

Event Spaces

- 4450 sf. **Community Room** with a divider, adjacent commercial kitchen, and seasonal outdoor patio
- 1250 sf. **Activity Room** w/room dividers
- 500 sf. **Conference Room**
- 500 sf. **Arts & Crafts Room**



Rental Fees (per hour)*

	Mon - Fri	Sat/Sun
Community Room – Full	\$200	\$250
Community Room - Side A (Includes Kitchen access for caterer)	\$125	\$150
Community Room - Side B (No kitchen access)	\$100	\$125
Activity Room – FULL		\$75
Activity Room – PARTIAL		\$50
Arts & Crafts Room		\$50
Conference Room		\$75

*Discounted rates are available for 501c3 nonprofit organizations. Please contact us for more details.

THE RIVERFRONT COMMUNITY CENTER: RENTAL INFORMATION

300 Welles Street
Glastonbury, CT 06033

Choosing the Right Room

The Riverfront Community Center is your affordable solution to elegant affairs! Our air-conditioned rooms can accommodate meetings & events of all varieties. Guests enjoy our beautiful space, complimentary parking with covered guest entrance, and manicured grounds offering views of Riverfront Park and the tree-lined Connecticut River. Room reservations are available during evening hours only on Mondays, Wednesdays, and Fridays, and between 8:30 a.m. and 12:00 a.m. on Saturdays and Sundays. Rental reservations (total hours) must include all set up and clean up time.

Room Capacities

Room	Seated Banquet	Lecture-Style
Community Room – FULL	200	300
Community Room – HALF (Side A/B)	100	150
Activity Room	50	75
Arts & Crafts Room	25 – conference style seating only	
Conference Room	25 – conference style seating only	

Rentals Include:

- Setup/breakdown of tables & chairs
- Custodial cleanup following your event
- On-site building staff
- Free Wi-Fi

Reservation Process

To reserve a room, contact Kristen Michaels at (860) 652-4640 or submit a request online at www.glastonburyct.gov/RCCrentals. Please note the following rental requirements*:

- A 4-hour minimum rental, or minimum rental fee of \$300 (whichever is higher), will be charged for ALL Private and Non-Profit rentals held on Fridays & Saturdays.
- A 4-hour minimum rental, or a minimum rental fee of \$750, (whichever is higher), will be charged for ALL Private and Non-Profit rentals held on Sundays.
- Only FULL Community Room rentals may be reserved more than 6 months in advance. Partial Community Room rentals and our smaller spaces must be booked within 6 months of the event date.

Deposits

Community Room (full or partial): Requires a deposit of 25% of the total rental charges, a security deposit, and a Commercial General Liability Insurance policy that meets Town requirements. Rental charge balances are due 120 calendar days prior to the event.

All other rooms: Require full payment, a \$100 security deposit, and a signed contract to finalize the reservation.

Payments may be cash, check, or credit card.

Food & Beverage Catering

Renters may bring in food and non-alcoholic beverages from their preferred vendor. In order to use the kitchen, however, the full Community Room or Community Room Side A must be rented, and an Approved Caterer must be contracted.

If your event will have alcohol service, the Community Room must be rented in full or Side A/B only, and an Approved Alcohol Caterer must be contracted to supply and serve all alcohol. Please note, an additional \$150 fee will be charged to staff a supervisor for events where alcohol is being served.

A list of Approved Food and Beverage Caterers can be found on the Town of Glastonbury website at www.glastonburyct.gov/rccrentals.



Contact Us

Kristen Michaels, Event & Banquet Manager
(860) 652-4640

kristen.michaels@glastonbury-ct.gov

www.glastonburyct.gov/rccrentals