



TOWN OF BRIGHTON

Facility Rules & Regulations



To preserve the public peace and good order on lands operated as public parks by the Town of Brighton and to contribute to the safety and enjoyment of the users of such park, the rules and regulations set forth herein shall apply and be in effect. Violations of said rules and regulations will result in revocation of permit, eviction and possible additional expenses incurred through damage or violation. The permit holder and group members shall conform to any reasonable requests or policies as stated by staff member present.

*Maximum lodge occupancy is 90 at Buckland Park and 100 at Carmen Clark Lodge.

*Reservation form must be kept on person and presented at time of occupancy.

*The consumption of alcoholic beverages, including beer, and the bringing of such items into the park is prohibited. Smoking anywhere in the parks is prohibited. No live bands permitted. No helium balloons permitted inside lodge buildings. No person shall disturb the peace and good order in any park. **Bounce Houses and similar amusement attractions are prohibited. Outside vendors, food trucks , catering equipment, tents bigger than 10x10 popups require permission.**

*The permit holder shall be on the premises at all times during the rental period and shall be responsible for cleanup of the facility.

- A) All litter, trash, garbage, etc. must be removed and placed in outside dumpsters.
- B) All tables and chairs must be cleaned of major litter and returned to original location.
- C) The lodge will be left in the state in which it was found upon arrival.
- D) The floor must be free of major debris.
- E) The kitchen and restrooms must be free of items brought in by the group.
- F) Please be courteous to our staff and exit the building on time.

***Refunds/Transfers:** Requests for cancellations or date transfers must be submitted in writing by the permit holder. **No refunds or transfers will be given within two weeks of booked reservation date.** A \$25 administrative fee will be withheld from all lodge refunds. Approved transfer requests will be charged \$25. For pavilion and Brookside rental refunds, a \$10 administrative fee will be withheld. Refunds are issued in check form from the Town Finance Office and may take up to several weeks to process.

*Permit holder is responsible for the facility during the entire rental time and must be on premises for the entire rental. There will be a \$250.00 security deposit charged to the credit card on file for any damages done to the facility and its contents or not exiting the facility on time.

*Returned checks: A \$20 administrative fee will be charged for all checks returned for insufficient funds.

*Firearms and other dangerous weapons or instruments are prohibited in the parks.

*Lodge Rentals include the inside of lodge and any attached decks and patios. All other park areas are for general public use.

FAILURE TO COMPLY WITH ANY OF THE ABOVE STATED RULES WILL RESULT IN EVICTION AND MAY JEOPARDIZE FUTURE USE OF TOWN FACILITIES.



Facility Rentals

Highlighted rules for renting facilities

- The permit holder must be on the premises at all times during the rental.
- The permit holder must also be the same person who pays for the rental.
- Permit holder and rental party must exit facility on time.
- Lodge Rentals include the inside of lodge and any attached decks and patios. All other park areas are for general public use.
- Please remember outside vendors/food trucks, catering equipment need prior approval.
- Bounce Houses and similar amusement attractions are not allowed.
- Tents bigger than 10x10 pop ups need prior approval. Tents cannot be staked into the ground because of underground utilities.
- The floors and counters must be free of major debris.
- Tables and chairs must be put back to their original location.
- **Lodge garbage cans must be emptied and bags taken to the outside dumpster.**
- Smoking is prohibited in all Town Parks and Facilities.
- Alcohol is not permitted in Town Parks or Facilities.
- **Please do not use tacks, staples or nails to hang decorations. Tape may be used if it is removed with no residue by rental party.**
- **Absolutely no helium filled balloons are permitted in the lodges as they get stuck in our ceiling fans and burn out the motors.**
- Firearms and other dangerous weapons or instruments are prohibited in the parks.
- **There will be a \$250.00 security deposit charged to the credit card on file for any damages done to the facility and its contents or not exiting the building on time.**
- Damage can include but is not limited to: balloons stuck in the ceiling fans, damage from tape, nails, staples or tacks, broken chairs, tables and windows.

The Parks Department staff complete a before and after facility rental checklist to verify damages and exit times. If you have any facility concerns during your rental please contact town staff at the numbers provided on your reservation form.