



**Brookwood Point Special Use Guidelines:
For Events, Programs, and Weddings
Effective January 2023**

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

Brookwood Point is owned by Otsego Land Trust, a 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 venue includes an informational kiosk structure at the main entrance, an upper garden space, a lower terraced garden with an open lawn area, and a lower garden level on the lake shore. Site amenities include parking, pathways, trails, and a single composting toilet (no potable water).

The lower parking area is for accessible parking and drop-off. During events, this location also serves as a staging area for caterers and a place to set up portable facilities. There are several electrical hook ups and hose bibs nearby.

The site is open for free public access to passive recreational activities 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 in progress.

General Information:

- Any Event/Program involving the gathering of 10 or more people requires advance notice and approval from Otsego Land Trust.
- A Special Use Request Form must be completed and submitted to: anne@otsego-land-trust.org to determine pricing and scheduling.
- Event/Program pricing will be based on the number of people and tents. Extra fees may be applied based on potential impact to the site due to the scale and complexity of the Event/Program.

- A contract and liability insurance 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 pm, unless otherwise approved.
- It is the responsibility of the applicant to coordinate all aspects of the event, including tent rentals, caterer, and other facilities. All vendors must be licensed and fully insured.
- All arrangements (names of vendors) and schedules must be communicated to and coordinated with Otsego Land Trust using the Vendor Information Sheet. All vendors must provide liability insurance.
- Brookwood Point will remain open to the public during events, including the canoe and kayak vendor.

Capacity, Accessibility & Parking:

- Events with up to 125 people are permitted, with approval by Otsego Land Trust. Additional people (if allowed) will result in an increased fee.
- The site should be visited prior to booking, to ensure that accessibility needs are met. The lower parking area 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. Guests can enter through the kiosk structure, pass through the upper garden and descend a staircase into the lower terraced garden spaces.
- Transportation services (if any) must be communicated to Otsego Land Trust in the Vendor Information Sheet.
- Events of 100 people or more must provide parking attendant(s)

Restrooms & Amenities:

- A single composting toilet with ramped access is available on site, however, any event of over 25 people requires renting portable restroom(s).
- Portable restroom rentals must be communicated to Otsego Land Trust in the Vendor Information Sheet.
- Portable restrooms must be placed 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.
- Electricity is available for lighting and sound needs in the garden (200-amp electrical service within an 8-outlet receptacle panel).

Tents:

- There are 3 approved 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 here 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 Otsego Land Trust in the Vendor Information Sheet and must be approved by Otsego Land Trust. All vendors must provide liability insurance.
- Placement, set up, and tear down dates and times for tents and equipment rentals must be coordinated in advance with Otsego Land Trust due to potential scheduling constraints.
- Vendor vehicles are not permitted on the garden lawn without permission.
- Tents, equipment rentals and trash must be removed from the property within 24 hours after the event ending, unless another time is mutually agreed upon with Otsego Land Trust.

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 Otsego Land Trust 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 Otsego Land Trust.

- 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 Otsego Land Trust 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 Otsego Land Trust in the Vendor Information Sheet.
- Music and amplification is permitted to the extent that it is not deemed a nuisance at Otsego Land Trust'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 Otsego Land Trust.
- Special electrical requirements must be communicated to Otsego Land Trust.

Garden House:

- The Garden House is scheduled for restoration and is not currently available for rental or use during events.

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 Otsego Land Trust.

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 Otsego Land Trust 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 Otsego Land Trust lands:
 - Use of motorized vehicles (*except on roadways to reach designated parking areas*);
 - Parking in undesignated areas or overnight parking;
 - Hunting and animal trapping (unless approved by Otsego Land Trust);
 - Target shooting, paintball shooting or discharge of firearms;
 - Camping and fires;
 - Swimming;
 - Drones;
 - 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, animals, birds, and other people;
- If you are coming with a group of 10 or more, please contact Otsego Land Trust ahead of time;

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

www.otsego.landtrust.org

info@otsego.landtrust.org

607-547-2366

Appendix B: Tent Location Options

