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.

FOR FURTHER INFORMATION CONTACT THE LAURENS COUNTY CENTER FOR ADVANCED MANUFACTURING AT (864) 682-3702.
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: __________________________________ 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: dixon.c@ptc.edu or print out form and mail to the address below:
Charles Dixon • 109 Innovation Drive • Laurens, SC 29360