000.00 in revenue to the County.

The attached Resolution, if approved by your Honorable Board, would authorize the County of Westchester ("County"), acting by and through the Department of Parks, Recreation and Conservation, to enter into a license agreement with Nicholas & Lence Communications ("Licensee"), 28 W 44th St #301, New York, NY 10036, for use of certain areas of Glen Island Park for the purpose of holding an Event known as The Lantern Festival (the "Event") which will be held on weekends from September 11, 2026 through November 1, 2026.

The County will retain 10% of total Gross Receipts, with anticipated revenue to the County of approximately \$50,000.00. The Lantern Festival will provide access to real time ticketing system and reporting.

The goal of this festival is to provide an opportunity for public engagement, cultural enrichment, and visual arts experience. This event will promote Glen Island Park and bring revenue to the County.

Department of Parks, Recreation and Conservation personnel will track and monitor the production of the event through frequent site visits.

The proposed license agreement is exempt from the County's Procurement Policy pursuant to Section 3(b) thereof.

Accordingly, your favorable action on the annexed Resolution is most respectfully urged and recommended.

**RESOLUTION**

Upon a communication from the Commissioner of the Department of Parks, Recreation and Conservation, be it hereby

**RESOLVED**, that the County of Westchester is hereby authorized to enter into a license agreement with with Nicholas & Lence Communications (“Licensee”), 28 W 44th St #301, New York, NY 10036, for use of certain areas of Glen Island Park for the purpose of holding an Event known as The Lantern Festival (the “Event”) which will be held on weekends from September 11, 2026 through November 1, 2026; and be it further

**RESOLVED**, that in addition to granting a License for use of certain areas of Glen Island Park, the County will retain 10% of total Gross Revenue with anticipated revenue to the County of approximately \$50,000; and be it further

**RESOLVED**, that the County Executive or his authorized designee is hereby empowered to execute any and all instruments and take such other actions as maybe reasonably necessary to effectuate the purposes hereof.

PRC-1520

Original Agreement	\$50,000.00
First Amendment	\$
<b>This Amendment</b>	<b>\$</b> _____
<b>TOTAL</b>	<b>\$50,000.00</b>

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars
I65	42	4175	9289		\$50,000.00*

\*Estimated

Budget Funding Year(s) 2026 Start Date 8/24/2026 End Date 11/1/2026  
(must match resolution)

Funding Source Tax Dollars \_\_\_\_\_

State Aid \_\_\_\_\_

\$50,000 (estimated) Federal Aid \_\_\_\_\_

(must match resolution)

Other revenue \_\_\_\_\_

APPROVED BOARD OF ACQUISITION CONTRACT - 05/28/2026 RAYMOND SKULKI SECRETARY