

# PIEDMONT TECHNICAL COLLEGE JAMES MEDFORD FAMILY EVENT CENTER

Lex Walters Campus-Greenwood • 620 North Emerald Road • Greenwood, SC 29646



The James Medford Family Event Center on Piedmont Technical College's Greenwood Campus offers 14,384 square feet of large event space and an optional 1,160 square feet of stage space.

In addition, the facility also houses a kitchen area complete with ice machine, food warmer, refrigerator, and counter space for food prep. We do not restrict catering and can set up catering services for you upon request. A small classroom/staging area is also available at the rear of the building. Many high-tech amenities, including wireless internet access, are also available. Whether you are hosting a wedding reception or a corporate dinner, the Medford Event Center is sure to make your event stand out.

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

*Parking is available in the front and to the side of the building. This is a non-smoking facility.*

FOR MORE INFORMATION CONTACT BEN HIGGINS AT  
**(864) 941-8408.**





# JAMES MEDFORD FAMILY EVENT CENTER

FULL DAY RATES			DEPOSITS	
WEEKDAY		WEEKEND/HOLIDAYS	NO ALCOHOL	WITH ALCOHOL
Private	Non-profit	Private or Public		
\$1000	\$800	\$1500	\$300	\$600

*\*There will be an additional charge for security personnel. For rates, please call either (864) 941-8408 or (864) 941-8411. The facility rental fee includes the use of basic 8ft or 6ft rectangle tables and chairs. For upgrades, please see pricing information below.*

## 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) # \_\_\_\_\_
- 3 Tier Chandelier:** \$100.00 (hooked up and placed) # \_\_\_\_\_
- Pipe and Drape:** \$1.00 per foot (8'x10' panels with black or blue drape) # \_\_\_\_\_
- Globe String Lighting:** \$300 # \_\_\_\_\_

*Please note: Charges may apply for setting up an event with greater than 200 guests.*

Company Name & Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Dates of Usage: \_\_\_\_\_ Time: \_\_\_\_\_

Room Number: \_\_\_\_\_ Number of People: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

Catered Refreshments: \_\_\_\_\_

Room Charge: \_\_\_\_\_

Special Set-Up: \_\_\_\_\_

Please email completed form to: [higgins.b@ptc.edu](mailto:higgins.b@ptc.edu) or print out form and mail to the address below:

**Ben Higgins • 620 North Emerald Road • Greenwood, SC 29646**

# UPGRADE YOUR EVENT

You want your event to stand out and Piedmont Technical College offers many possibilities to help you achieve that. Please take a look at what is offered below and feel free to call or email us with any questions.

## RENTAL FEES:

Tablecloths (Black, White, and Ivory)	\$6 per cloth ( <i>non pressed cloths</i> )
60' Round Table	\$5 per table
42' Round Table	\$5 per table
48' Round Table	\$5 per table
Bistro Table	\$5 per table
Half-moon Table	\$5 per table
72' Round Table	\$5 per table
Up Lighting	\$12 per light
3 Tier Chandelier	\$100
Pipe and Drape	\$1 per foot
Globe String Lighting	\$300
Draping for Ceiling	\$100 per strand
16ft Pipe and Drape	\$2 per foot ( <i>up to 120 feet</i> )
Big Screen with Projector (15 feet x 12 feet)	\$100
Arches	\$30 per arch
Wedding Pedestals	\$5-\$15 ( <i>prices vary due to size</i> )

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