

**Town of Madison  
Beach and Recreation Department  
8 Campus Drive  
Madison, CT 06443  
(203) 245-5623/Fax: (203) 245-5643**

**To:** Prospective Facility Renter

**From:** Beach and Recreation Department Staff

**Subject:** Rental Guidelines

We are happy that you have chosen to hold your function at a Madison Beach and Recreation Department facility and hope you have an enjoyable experience. Listed below are some of the most important things for you to remember and convey to your group.

As our facility is open, only to Madison residents and their guests, you shall be responsible for their actions and are to ensure that they abide by all the rules and regulations of our department.

Remember that by renting our facility you and your group are allowed use of the building specifically and should not be interfered with by outside individuals. A staff person will be happy to assist you if a problem arises.

We hope that you enjoy our facility and that your function is a huge success. We thank you in advance for giving the above mentioned items your positive attention and for making sure your guests are made aware of the above conditions. Should you have any questions, please feel free to contact us.

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**To:** All Prospective Caterers

**From:** Director of Recreation

**Subject:** Rental Guidelines for Surf Club

Please be advised that we have been experiencing a problem with the rental agencies delivering rented items for parties at the Surf Club the day prior to a scheduled event.

In many instances the rental agency has been instructed to do so by the caterer handling the event. It is imperative that all rental equipment be delivered on the day of the scheduled event or at a time that has been approved by the Recreation Department.

The rental equipment must be removed directly following the event. Some rental agencies charge an additional fee for weekend pick-up service, so please be aware of this possibility. We do not have space to store rental equipment at our facilities.

Our kitchen is designed for food warming service only and is not to be used for “full food” preparation. There is to be no grease-laden cooking done on the premises.

**Clean-up following the event:** Trash must be bagged and removed to dumpsters located at the green maintenance garage. All surfaces in the kitchen must be cleaned and disinfected. Remember to remove all items from ovens and refrigerators when cleaning up.

All Catering service providers shall provide evidence of general Liability Insurance and shall name the Town of Madison as additionally insured. Minimum amount of coverage shall be \$1,000,000.

We thank you in advance for giving these matters your attention. Should you have any questions, feel free to contact our office.

## Surf Club Meetings and Social Events

### This facility includes

Main Room is 28' x 38' with a fireplace and wet bar. The room capacity is 72 seated and 125 tented.

Kitchen (Warming Only) is equipped with a commercial six burner gas range with oven, warming oven, two serving carts, a commercial refrigerator, a triple sink and a work area.

Deck area is used with a 30' x 50' white tent.

### Rental Information

Building Capacity

Main room – 72 people with tables and chairs

Main room and tent on deck – 125 people with tables and chairs

There is an eight (8) hour maximum rental time which includes the set-up and clean-up time. This time begins at the time the building is opened for any reason, i.e., deliveries, caterer, florist and does not conclude until all the guests and contracted services of rental party have left the building/property. **Park closes at 11:00 pm**

The building is available on **Friday, Saturday and Sunday** during the beach Pass Season from 5:00 pm to 11:00 p.m. Caterers may obtain access no earlier than 3:00 pm, pending facility availability, for an additional hourly fee. **Before Memorial Day weekend and after Labor Day** the building is available on **Friday, Saturday and Sunday** from 10:00 a.m. to 2:00 p.m. or 4:00 p.m. to 11:00 p.m. **These times include set-up, breakdown/clean-up.**

Recreation staff is not responsible to sign or accept any deliveries.

Social affairs must conclude by 10:00 p.m. on Friday, Saturday and Sunday nights to ensure that everyone is out of the park by 11:00 pm. Social events and business meetings during the week must also conclude by 10:00 p.m.

All events must comply with all applicable laws and regulations of the State of Connecticut and the Town of Madison including, but not limited to, Safety, Fire and Zoning Laws and Regulations.

The Madison taxpaying resident who fills out the facility request application must be present for the entire event. That person is also responsible for the group's behavior and is required to sign the **Facility Pre-Use/After Use Checklist Inspection Form.**

A rental fee is charged when groups and organizations use the building for a social event or for a fund raising event. A social event shall be defined as any event/gathering where food or alcoholic beverages are served or allowed.

Each organization or group contracting for use of a town facility shall furnish evidence of bodily injury, property damage and fire insurance in the form of a *certificate of insurance naming the Town of Madison and Madison Beach and Recreation Department as additional insured.* **Minimum amount of coverage shall be \$1,000,000.**

If an alcohol permit has been issued, all beverages must be in cans or plastic cups. Evidence of Liquor Liability Insurance shall also be required naming the Town of Madison as additionally insured.

### **Rental Fees**

Main Room and Kitchen: \$100.00 per hour

Deck with tent (30' x 50') installed: \$625.00

Parking area use for events such as an Antique Car Show: \$150.00 per use

### **Approved Reservations**

Once a Facility Request has been approved, a non-refundable rental fee equaling 50% of the rental charge is due. Bookings will not be taken on a "hold basis". All remaining fees and the certificate of insurance are due at the Recreation Department two weeks prior to the event.

### **Cancellation Policy**

If you cancel use of these buildings after the entire rental fee has been paid, the following refund policy will be in effect:

- Use canceled 6 to 14 days prior to use, 50% of the fees will be returned.
- Use canceled 1 to 5 days prior to use, all fees are forfeited.

### **Alcohol Permit Fee**

A Town of Madison alcoholic beverage permit is required if alcohol is going to be served or allowed to be present at the specified function. This permit shall be \$100, which includes a \$50 non-refundable fee. If alcohol is to be sold at your event, a State Liquor sales permit must be acquired and a copy of this permit must be filed with the Recreation Office 14 days prior to the event. Any payment received later than 14 days prior to the scheduled event must be submitted by bank check or cash.

### **Security Fee Deposit**

There is a \$500.00 security fee charged for damage, cleanup and departing on time. This fee is refunded after the event as long as there are no damages as a result of the rental or you have failed to clean up properly and abide by contracted times. Security fee refunds are processed and mailed within two weeks after your event.

**Deposit will be used to cover any incurred expenses associated with noncompliance of rules.**

### **Opening and Closing of the Facility**

The building will be opened and secured by a Recreation staff member.

### **Decoration Restrictions**

Tape and tacks are not allowed on walls, mantle and doors. Other surfaces may be used.

1. Helium balloons are not allowed inside the building.
2. Open candles are not allowed in the building. They must be in a hurricane globe or similar container.
3. All decorations must be removed at the end of the rental time.
4. Rice, Rose petals, birdseed, etc. may not be thrown at this facility. A \$300.00 charge will be assessed should this occur.

### **Set-up/Breakdown**

The Town does not supply custodial services. Your group must do set-up and breakdown for your event. When designing your set-up, please keep in mind the table width (32' rectangular, 5' round) 3' chair space needed and 3' walk area needed between each table.

Exit doors must not be blocked.

### **Equipment Rentals and Caterers**

The Recreation Department does not have storage space for your rental items. This may require that you pay an additional fee to the rental company for weekend pickup. It is vital that rental equipment be removed at the conclusion of your event so that the next event can run smoothly.

Rental equipment/deliveries will not be accepted prior to the time you have requested on your rental application for set up time. Someone from your party or your caterer must be present to accept and sign for your rental items.

### **Clean-Up Following the Event**

Clean up is your responsibility and that of your caterer. Trash must be bagged and removed to the dumpsters by the maintenance building. Cleaning brooms and mops may be found in the kitchen as well. The cleanup process will be supervised and checked by the staff member on duty.

### **Staff**

A supervisor will be on duty. That person will help you get the needed supplies. The supervisor is not responsible for your cleanup duties. During the Beach Pass season, the supervisor is also required to go to other beach areas to secure them. Therefore, the supervisor may be absent at certain times during your event.

### **Meetings**

Town groups and organizations will be charged a \$10.00 per use. Business meetings must be concluded by 10:00 p.m. There is no alcohol allowed during meetings. Failure to abide by this request shall be just cause for future requests being denied.

All groups holding a meeting must return all chairs and tables to their proper storage area at the conclusion of their meeting and close and lock all windows and doors.

### **Phone Numbers**

Surf Club Office: (203) 245-5628 Seasonal  
For Reservations: (203) 245-5623  
Fax: (203) 245-5643

### **Directions**

From Hartford: Interstate 91 to Route 9 South, to Route 17 South to Route 79 South to Route 1 South. Turn right onto Route a, turn left onto West Wharf Road (landmark Madison Country Club). Right at stop sign (Surf Club Road) continues straight to Surf Club Town Beach.

From 1-95 Northbound: Exit 61, Right (Route 79), proceed to Route 1, turn right, left onto West Wharf Road (landmark Madison Country Club), right onto Surf Club Road, continue straight to Surf Club Town Beach.

From 1-95 Southbound: Exit 61, left (Route 79), proceed to Route 1, turn right, left onto West Wharf Road (landmark Madison Country Club), right onto Surf Club Road, continue straight to Surf Club Town Beach.

### **Address**

Surf Club Beach  
87 Surf Club Road  
Madison, CT 06443

### **Mailing Address**

Madison Beach & Recreation Department  
8 Campus Drive  
Madison, CT 06443

**Web Address:** [www.madisonct.org](http://www.madisonct.org)