



## **Brookwood Point Special Use Guidelines: For Events, Programs, and Weddings Effective January 2022**

Brookwood is a 22-acre historic estate on the shores of Otsego Lake, two miles north of the Village of Cooperstown. The historic gardens, stone walls, and fantastic lake views make Brookwood a wonderful place to celebrate and gather.

Brookwood Point is owned by Otsego Land Trust (OLT), a small conservation not-for-profit organization dedicated to seeing this beautiful property protected forever. In keeping with our conservation mission to engage people from a diversity of backgrounds, beliefs, and cultures and to provide equal access to the lands and waters that sustain us, we are pleased to offer Brookwood Point as a venue for special events. Rental fees go directly to helping maintain this unique public access site.

The guidelines below should be used as a reference to assist you with event planning.

The space includes an informational kiosk at the entrance, an upper garden area, a lower garden area where tents may be placed, a lower garden terrace right on the lake shore edge with iron café tables and chairs, and a charming garden house with balcony. There is a separate rental fee for interior use of the garden house, the use of which use will be considered on a case-by-case basis.

The site offers a utility area for your vendors to work from, ample guest parking, several electric hook ups, hose bibs and one rest room with ramped access.

The site is open for free public access to hiking, paddling, and fishing from dawn until dusk. We do not close the site to the public during private events, however, we post signage around the property asking visitors to be respectful of any events that may be going on.

### **General Information:**

- Any Event/Program involving the gathering of 10 or more people requires advance notice and approval from Otsego Land Trust (OLT).
- A [Special Use Request Form](#) must be completed and submitted to: [info@otsegoandtrust.org](mailto:info@otsegoandtrust.org) to determine pricing and scheduling needs.

- Event/Program pricing will be based on the number of people, duration of event, extent of imported amenities (tents, tables, caterer, band equipment, etc.), and optional use of the Garden House. Extra fees may be applied based on potential impact to the site due to the scale and complexity of the Event/Program.
- A contract is required for every approved Special Use Request.
- All Event/Program participants are expected to adhere to all rules of the property (*See attached Appendix A: Public Use and Recreational Activities Guidelines*)
- All Event/Programs must be terminated by 8:00 p.m., unless otherwise approved by OLT.
- It is the responsibility of the applicant to coordinate all aspects of the event, including tent rentals, caterer, and other amenities. All vendors must be licensed and fully insured.
- All arrangements (names of vendors) and schedules must be communicated to and coordinated with OLT using the Vendor Information Sheet. All vendors must provide proof of insurance.
- Brookwood Point will remain open to the public during events, including the canoe and kayak vendor.

#### **Capacity, Accessibility & Parking:**

- Events up to 125 people are permitted, with approval by OLT. Additional people may result in an increased fee.
- The site should be visited prior to booking, to ensure accessibility needs are met. The lower parking area is for drop off only, but contains handicap designated parking spaces. A barrier-free trail extending from the lower parking area allows access into the main and lower garden spaces, as well as to the lake.
- All other parking must be accommodated in the upper parking area and adjacent overflow lawn space, where guests can enter through the information kiosk and descend a staircase into the garden.
- Transportation services must be communicated to OLT in the Vendor Information Sheet.
- Events of 100 people or more must provide a parking attendant

#### **Restrooms & Amenities:**

- A single composting toilet with a ramped access is available on site, however, any event over 25 people requires renting portable bathrooms.
- Portable bathroom rentals must be communicated to OLT in the Vendor Information Sheet.
- Placement of portable restrooms must be in an approved location.

- THERE IS NO POTABLE WATER AVAILABLE AT THE PROPERTY
- There is no external lighting provided. Any supplemental lighting must be approved
- An electric outlet is available for lighting and music in the garden (200-amp electrical service within an 8-outlet receptacle panel).

#### **Tents:**

- There are 3 tent location options (*See attached Appendix B: Tent Location Options*):
  - Main Garden: Maximum size 40' x 80'
  - Upper Garden: Maximum size 40' x 80'
  - Upper Lawn: 40' x 100' (larger tents permitted with approval)
- To protect the lawn, no flooring or area rugs are permitted, unless otherwise approved. Additional fees may be applied for flooring or other special event amenities that may result in wear and tear beyond a typical event.
- All tent and equipment rentals are to be communicated to OLT in the Vendor Information Sheet and must be approved by OLT. All vendors must provide proof of insurance.
- **Placement, set up, and tear down dates and times for tents and equipment rentals must be coordinated in advance with OLT due to potential scheduling constraints.**
- Vendor vehicles are not permitted on the garden lawn without permission.
- Tents and equipment rentals must be removed from the property the following day, unless another time is mutually agreed upon with OLT.

#### **Catering Services:**

- Catering services must be communicated to Otsego Land Trust in the Vendor Information Sheet

#### **Alcohol:**

- If catering services are used to provide and serve alcohol, they must be communicated to OLT in the Vendor Information Sheet.
- By law, the caterer is required to acquire a temporary liquor permit at additional cost to client.
- Clients may provide their own alcohol; however, alcohol must be served by a bartender with an alcohol pouring license at the client's expense. Insurance is also required.

#### **Floral Arrangements, Decoration & Signage:**

- Decorating and installation of temporary signage is only allowed on the day of the event and at a time approved in advance by OLT.

- Decorations must be removed immediately following the event unless prior arrangement has been made.
- If decorating services/florists are used, they must be communicated to OLT in the Vendor Information Sheet.
- No open fires are allowed, including the use of tiki or other lit torches.

#### **Music:**

- Client is responsible for hiring musicians, DJs, or other entertainment – they must be communicated to OLT in the Vendor Information Sheet.
- Music and amplification is permitted to the extent that it is not deemed a nuisance at OLT's sole discretion. Musicians must provide their own amplification systems, lighting and all other equipment required for performance.
- Music must cease by 8:00 pm unless otherwise approved by OLT.
- Special electrical requirements must be communicated to OLT.

#### **Garden House:**

- The Garden House is kept locked.
- There is an extra charge for the use of the Garden House.
- The Garden House can be used for photographs if approved by OLT.
- No food or beverage allowed inside the Garden House.
- No additional lighting or props are permitted inside the Garden House without approval from OLT.
- The Garden House will be opened only during the hours of the event.
- The Garden House cannot be used for storage.

\* Please note that the garden house interior is currently *not* available for rental during wedding events. Special allowances will be made at OLT discretion to accommodate small groups, with respect to Covid protocols.

#### **Trash and Clean-up:**

- Brookwood Point is a “carry in, carry out” venue. It is the responsibility of the client to provide or coordinate the use of trash receptacles for the event. All garbage and evidence of use must be removed by the client by the following day, unless another time is mutually agreed upon with OLT.

## Appendix A:

### Public Use and Recreational Activities Guidelines

*It is critical that visitors minimize their impacts on the land and help to maintain the integrity of the natural features that we and our supporters have worked so hard to protect for the benefit of the region's residents, visitors, and future generations. We ask that visitors to OLT Conservation Areas abide by the following recreational use policies:*

- The public is welcome to engage in quiet, unobtrusive nature observation and low-impact recreational activities such as walking, hiking, fishing snowshoeing, and cross-country skiing. Non-motorized boat access is also available at designated areas. Please stay on marked trails to minimize disturbances of plants and wildlife;
- Properties are open during daylight hours. Visitation is at your own risk;
- Activities that are PROHIBITED on all OLT lands:
  - Use of motorized vehicles (*except on roadways to reach designated parking areas*);
  - Parking in undesignated areas;
  - Hunting and animal trapping (unless approved by OLT);
  - Target shooting or paintball shooting; discharge of firearms;
  - Camping and fires;
  - Swimming;
  - Collecting of any sort (*except for approved/permitted research*);
  - Littering, dumping, placement/storage of personal property, or release of any plants, animals, substances, or materials;
  - Vandalism of signs, kiosks, parking areas, or other improvements, or causing damage to any natural or historic features;
  - Horseback riding;
- Dogs must be on a leash and cleaned up after;
- Always be aware of natural hazards such as hanging trees or branches, cliffs, steep slopes, loose shale, slippery rocks, or other unstable footing;
- Be prepared for the outdoors: bring a map, carry sufficient water and food; wear footwear and clothing appropriate for the terrain and weather conditions; wear blaze orange during hunting season; watch for harmful plants, and check for ticks;
- Always strive to have as little impact on the land as possible; learn about and practice Leave No Trace principles, and be respectful of the land, native plants, and other people;
- If you are coming with a large group (10 or more), please contact OLT ahead of time;

Thank you for your cooperation and please reach out to OLT if you have any questions or concerns.  
Please report any maintenance or safety issues if you see them.

[www.otsegolandtrust.org](http://www.otsegolandtrust.org)

607-547-2366 ext. 105

## Appendix B: Tent Location Options

