

To Reserve your party today,
complete this form or call 860.652.7679

Reservation Day/Date		
Today's Date		
Deadline Date	(5 business days from Today's Date)	
Area Requested	<input type="checkbox"/> Teen Center	<input type="checkbox"/> Skate Park
Time Requested	Start Time:	Ending Time:
Kitchen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee	<input type="checkbox"/> Teen Center (2 hours \$100; 4 hours \$200)	
Music Etc.	<input type="checkbox"/> Moon Bounce/Inflatable	<input type="checkbox"/> DJ
	<input type="checkbox"/> KARAOKE	<input type="checkbox"/> STEREO
	<input type="checkbox"/> Other	
Type of Event:	No. of People: (15 Max.)	
Company/Group:	Contact Person:	
Address:		
Home Phone:	Work Phone:	

Please mail your completed
registration form to:
Parks and Recreation
Party Reservation
P.O.Box 997
Glastonbury, CT 06033

Directions

Academy Teen Center
2143 Main Street
Glastonbury, CT 06033



From Route 2 East
Take Exit 8 Hebron Avenue. Take a right off the exit ramp. Take a left onto Hebron Avenue. Follow to the end and take a left onto Main Street. The Academy Building is attached to Town Hall on your right.

From Route 2 West
Take Exit 5D Main Street. Take Main Street Exit and merge right. Take a right onto Main Street. Follow approximately 2 miles. The Academy Building is attached to Town Hall on your right.



GLASTONBURY
PARKS & RECREATION

Have your
celebration
with us!



Glastonbury Parks and
Recreation has a
wonderful facility for you
to use when you host your
next party or special event.

Call today to book your
party or special event!!

Facility Information

Reservations/Cancellations

- Party reservations should be made as soon as possible and are based on availability.
- All required paperwork must be completed and full payment must be made within 5 business days of making the reservation.
- Event dates and times are confirmed only after payment is received.
- The Parks and Recreation Department does not issue refunds for facility rentals. If a cancellation is made with at least 2 weeks notice, there may be an opportunity to reschedule for a different date.

On Your Party Day

1. Parties do not include a party host.
2. On arrival, the staff supervisor will admit you to the room, based on the party start time.
3. The host family/person is responsible for general clean up after their party (throwing away of party related paper products like wrapping paper, plates, napkins, cups, etc.) If you choose not to clean up after the party, a \$50 clean up fee will be added to your account with Parks and Recreation and immediately billed.
4. Due to the high volume of party requests, the room will be available for you to set-up 15 minutes prior to the scheduled time of your party. The party room is reserved only for the specific time scheduled.

Looking for a place to host that special birthday party or family reunion? Throw a better party with facilities that meet all your needs! The Glastonbury Parks and Recreation Department will help to make your event one to remember!

(860) 652-7679



Academy Teen Center

Great for small parties! Bring in your own cake and goodies, and we'll provide the rest!

Availability:

Year round, Saturdays, Sundays, Holidays

Times:

2 hour time blocks

Maximum Capacity:

15 party attendees plus adults

Amenities:

Staff, exclusive use of Teen Center room including ping pong, air hockey, foosball, pool tables, board games, access to restrooms and refrigerator/freezer.

Fees:

\$100 (2 hours)

\$200 (4 hours)