

Brookside Policies

No bounce houses, silly string, or powder on the floors for dancing is permitted. No decorations are permitted on walls, floors, ceiling fans or plants. No duct tape on floors; painters tape okay. Only tables and chairs can be decorated.

No alcoholic beverages are allowed in the facility or on the premises including the parking areas.

Fire Code capacity is 234 people; this includes guests, caterers, etc.

Kitchen is equipped with a refrigerator, oven, microwave oven, stove, sink, ice machine. Customer must provide own pots, pans, utensils and dishes. No grills of any kind are allowed on premises.

Brookside has 24 6-ft rectangular tables, 28 5-ft round tables and 200 cushioned light blue colored chairs. Each rectangular table seats up to 6 people and the round tables seat up to 8 people. Patrons are NOT allowed to bring in additional tables or chairs.

The actual responsibility for the setup, take down and clean-up for Brookside Center is yours, the renters.

Parking: The main parking area for Brookside Center is next to the facility, and across the street. Please do not allow your guests to park in the business parking lots that are located around the facility or in the driveway in front of the facility.

Your rental times also include your set up, take down, and clean up time. Please plan your event so that you will be ready to exit the facility at the end of your reservation time.