PIEDMONT TECHNICAL COLLEGE
MCCORMICK COUNTY CAMPUS
ROOM RENTAL INFORMATION

McCormick County Campus • 1008 Kelly Street • McCormick, SC 29835

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 and rear of the building. This is a non-smoking facility.
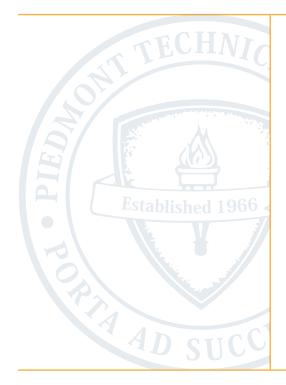
Established 1966

FOR FURTHER INFORMATION CONTACT THE
MCCORMICK COUNTY CAMPUS AT (864) 852-3191.

PIEDMONT
TECHNICAL COLLEGE

PIEDMONT
TECHNICAL COLLEGE

ROOM RENTAL RATES

FULL DAY RATES (60+)

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

FULL DAY RATES (60-)

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

OUTSIDE OF NORMAL WORKING HOURS

Private or Public (60+):	$400.00*
Private or Public (60-):	$200.00*

Depending on rental times, there will be an additional charge of $15 per hour to cover administrative, security and cleaning costs. The facility rental fee includes the use of basic 8ft or 6ft rectangle tables and chairs. For upgrades, please see pricing information listed at the bottom of this page.

Company Name & Address: _____

_____

_____

Contact Person: _____

E-mail Address: _____

Telephone: _____ Fax: _____

Dates of Usage: _____ Time: _____

Room Number: _____ Number of People: _____

Equipment Needed: _____

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: **merritt.p@ptc.edu** or print out form and mail to the address below:
Peggy Merritt • 1008 Kelly Street • McCormick, SC 29835