

Riverfront Community Center Event Rentals - Frequently Asked Questions

Do you host multiple events at a time?

Yes, the Riverfront Community Center is a multi-use facility and as such, there may be other programs or events taking place. This includes outdoor events in Riverfront Park. We do NOT rent each side of the Community Room at the same time, all Community Room rentals have private use of the patio.

Do I need to choose from your Approved Caterer's List?

Not for a delivery of food and nonalcoholic beverages **without** kitchen use. A caterer must be approved in order to have kitchen access and/or in order to serve alcohol. There is a fee involved. For more information on the application process, contact Kristen Michaels at (860) 652-4640 or kristen.michaels@glastonburyct.gov.

Is there a charge to use the RCC kitchen?

If you have rented the full Community Room or Community Room Side A, kitchen use is included for Approved Caterers only. If an Approved Caterer is NOT contracted, the kitchen will remain locked. Kitchen use is not permitted for any other room rental.

Can I hire a food truck for my event at the RCC?

Yes you may, but it must be approved the RCC rental agent prior to your event. Food truck staff will not have kitchen access unless the vendor has completed the approval process.

Can I serve my own alcohol?

No, you must contract an Approved Caterer to serve alcohol. We also charge \$150 to staff a supervisor if there is alcohol service. An Approved Caterer has a State of CT catering liquor license and liquor liability insurance. Bartenders without a license and insurance may not be approved.

May I host my event on the outdoor patio?

The patio is included with Community Room rentals (including half room rentals) but your event would be set up in the banquet hall. We do not set up the banquet furniture outside. The patio furniture is included. If you wish to have a wedding ceremony on the patio, chairs must be rented.

Do you provide linens, silverware, and dishes?

No, we do not. Linens, silverware and dishes may be available through your caterer and/or can be rented from a party supply company. When ordering your linens, please note the table sizes detailed below. Rentals must be delivered and picked up within your rental hours, as we cannot accommodate overnight storage.

What tables and chairs do you offer in the RCC Community Room?

72" Round tables (up to 25), 72" Rectangular tables (up to 12), and up to 200 chairs.

What tables and chairs do you offer in the RCC Activity Room?

36" square card tables and up to 50 chairs.

What is the size and capacity of the Community Room?

The Community Room is 4,450 square feet. The space can accommodate 200 guests for a banquet seating and 300 guests for classroom seating. Half of the room can accommodate up to 100 guests for banquet seating and 150 for classroom seating. Please note that allowing for dancing will reduce the capacity.

Will someone be available on-site to let me in and out of the building?

Yes, there will be a custodian on-site on the day of your event to let you into the building. They will remain available throughout your event and lock the building for you at the end.

What other types of equipment rentals do you have available?

In the Community Room we offer a podium and 2 microphones at no additional charge. A projector, screen, piano, and stage can also be rented for an additional charge. Fees can be found in Schedule B. We do not provide a sound system for music.

Can I hire a DJ?

DJs are permitted in the Community Room, not in the Activity Room. They must provide their own speakers.

Can I decorate?

Decorating policies are detailed in Schedule C. All decorating and clean-up must take place within your contracted rental hours.