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.
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: elmore.p@ptc.edu or print out form and mail to the address below:
Pleshette Elmore • 1008 Kelly Street • McCormick, SC 29835