

PIEDMONT TECHNICAL COLLEGE LAURENS COUNTY CAMPUS COMMUNITY CONFERENCE CENTER

Laurens County Campus • 663 Medical Ridge Road • Clinton, SC 29325



ROOM RENTAL FEE INCLUDES TABLE AND CHAIR SETUP, VARIOUS ARRANGEMENTS POSSIBLE.

All equipment arrangements need to be made one week in advance.

Catering is available at an additional cost. Drink machines and snack machines are accessible on site. Parking is available in the front of the building. This is a non-smoking facility.

Established 1966

FOR FURTHER INFORMATION CONTACT THE
LAURENS COUNTY CAMPUS AT (864) 938-1508.



PIEDMONT
TECHNICAL COLLEGE



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ROOM RENTAL RATES

AUDITORIUM RATES (Capacity: 225)*

Private sector organizations:	\$225.00
Public / Non-profit organizations:	\$150.00

*Rates are based on room type, not on the number of event participants.

CLASSROOM RATES (Capacity: 48)*

Private sector organizations:	\$150.00
Public / Non-profit organizations:	\$125.00

*Rates are based on room type, not on the number of event participants.

OUTSIDE OF NORMAL WORKING HOURS

All Rentals:	\$400.00*
Each Additional Classroom:	\$125.00*

*Depending on rental times, there will be an additional charge of \$15 per hour to cover administrative, security and cleaning costs.

Company Name & Address: _____

Contact Person: _____ Telephone: _____

Email Address: _____

Dates of Usage: _____ Fax: _____

Room Number: _____ Time: _____

Equipment Needed: _____ Number of People: _____

Catered Refreshments: _____

Room Charge: _____

Special Set-Up: _____

UPGRADE YOUR EVENT: *Please check all that apply and indicate quantity needed.*

- Round Tables:** \$5.00 per table **Bistro Tables:** \$5.00 per table # _____
- Tablecloths:** \$6.00 per (white or black available for round or rectangle tables) # _____
- Pipe and Drape:** \$1.00 per foot (8'x10' panels with black or blue drape) # _____

Please email completed form to: chalmers.k@ptc.edu or print out form and mail to the address below:

Kim Chalmers • 663 Medical Ridge Road • Clinton, SC 29325