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 CAMPUS AT (864) 938-1508.
*** Upgrading 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) # ______________

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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