



Lakeside Community Room

At Brookfield Town Beach
General Information / FAQ's

The Lakeside Community Room at the Town Park Beach is an ideal location to host casual meetings, birthday parties, baby showers, retirement parties and other celebrations for groups of up to 50 people. The seasonal main room measures 26' x 24', is climate controlled and features spectacular views of Candlewood Lake. Weather permitting your reservation includes use of the adjacent 12' x 40' stone patio deck as well as the other amenities in the park including a modified basketball court and sand volleyball court.

Reservations are accepted for three consecutive hours during the available hours below. Set up is permitted one hour prior to your scheduled reservation and clean up for up to one hour after. Set up and clean up times are provided as a courtesy and are not to be used as additional event time. Fee for use by Brookfield residents is \$175.00. Additional fees apply for events with swimming or extended hours. Due to Fire Code restrictions all events must end by 8:00 pm. No indoor cooking permitted. Reservation forms available at www.brookfieldct.gov/rec.

2017 Available Dates

Available Times

Preseason (April 14 – May 20)

Saturdays & Sundays	1 – 7 pm
Monday – Friday	1 – 7 pm

During Season (May 27 – Sept. 4)

Saturdays	1 – 8 pm
Sundays (June & July only)	1 – 8 pm

Post Season (Sept. 5 – Oct. 22)

Saturdays	1 – 7 pm
Monday - Friday	1 – 7 pm

Fee for the Community Room: \$175.00 due at time of Reservation

Damage Bond: credit card number may be taken at time of Reservation

Extra Fees (must be requested at time of reservation):

During season guarded beach: add \$50 if group wants waterfront privileges

Outside of season when beach is not guarded – Provided we can find lifeguards, cost will be \$30 per hour.

Events exceeding 3 hours: Resident: \$100.00 per hour / Non-Resident: \$250.00 per hour

Lifeguard Regular Hours for 2017

Summer Season - Begins the last day of school	(June 16 through August 28)
Weekdays	10:30 a.m. – 6:30 p.m.
Wednesdays	NOODLE HOUR 6:00 – 7:00 p.m.
Saturdays	11:00 a.m. – 6:30 p.m.
Sundays	12:00 p.m. – 6:00 p.m.
Late Summer Season (Mon. – Fri) August 29 – September 2	CLOSED
Labor Day Weekend	
Saturday, September 3	11:00 a.m. – 6:00 p.m.
Sunday, September 4	12:00 p.m. – 6:00 p.m.
Monday, September 5	11:00 a.m. – 6:00 p.m.

Frequently Asked Questions

When does Brookfield Lakeside Community room 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 http://www.brookfieldct.gov/Pages/BrookfieldCT_Parks/forms/index for information.

What to expect when we arrive?

Responsible party will park on the Cadigan Park side of the street and walk over to meet the gate guard at the main entrance to the park at the agreed upon room set-up time. If you require access to the beach side for unloading party supplies or to drop off guests needing assistance, our staff will make arrangements for one car at a time to pull into the boat ramp entrance (park in the stone area, so as to not interfere with boat ramp operations). Once unloaded, all cars must be parked at Cadigan Park across the street from the beach. Our staff will then show you to the main room and point out the rules for use, what areas and amenities you can use, set up options for the room and where to find cleaning supplies. Once you are set up for your gathering, our staff will have limited contact with you unless you require additional assistance.

How do we get to Brookfield Town Beach?

Brookfield Town Beach is located at 460 Candlewood Lake Rd. Brookfield, CT. All parking is across the street at Cadigan Park 500 Candlewood Lake Rd.

Can we get close to the building to unload and load our vehicles?

At the agreed upon set-up time the responsible persons may drop off food and equipment at the Town Beach boat ramp drive provided they park (one car at a time) in the stone island leaving the 360 degree boat ramp access drive open at all times. When finished loading or unloading, all vehicles must then park in the lot across the street. Guests needing assistance may also be dropped off in this area.

Where do our guests park?

Parking for Brookfield Town Beach is directly across the street from the park at the adjacent Cadigan Park located at 500 Candlewood Lake Rd.

How many people does the building hold?

The Town Beach meeting / event room provides tables and chairs for a fire-code maximum of 50 people using both the interior and outdoor deck of the building. You may use the 12' X 40' deck for additional outdoor seating or set-ups in good weather, but you must also be ready for inclement weather. The interior of the main room of the building is 26'X22'.

Is the main community room temperature controlled?

The main room has a very simple cooling unit that provides a temperature of 67 degrees provided all doors are kept closed. It's for this reason that propping doors open is not allowed under any circumstances. The cooling unit by design is not adjustable meaning it is either on or off. No one, including staff is able to over-ride the system. For optimal temperature (in the event of hot weather) all doors surrounding the room should remain closed. There is no heat in the building.

Do we have access to water /sink area?

One small hand wash sink is available for your use. This is not an area appropriate to wash dishes in.

Is a hand truck for loading and unloading items from my vehicle available?

Yes, please ask for this upon arrival.

Can we serve alcohol?

This decision is made by the Parks & Recreation Director on an individual bases depending on the type of event and to whom the space is rented. In the event alcohol is permitted at your event, it is to be restricted to inside the community room only. Alcohol is not allowed in the park.

What equipment does the Town provide?

The Town provides the building with tables and chairs only. Service kitchen area provides plenty of counter space as well as;

(1) full sized refrigerator / Freezer (For those requiring more space plan on bringing coolers and ice with you)

(48) folding chairs

(5) 72" diameter round tables

(1) 6' rectangular tables

(2) high chairs and booster seats

What equipment is not provided?

Please note there is no cooking of any kind permitted in the building per order of the Towns Fire Marshall.

Not included are any and all cooking appliances, gas grill, ice maker, coffee maker. Any equipment provided by the renter or caterer must be preapproved by the Parks & Recreation Director.

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

Yes, up to 1 hour prior to the event start time. Exceptions may be considered at the time the reservation is requested, provided we have no other events conflicting.

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 or glitter 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.

Is Swimming in the Lake allowed during our function?

Absolutely no swimming is permitted during any function that takes place outside of regular beach hours. If no lifeguard is on duty there is no swimming. During the season (when lifeguards are on duty) there is a \$50 additional charge payable at the time of registration. Parties scheduled outside of regular hours that want swimming privileges can do so provided we can find staff to work. Fee for lifeguards would be \$30 per hour.

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 space. At the close of your party, the attendant will check to insure everything is as you found it. The lessee will remove all equipment and supplies in a timely manner. The attendant will check that all garbage has been emptied, the tables, service kitchen and main room floor clean. The hour after the party is for clean-up only, not an extension of the party itself. All activities must stop, and people must exit the building so responsible persons can clean the room. 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.

Lakeside Community Room and facility Rules-

1. No swimming allowed when lifeguard is not on duty.
2. Children under age 12 must have adult supervision at all times.
3. No smoking is allowed anywhere in the Park
4. No pets of any kind are permitted in the Park.
5. No fishing or fishing gear is permitted in the Park.
6. Town Park personnel shall have authority to eject any person(s) engaging in behavior or activity deemed disruptive, dangerous, damaging, or illegal.
7. All items including must be removed from the building at the end of the reservation period.
8. Glitter and confetti prohibited