



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
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 is not booked on weekends, and may not be booked in conjunction with the Community Room.
- 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, catering, and/or alcohol service.
- 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.

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	\$150.00 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
Upright Piano in Community Room	\$50.00 Flat Fee
Lectern/Podium	No charge
Microphone with Sound System for Remarks in Community Room	No charge