



Town of Glastonbury

Riverfront Community Center, 300 Welles Street, Glastonbury, CT 06033

FEES & CHARGES Schedule B

GROUP B, C, D - DESCRIPTION

Group B: 501©(3) Non-profit groups whose primary purpose is to benefit the Glastonbury community.

Group C: 501©(3) Non-profit groups not directly associated with the Town of Glastonbury that serve some members of the Glastonbury community but also the wider region.

Group D: Private Rentals

Please refer to the Riverfront Community Center Building Use Policy for further clarification.

ROOM RENTAL CHARGES

Room	Group B (Glastonbury Non-Profit)	Group C (Regional Non-Profit)	Group D (Private Rentals)
Community Room – FULL Incl Kitchen for Approved Caterer	\$120/hr M-F \$150/hr Sat & Sun	\$160/hr M-F \$200/hr Sat & Sun	\$200/hr M-F \$250/hr Sat & Sun
Community Room - SIDE A Incl Kitchen for Approved Caterer	\$75/hr M-F \$90/hr Sat & Sun	\$100/hr M-F \$120/hr Sat & Sun	\$125/hr M-F \$150/hr Sat & Sun
Community Room - SIDE B No Kitchen	\$60/hr M-F \$75/hr Sat & Sun	\$80/hr M-F \$100/hr Sat & Sun	\$100/hr M-F \$125/hr Sat & Sun
Exercise Room	\$45/hr	\$60/hr	\$75/hr
Activity Room - FULL	\$45/hr	\$60/hr	\$75/hr
Activity Room - PARTIAL	\$30/hr	\$40/hr	\$50/hr
Arts & Crafts Room	\$30/hr	\$40/hr	\$50/hr
Conference Room	\$45/hr	\$60/hr	\$75/hr

- A four hour minimum rental or minimum rental fee of \$300.00 (whichever is HIGHER) will be charged for ALL Private, Non-Profit B & Non-Profit C rentals taking place on Fridays and Saturdays.
- A four hour minimum rental or a minimum rental fee of \$750.00 (whichever is HIGHER) will be charged for ALL Private, Non-Profit B & Non-Profit C rentals taking place on Sundays. If the Community Room has already been booked, the Rental Agent has the authority to lower the minimum to \$300 for other rooms for the same date and time.
- Partial Community Room events for Saturdays and Sundays are only booked within 6 months or less.
- Exercise Room bookings on Saturdays and Sundays are only accepted within 120 days or less, unless Community Room A has already been booked.
- Community Room rentals require a Commercial General Liability Insurance policy that meets the Town’s requirements. The Town has a carrier that can provide this. The renter is responsible for paying the premium.
- Non-Profit B users may be charged Custodial Hours for Community Room rentals that involve extensive setup, food, and/or kitchen use.
- Rental hours must include set-up, decorating, and clean-up time for all rooms.
- Alcohol consumption is only permitted in the Community Room and must be served by an Approved Alcoholic Beverage Provider. There is an additional \$150 charge for an Event Supervisor when alcohol is served.
- Events that go beyond the hours booked will be charged 1.5x the regular hourly rate.

ROOM RENTAL DEPOSIT

Community Room - FULL: 25% of the total rental charges, plus \$500 refundable Security Deposit. Balance is due 120 calendar days prior to the event date.

Community Room - PARTIAL: 25% of the total rental charges, plus \$300 refundable Security Deposit. Balance is due 120 calendar days prior to the event date.

All other rooms: Full payment and \$100 Security Deposit are due with signed contract.

A signed contract and deposit are required in order for a date to be secured.

CANCELLATION FEES AND CHANGE OF EVENT DATE FEES

Any Applicant canceling an event or changing their event date will be eligible for a refund of fees paid according to the following schedule:

Community Room (Full and Partial)	More than 120 Calendar Days Prior to Event	Full Refund
	60-120 Calendar Days prior to Event	50% Refund
	Less than 60 Calendar Days prior to Event	No Refund

All Other Rooms	More than 60 Calendar Days Prior to Event	Full Refund
	14-60 Calendar Days Prior to Event	50% Refund
	Less than 14 Calendar Days Prior to Event	No Refund

Exception to Cancellation Fees: In the event of severe inclement weather the cancellation fee will be waived. The Town has the sole responsibility of determining the conditions in which the facilities will or will not be available for usage during inclement weather.

ADDITIONAL CHARGES

Personnel:	Fee:
Event Supervisor (Required for all alcohol events)	\$150.00
Additional Custodian Hours (Determined by Rental Agent)	\$35.00 per hour
Equipment:	Fee:
Stage In Community Room	\$100.00 Flat Fee
Screen In Community Room	\$50.00 Flat Fee
Projector in Community Room	\$50.00 Flat Fee
Screen in Conference Room	\$50.00 Flat Fee
Projector in Conference Room	\$50.00 Flat Fee
Portable Screen	\$50.00 Flat Fee
Upright Piano in Community Room	\$50.00 Flat Fee
TV/DVD Player	\$50.00 Flat Fee
Lectern/Podium	No charge
Microphone with Sound System for Remarks in Community Room	No charge