

## Riverfront Community Center Frequently Asked Questions

### Catering Information

#### **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@glastonbury-ct.gov](mailto:kristen.michaels@glastonbury-ct.gov).

#### **Do I need to secure a licensed and insured caterer to use the RCC kitchen?**

Yes, licensed/insured caterers are required for use of the kitchen.

#### **Can I rent the RCC kitchen by itself?**

No you may not rent the kitchen by itself.

#### **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.

### Room Specifications and Event Setup

#### **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 3rd party. When ordering your linens, please note that we offer the following size tables: 72" rounds, 72" rectangulars & 36" square tables.

##### **Tables & chairs? (If so, is there an associated fee?)**

We provide tables and chairs with your rental at no additional cost. It will include up to 30 round tables, 12 rectangular tables, and a maximum of 300 chairs. The Rental Agent will confirm what is available for your event depending on room configuration and the overall building needs for the day. If you need additional seating/tables beyond this amount, you will need to rent them for an additional fee.

#### **What size tables do you offer in the Community Rooms and Exercise Room?**

72" Round tables and 72" Rectangular tables

#### **What size tables do you offer in the Activity Room?**

36" square tables

#### **What is the size and capacity of the Community Room?**

The Community Room is 4450 square feet. The space can accommodate 250 Guests for a Banquet Style event and 500 Guests for a Lecture Style setting.

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

Yes. Someone will be available 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?**

We offer a podium and 2 microphones at no additional charge. A projector, screen, piano, stage, and/or TV/DVD player can also be rented for an additional charge. For fees and pricing information, [please click here](#).

**Rental Rules, Restrictions, and Contract Details**

**Do you rent to private parties and non-profit groups?**

Yes we do.

**Can I rent the patio and grounds without renting the Community Room?**

No, you may not.

**If I rent the patio, can I have my ceremony or cocktail hour on it?**

Yes you may.

**Do you offer discounted pricing for non-profit groups?**

Yes, we offer discounted pricing to Non-Profit Groups that have a 501c (3) designation.

**Do you have an inclement weather policy?**

Yes we do. Please request the policy from the Kristen Michaels, at **860-652-4640** or [kristen.michaels@glastonbury-ct.gov](mailto:kristen.michaels@glastonbury-ct.gov).