

FAIRFIELD PARKS & RECREATION

JACKY DURRELL PAVILION RENTAL FEES & FACT SHEET

401 Fairfield Beach Road (Capacity: 125) Dimensions 44 X 44

**Availability and Site Rental Fee Structure**  
**Saturday, April 14, 2018 to Sunday, October 21, 2018**  
**Saturday, April 13, 2019 to Sunday, October 13, 2019**  
**Saturday April 18, 2020 to Sunday October 18, 2020**

April – October		Residential Rate	Nonresidential Rate
<b>Rate Tier 1:</b> Saturday Night, Premium Dates	7:00 – 11:00pm	\$2,000	\$2,500
<b>Rate Tier 2:</b> Fridays, Sundays, Saturday Morning	11:00am – 3:00pm & 7:00 – 11:00pm	\$1,250	\$1,750
<b>Rate Tier 3:</b> Wednesdays - Thursdays	11:00am – 3:00pm & 6:00 – 10:00pm	\$1,000	\$1,500
<b>Rate Tier 4:</b> Mondays - Tuesdays	11:00am – 3:00pm & 6:00 – 10:00pm	\$650	\$1,250
<b>*No Daytime Rentals July through August.</b>			

**Deposit & Additional Fee Information**

**Deposit** - 50% Non-Refundable Deposit applied toward Rental Fee  
 Note: Final payment is due 60 days prior to the event. Any cancellations must be done in writing within 60 days of the function and will result in forfeiture of the entire payment. A date change is considered a cancellation. Deposits will not be refunded even in the event that the facility is re-rented for the date reserved.

**Damage Bond:** Credit Card number taken at time of booking (See Rule 12)

**Additional Fees:**

Equipment Storage - \$150.00 per day (see rule 26)  
 Additional Hour – Residents: \$300.00 Nonresidents: \$400.00 (see rule 25)  
 Fairfield Police Officer - \$260.00\* (see rule 6)\*Fee Subject to change per Fairfield PD

**AMENITIES ON SITE**

- 125 Dk. Grey Padded Banquet Chairs
- 8 30" x 72" Tables
- 16 60" Diameter Tables
- 4 4 Ft Rectangular Tables
- 2 4 Ft Diameter Tables
- 2 Crescent Tables
- 10 Burner Stove and 2 Ovens
- 4-Shelf Commercial Refrigerator
- 6' Freezer Chest
- Fireplace—Please provide own wood

**PREMIUM AMENITIES ON SITE**

- 12 30" x 42" Tall Bistro Tables
- \$10 rental fee per table

**PREMIUM DATES**

Memorial Day, Labor Day

**FROM NEW HAVEN**

I-95 to Exit 22  
 Left at end of ramp - North Benson Rd  
 Right at light onto Post Rd  
 First left onto Beach Rd follow to end  
 Right onto Fairfield Beach Rd

**FROM NEW YORK**

I-95 to Exit 22 (behind McDonalds)  
 Right off ramp - Round Hill Rd  
 Straight across Post Rd  
 Becomes Beach Rd. Follow to the end  
 Right onto Fairfield Beach Rd

**Penfield Pavilion** - 323 Fairfield Beach Road  
 Gray and white building on left at first stop sign  
  
**Jacky Durrell Pavilion** - 401 Fairfield Beach Road  
 Gray and white A-frame to left of Penfield

## Jacky Durrell Pavilion - Frequently Asked Questions

### **When does Jacky Durrell Pavilion open, and how much does it cost to rent?**

Because rental fees and dates of operation change from year to year, please visit our website at [www.fairfieldrecreation.com](http://www.fairfieldrecreation.com) for information.

### **What equipment does the Town provide?**

The Town provides the building with tables and chairs only (see below) Full Kitchen facilities include: a ten burner; two oven stove, a 4-shelf commercial refrigerator and a medium sized ice chest. There is no ice maker or microwave. All other equipment must be provided by the renter or caterer. There is a working Fireplace but wood for the fireplace is NOT provided by the Town. No other heating or cooling equipment is available.

- 125 Padded Banquet Chairs
- 8 30"x72" Folding Tables
- 16 60" Diameter Round Tables
- 4 48" Rectangular Folding Tables
- 2 48" Diameter Round Tables
- 2 Crescent Tables

**Can I tour the building with my caterer?** Please understand that we are not staffed to keep the building open for private viewings. When time permits, and by appointment through our office, we will do our best to allow you access to the building prior to your event. For your protection, we do not interact with caterers or party planners. We ask that you please provide a copy of this information and the Rules and Regulations to any company or person hired for your event.

**How do we get to Jacky Durrell Pavilion?** The address of Jacky Durrell Pavilion is 401 Fairfield Beach Road.

### **Where do we park?**

**Parking for Jacky Durrell Pavilion** is in Lot 2, which is directly across the street from the driveway leading up to Jacky Durrell. Access to Lot 2 is through the entrance on Penfield Road. There is one **handicapped parking spot** at the top of the driveway. Caterers may drop off food and equipment at the top of the hill, but when finished, must then park in the lot across the street. **One** catering vehicle may park at the top of the hill for the duration of the party. If your party attendees have current Town of Fairfield beach parking permits, they are allowed to park in any of the lots.

### **How many people does the building hold?**

Jacky Durrell Pavilion provides tables and chairs for a **fire-code maximum** of 125 people using BOTH the interior and outdoor deck of the building. You may use the deck for additional outdoor seating or set-ups in good weather, but you must also be ready for inclement weather. Please note that tents and canopies are not permitted. The interior of the building is 44'X44'. It's been our experience that events hosting 80-90 people seem to be the optimum size.

### **Can I get into the building to set-up early?**

Additional set-up time is available. For afternoon functions, additional set-up time may be purchased at time of booking. For evening functions, additional set-up time may be requested two weeks prior to the function. Requests will be considered only if no afternoon function is scheduled.

### **Who sets up and cleans up the party?**

The attendant will **assist** in the set-up of tables and chairs only. The attendant will inform lessee where to set up any equipment, explain the rules and regulations governing the party and make sure your party is observing them during your stay. At the close of your party, the attendant will assist in the breaking down and proper storage of the tables and chairs. The lessee will remove all equipment and supplies in a timely manner and the attendant will finish the building's cleaning and securing. Trash bags are provided. Recycling is mandatory and bins are provided. **The hour after the party is for clean-up only, not an extension of the party itself.** All music must stop, bars close and people must exit the building so we may clean the building. If the attendant has to extend his tenure for more than one hour after the party for clean-up, an additional maintenance fee may be charged.

### **Can we drop off our equipment before or store it after the party?**

If equipment needs to be stored for the night, a fee will be charged. **Storage must be arranged and paid for prior to the day of the event. The Town is NOT responsible for the security of these goods.**

### **What are the rules for decorating the building?**

Lessee must provide all paper products, table covering, glassware, etc. Minimum decorating and set up may be done by Lessee. **The use of confetti is prohibited.** Decorations must be removed immediately after function. **TAPE ONLY** (no nails, staples, etc.). Candles are permitted provided they are glass enclosed. No open flames. Tikki torches are permitted with location approval by the attendant. No Sky Lanterns or pyrotechnics of any type are permitted.

### **Is there Audio Visual equipment or Wi-Fi?**

We do not currently provide audio/visual equipment or Wi-Fi.

**Electrical Outlet Information** - There are two outside outlets-one each located on the side corners of the building closest to the beach.