

2025 Mattituck Park District Rental Policies

The Mattituck Park District makes its facilities available to rent for meetings and special events, in accordance with the policies below.

Meetings

Regularly scheduled organizational meetings are generally two hours or less, whether called meetings or lecture series or something else. One-off “meetings” are considered events for purposes of policies, rates, and availability.

Only the Veterans Beach Community Room or Bailie Beach Lodge can be booked for meetings. Organizations generally cannot book these venues for a meeting during the prime event booking slots, namely Friday night, Saturday/Sunday day/night, or summer afternoons more generally. Organizational rentals during peak periods require the standard event rate.

Events

Mattituck Park District will rent facilities at Veterans Beach, Bailie Beach Lodge, and the Pavillion at Breakwater Beach for events. Different policies and rates apply depending on the venue being rented and who is doing the renting.

Both Veterans Beach Community Room and Bailie Beach Lodge must be rented for at least six hours for a flat fee, even if the event is shorter (including set up and take down). These facilities can be rented for as many as 16 hours. The picnic area at Veterans Beach, if being rented by itself, and the Pavillion at Breakwater, can be rented for a flat fee, regardless of the length of rental.

Please note, regardless of the facility being rented:

- All event-related time counts. Time spent setting up and cleaning up counts towards the total hours rented.
- Security and Damages Deposit May Be Required. Renting certain facilities involves a security deposit to cover any potential damage, excessive cleanup costs, or violations of rental policies that may occur during the event. If no issues arise, the full deposit will be refunded after the event's conclusion and facility inspection.
- Security Personnel May Be Required. Any event with 30 or more people at which alcohol is served AND which ends after 6 PM will require security services for the whole event. Security services must be provided by MPD, billed at \$35/hr per event. Any other event, whether or not alcohol is served, that has an incident triggering a call for security services will forfeit their Security and Damages Deposit to cover the cost of the security call.

Veterans Beach Facilities

Veterans Beach Community Room Rental Policies

The Veterans Beach community room can be rented by itself, or in combination with the picnic area and/or the conference room, for a minimum of six hours and a maximum of 16 hours between 7 am and 11 pm. The six-hour flat fee reflects a discount; it is less than the hourly rate times six. After six hours, an hourly rate applies until 14 hours, at which point the rate is discounted again. If the property is rented the entire 16-hour possible rental window, the last two hours are at the hourly rate.

The Community Room rental includes the covered patio, the area between the patio and bluff, and the West Lawn, which is the area from the building to the rails on the western side. The capacity of the Community Room is 75 guests. To achieve that capacity, only the rectangular tables may be used. For events up to 50 people, our round tables may be used if desired. We also have a few high-top tables without seats that can be added to any configuration. For fire safety reasons, any DJ or other non-guest station can only be in certain locations. Please see our floor plans available from the clerk's office.

If more than 75 guests are attending, the host must rent the picnic area as well and provide a tent to prevent overcrowding the Community Room in poor weather. Tents must be rented from a tent company on our list of approved vendors; the list is available from our Clerk by email or can be picked up at our Veterans Beach office. **Please note**, that if the renter has 76-99 guests and wishes to accommodate the overflow at the picnic tables on the covered patio, they may do so without renting a tent. The renter would pay the lower rate for the use of the Community Room Venue only.

If 125 guests are coming, the host will be required to provide a portable toilet, and another portable toilet is required at 200 guests.

If 200 guests are coming, the host will be required to provide an additional dumpster.

Veterans Beach Picnic Area Rental Policies

The picnic area may be rented for any period between 7 am and 9 pm for a single flat rate.

Bailie Beach Lodge

The Bailie Beach Lodge can be rented between 7 am and 11 pm. The Lodge rental includes the Lodge and the beach. The capacity of the Lodge is 120 people. The Lodge can be rented for a minimum of six hours, and a maximum of 16 hours. The six-hour rate is less than the hourly rate times six. Between 6 and 12 hours, each hour is additional at the hourly rate until 10 hours; at 10 hours another discounted flat rate applies. Any hour after 10 hours is additional at the hourly rate. Scout Troops enjoy special rates.

Pavilion at Breakwater Beach

The Pavilion may be rented for any number of hours between 9 am and dusk for a flat rate.

My signature below signifies that I have received a copy of this policy and I agree to the terms, conditions, rules, regulations, and policies.

Printed Name: _____

Applicant Signature & Date: _____