

PIEDMONT TECHNICAL COLLEGE JAMES C. SELF CONFERENCE CENTER

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



The James C. Self Conference Center on Piedmont Technical College's Greenwood Campus offers 13,746 square-feet of meeting rooms, classrooms, auditoriums, kitchens (complete with refrigerator/stovetop/oven/counter space/ice maker), casual seating, an outdoor patio area, and convenient parking.

We do not restrict catering and can set up catering services for you upon request. The building offers many high-tech amenities including wireless internet access and international teleconferencing capabilities. Whether you are hosting a large event or a small meeting, our dedicated staff members are there to offer support and ensure your event is a success.

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

*Parking is available in the front and on both the right and the left side of the building.
This is a non-smoking facility.*

FOR MORE INFORMATION CONTACT BEN HIGGINS AT
(864) 941-8408 OR ROBERT HERRING AT **(864) 941-8411**.





JAMES C. SELF CONFERENCE CENTER

FULL DAY RATES			DEPOSITS	
WEEKDAY	WEEKEND/HOLIDAYS		NO ALCOHOL	WITH ALCOHOL
ROOMS SEATING 60 OR MORE GUESTS				
Private \$225	Non-profit \$150	Private or Public \$400	\$200	\$450
ROOMS SEATING BETWEEN 60 OR LESS GUESTS				
Private \$150	Non-profit \$125	Private or Public \$200	\$200	\$450

*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 or print out form and mail to the address below:

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