

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 for information.

How do we get to Jacky Durrell Pavilion?

The address of Jacky Durrell Pavilion is 401 Fairfield Beach Road. For written directions, please refer to the website noted above.

Where do we park?

Parking for Jacky Durrell Pavilion is in Lot 3, which is directly across the street from the driveway leading up to Jacky Durrell Pavilion. Access to Lot 3 is through the entrance on Penfield Road. (right out driveway, left at stop sign and left into the lot at the grey guard shack). There is one **handicapped parking spot** at the top of the driveway at Jacky Durrell Pavilion. Guests may be dropped off at the top of the driveway, but the vehicle must park in Lot 3, across the street from the facility. All other vehicles must park in lot 3, no exceptions. 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. The interior of the building is relatively small, so the practical capacity is reduced by bad weather. It's been our experience that events hosting 80-90 people seem to be the optimum size.

What equipment does the Town provide?

The Town provides the building with tables and chairs only. Kitchen facilities include: a ten burner; two oven stove, a commercial refrigerator and a medium sized ice chest. All other equipment must be provided by the renter or caterer. Wood for the fireplace is NOT provided by the Town. No other heating or cooling equipment is available.

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

Additional set-up time is available at **Jacky Durrell Pavilion ONLY**. 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. The lessee will remove all equipment and supplies in a timely manner and the attendant will finish the building's cleaning and securing. **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, 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.