

**TOWN OF GLASTONBURY  
REQUEST FOR PROPOSAL  
RPGL-2024-16  
CATERING SERVICES FOR THE GLASTONBURY BOATHOUSE  
ADDENDUM NO. 1  
December 21, 2023**

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 on the Proposal Response Page (Attachment A).

**NOTIFICATION TO BIDDERS:**

Please be advised that there has been an update to the link on page 3 of the proposal documents. Please use the updated page 3 attached instead of the original page 3 in the proposal documents.

**END OF ADDENDUM NO. 1 TEXT**

## SECTION I - GENERAL INFORMATION

### Purpose

The Town of Glastonbury is seeking to contract with three to six (3-6) Approved Caterers to provide a range of menu options and event coordination for clients renting The Glastonbury Boathouse, while also providing additional revenue to the Town. The intent of this RFP is to award a three (3) year contract term, with the opportunity for renewal upon mutual agreement to the selected Approved Caterers whose proposals best conform to this RFP and which are deemed to be in the Town's best interest.

### Background

The Glastonbury Boathouse has been in operation since May 1, 2015. In that time, the Boathouse has quickly established itself as one of the premier event and wedding venues in the Harford area, hosting about 100 events annually.

The Boathouse is situated on the picturesque grounds of Riverfront Park. The first floor of the Boathouse is used for boat storage and serves as headquarters of the Glastonbury High School Crew Teams. The second floor is reserved for private event rentals and includes the following spaces:

1. Banquet Hall – Capacity of 150 for seated dinner with dance floor, 300 for standing receptions, or 120 for classroom style meeting. (See **Attachment C** for floor plan)
2. Caterer's kitchen (See **Attachment D** for inventory)
3. Covered Observation Deck
4. Private Room for bridal party/event host
5. Restrooms
6. Elevator

The facility also has a large waterfront patio on the park grounds for wedding ceremonies. Catering and bar services will be limited to the Banquet Hall and Observation Deck.

The Town accepts event bookings year-round, on any day and time, pending availability (see [www.glastonburyboathouse.com](http://www.glastonburyboathouse.com) ) for available rental spaces and current pricing.) All event bookings shall be made directly between the client and the Town. As there are many other activities that take place in Riverfront Park, there may be blackout dates for Boathouse Events. Town staff will do their best to ensure that there are no major conflicts when booking events and to ensure adequate parking. Caterers and clients must be aware of the shared use of the park and parking lot.