

FAIRFIELD PARKS & RECREATION

PENFIELD PAVILION RENTAL FEES & FACT SHEET

323 Fairfield Beach Road (Capacity: 180 Seated / 300 Non-Seated) Interior Dimensions 44' X 60'

**AVAILABILITY & SITE RENTAL FEE STRUCTURE**

| <b>Peak Season April 1 – October 31</b>                                    |                                   |                         |                            |
|--|-----------------------------------|-------------------------|----------------------------|
|  |                                   | <b>Residential Rate</b> | <b>Nonresidential Rate</b> |
| <b>Rate Tier 1:</b> Saturday Night, Premium Dates                          | 7:00 – 11:00pm                    | \$3,500                 | \$4,500                    |
| <b>Rate Tier 2:</b> Fridays, Sundays, Saturday Morning                     | 11:00am – 3:00pm & 7:00 – 11:00pm | \$2,000                 | \$3,000                    |
| <b>Rate Tier 3:</b> Mondays - Thursdays                                    | 11:00am – 3:00pm & 7:00 – 11:00pm | \$1,250                 | \$2,250                    |
| <b>Off Peak Season November 1 – March 31</b>                               |                                   |                         |                            |
| <b>Rate Tier 1:</b> Saturday Night, Premium Dates                          | 7:00 – 11:00pm                    | \$2,500                 | \$3,500                    |
| <b>Rate Tier 2:</b> Fridays, Sundays, Saturday Morning                     | 11:00am – 3:00pm & 7:00 – 11:00pm | \$1,000                 | \$2,000                    |
| <b>Rate Tier 3:</b> Mondays - Thursdays                                    | 11:00am – 3:00pm & 7:00 – 11:00pm | \$750                   | \$1,750                    |
| <b>*No Daytime Rentals Memorial Day Saturday through Labor Day Monday.</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**

- 225 Dk. Grey Padded Banquet Chairs
- 12 30" x 72" Tables
- 30 60" Diameter Tables
- 4 4 Ft Diameter Tables
- Podium/Wireless Mic/Wi-Fi
- Warming Kitchen
- Commercial Refrigerator & Freezer
- 10 Burner Stove and 2 Ovens
- Main Room is climate controlled

**PREMIUM AMENITIES ON SITE**

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

**PREMIUM DATES**

- New Year's Eve, New Year's Day,
- Memorial Day, Labor Day,
- Halloween, Thanksgiving,
- Christmas Eve, Christmas 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

## Penfield Pavilion - Frequently Asked Questions

### ***When does Penfield 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), a warming kitchen including a ten burner; two oven stove, a commercial refrigerator and freezer. All other equipment must be provided by the renter or caterer. Heat and A/C are also available with assistance from the attendant.

|     |                                |
|-----|--------------------------------|
| 225 | Dk. Grey Padded Banquet Chairs |
| 12  | 30"x72" Folding Tables         |
| 30  | 60" Diameter Round Tables      |
| 4   | 48" Diameter Round 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 Penfield Pavilion?***

The address of Penfield Pavilion is 323 Fairfield Beach Road. For directions, please refer to the website noted above.

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

Any guests with current Town of Fairfield beach parking permits or those requiring handicap parking will be permitted to park in the main lot #1. All other parking is available across the street. Please inform parking guard at the gate whose party you are attending and he will direct you to the proper parking area.

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

Penfield Pavilion has a max capacity of 180 guests for seated functions, 300 guests for non-seated functions.

The room dimensions are 45 X 60. The building has one large room and one hallway that wraps around the room for party use. The main room can hold up to 20 round tables (with dance floor) and 22 without a dance floor. Each sits 8 comfortably. There is outdoor decking for renters to use. These decks are not accessible to the public while the building is rented. Please note that tents and canopies are not permitted.

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

Because Penfield Pavilion is a public recreational facility open into the evening during the summer season, we cannot allow for the early set-up of parties on the deck, however additional time for indoor setup is available at an additional cost. Outside of the beach season, additional set-up time may be available (see rule 25). 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 when paying balance. 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. At the end of the party, the lessee will remove all equipment and supplies in a timely manner and the attendant will finish the building's cleaning and security. 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 quietly so we may proceed to clean the building. If the attendant has to remain for more than one hour after the party for clean-up, an additional maintenance fee will be charged.

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

If equipment needs to be stored for the night after a party, 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 during the duration of the storage.**

### ***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?***

There is an internal sound system with speakers and wireless microphones. The building also has Wi-Fi. A podium is available.

**Electrical Outlet Information** - There are several outside outlets - located throughout the exterior of the building on the decks. Attendant will direct.