

**TOWN OF GLASTONBURY
REQUEST FOR PROPOSAL
RPGL-2015-10
CATERING SERVICES FOR THE GLASTONBURY BOATHOUSE
ADDENDUM NO. 1
DATED: OCTOBER 31, 2014**

The attention of respondents submitting proposals for the above-referenced project is called to the following Addendum to the specifications. The items set forth herein, whether of omission, addition, substitution or other change, are all to be included in and form a part of the proposed Contract Documents for the work. Respondents shall acknowledge this Addendum in the Bid Proposal by inserting its number in Attachment A.

Question 1. Will renters be able to use the lower patio/park grounds for wedding ceremonies?

Answer: Yes, when available. There is an additional \$125/hour fee during rehearsal/ceremony time for anyone renting the Boathouse facility. The lower patio/park grounds may be used when available, but they remain open to the public.

Lower Patio:

- The lower patio may not be used on afternoons when there is a Glastonbury Crew meet.
- The lower patio is generally considered a public space and cannot be reserved for the exclusive use of the banquet facility customer.
- At this time the lower patio may not be rented separately from the Boathouse.

Park Grounds:

- The designated tent area on the grounds may be rented separately from the Boathouse.
- Rental of tent area without the Boathouse for Fridays, Saturdays, Sundays, and holidays is only available within 60 days or less and is subject to Town approval.
- Rental of the tent area does not include use of the Boathouse kitchen.

Question 2. What hours is Riverfront Park open?

Answer: Typically the park opens ½ hour before sunrise and closes ½ hour after sunset. However, Riverfront Park will likely remain open later during good weather from late spring through early fall. The park will remain lit in the evening until events are over. The northern part of the park will also remain open during the winter months for ice skating when weather conditions permit.

Question 3. *What are the parking arrangements?*

Answer: The paved parking lot adjacent to the boathouse has the equivalent of 92 regular spaces and 5 handicapped accessible spaces. Of these, 48 spaces in the center of the lot can be used as boat trailer parking spaces for customers using the adjacent public boat launch. In addition, a separate grass overflow parking area with capacity for 40 cars is available and earmarked for banquet facility rentals. Additionally, there is a 178 car lot in the adjacent park area approximately 500 feet from the Boathouse. The Riverfront Community Center lot has approximately 115 parking spaces. With the exception of the grass overflow lot, all lots are open for general public use. For that reason, the Town will coordinate parking arrangements closely with renters. If it is anticipated that if parking at the boathouse will be insufficient for an event, the Town will consider providing either shuttle or valet services to nearby lots.

Question 4. *How long do caterers have for set up and break down?*

Answer: Caterers will have 2 hours before the event for set up and 1 hour after for break down. Renters may purchase additional set up time at \$75/hr. All events must end by midnight.

Question 5. *What equipment is provided?*

Answer: In addition to the kitchen equipment (Attachment D), the Town will provide up to sixteen 72" round tables, 150 chairs, and six 6' long tables. It is expected that caterers will set up and break down tables and chairs, and return them to storage at the end of the night. The chairs are stackable, and dollies will be provided. Anything beyond this will need to be rented. The Town plans to contract with a preferred rental provider.

Question 6. *What clean-up is expected from caterers?*

Answer: Caterers are expected to clean up after themselves and leave the kitchen and banquet hall in the condition in which they found it. This includes garbage removal, sweeping, and cleaning appliances, sinks and drains. There will be custodial staff responsible for cleaning restrooms and mopping floors. It is expected that all rentals and catering equipment will be removed from the building at the end of each event, unless the Town is able to accommodate a next-day pickup.

Question 7. *Are clients going to be allowed to use a non-approved caterer?*

Answer: **Non-approved caterers can only be used** when absolutely necessary for ethnic food or other good reason. It will require Town approval, a \$750 fee, and the non-approved caterer must pay the same commission as Approved Caterers.

Additional proposal instruction information:

- Rental pricing listed in Attachment E may be discounted up to 20% for events booked within 60 days, and for events booked in January, February and March.
- It is recommended that in proposal instruction item #5 (background statement) caterers describe any additional services that they are able to offer clients i.e. decorating, wedding planning, etc.

END OF ADDENDUM NO. 1 TEXT

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