

Penfield Pavilion I - Frequently Asked Questions

When does Penfield I 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 for information.

What equipment does the Town provide?

The Town provides the building with tables and chairs only. Penfield 1 has **NO kitchen facilities** at all. Electrical capacity is also very limited and there is NO heating or cooling equipment in the building.

How do we get to Penfield I?

The address of Penfield 1 is 323 Fairfield Beach Road. For written directions, please refer to the website noted above.

Where do we park?

Parking for Penfield 1 will be in lots 1 and 4. Lot 1 is directly in front of the entrance to Penfield 1 and lot 4 is across the street from the main entrance. Please inform parking guard at the gate whose party you are attending and he will direct you to the proper parking area.

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?

Penfield I has a **fire-code maximum of 250 people** - approximately 150 inside and 100 outside.

The building has two interior rooms and two outdoor decks for party use. Inside, the main room has a small dance floor and can hold a maximum of 10 (with dance floor) to 12 (without dance floor) five-foot diameter round tables. Each table accommodates 8 people comfortably. The auxiliary room will hold about 6 round tables, or can be used as a staging area for food.

There are two distinct outdoor decks for renters to use. The "main deck" is directly in front of the building and the other is to the left as you leave the building. The main deck is empty and can hold 6 to 8 round tables. On the other deck, there are 8 - 6 foot long picnic tables for party use. These decks are not accessible to the public if the building is rented.

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

Because Penfield I is a public recreational facility open until 8 p.m., we cannot allow for the early set-up of parties. Set-up will not be allowed until 7 p.m.

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 time designated on the contract to be 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. **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 extend his tenure 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, ash trays, 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.