

## Event Spaces

- 4450 sf. **Community Room** with a divider, adjacent commercial kitchen, large patio, and outdoor area
- 1450 sf. **Exercise Room**
- 1250 sf. **Activity Room** w/room dividers
- 500 sf. **Conference Room**
- 500 sf. **Arts & Crafts Room**



## Rental Fees (per hour)\*

	Mon - Fri	Sat/Sun
Community Room – Full	\$200	\$250
Community Room - Side A (kitchen access for caterer)	\$125	\$150
Community Room - Side B (no kitchen access)	\$100	\$125
Exercise Room		\$75
Activity Room – FULL		\$75
Activity Room – PARTIAL		\$50
Arts & Crafts Room		\$50
Conference Room		\$75

\*Discounted rates available for nonprofit organizations. Please contact Kristen Michaels for specific rates.



Whether you're planning your wedding, a birthday party, or a corporate meeting, the Riverfront Community Center will take your event to the level of excellence and importance it deserves! Our friendly, professional staff will assist you in creating successful and memorable events.



## THE GLASTONBURY RIVERFRONT COMMUNITY CENTER: RENTAL INFORMATION

300 Welles Street  
Glastonbury, CT 06033

## Choosing the Right Room

The Riverfront Community Center is your affordable solution to elegant affairs! Our air conditioned rooms can accommodate meetings & events of all varieties. Guests enjoy our beautiful space, complimentary parking with covered guest entrance, and manicured grounds offering views of Riverfront Park and the tree-lined CT River. Room reservations are available during evening hours only on Mondays, Wednesdays, and Fridays, and on Saturdays/Sundays between 8:30 a.m. and 12:00 a.m. Rental hours must include all set up and clean up time.

## Room Capacities

Room	Seated Banquet	Lecture-Style
Community Room – FULL	250	500
Community Room – HALF (Side A/B)	120	250
Exercise Room*	50	100
Activity Room	50	100
Arts & Crafts Room	25 – conference style seating only	
Conference Room	25 – conference style seating only	

\*Exercise Room can be rented independently or in addition to the Community Room to allow for 300 seated guests and 600 lecture-style guests.

### Rentals Include:

- Setup/breakdown of tables & chairs
- Custodial cleanup following your event
- On-site building staff
- Free Wi-Fi

## Reservation Process

To reserve a room, contact Kristen Michaels at (860) 652-4640 or submit a request online at [www.glastonbury-ct.gov/rccrentals](http://www.glastonbury-ct.gov/rccrentals). Please note the following rental requirements\*\*:

- A 4 hour minimum rental, or minimum rental fee of \$300 (whichever is higher), will be charged for ALL Private and Non-Profit rentals held on Fridays & Saturdays.
- A 4 hour minimum rental, or a minimum rental fee of \$750, (whichever is higher), will be charged for ALL Private and Non-Profit rentals held on Sundays.
- Side A or B reservations of the Community Room (vs. full room) can only be made for Saturdays & Sundays within 6 months or less of your event date.

\*Non-Profit refers to "Group B" (Glastonbury-based) and "Group C" (Regional).

## Deposits

**Community Room (full or partial):** Requires a deposit of 25% of the total rental charges, a security deposit, and a Commercial General Liability Insurance policy that meets Town requirements. Rental charge balances are due 120 calendar days prior to the event.

**All other rooms:** Require full payment, a \$100 security deposit, and a signed contract to finalize the reservation.

**All payments must be cash or check.**

## Food & Beverage Catering

Renters may bring in food and non-alcoholic beverages from their preferred vendor. In order to have use of the kitchen, however, the full Community Room or Community Room Side A must be rented, and an Approved Caterer must be contracted.

If your event will have alcohol service, the Community Room must be rented (in full or Side A/B only), and an Approved Alcohol Caterer must be contracted to supply and serve all alcohol. Please note, an additional \$150 fee will be charged to staff a supervisor for events where alcohol is being served.

A list of our Approved Food and Beverage Caterers is available online at [www.glastonbury-ct.gov/rccrentals](http://www.glastonbury-ct.gov/rccrentals).



## Contact Us

Kristen Michaels, Event & Banquet Manager  
(860) 652-4640

[kristen.michaels@glastonbury-ct.gov](mailto:kristen.michaels@glastonbury-ct.gov)

[www.glastonbury-ct.gov/rccrentals](http://www.glastonbury-ct.gov/rccrentals)