PIEDMONT TECHNICAL COLLEGE
MCCORMICK COUNTY CAMPUS
COMMUNITY CONFERENCE CENTER

CONFERENCE CENTER RATES

FULL DAY RATES

Private sector organizations:	$200.00
Public / Non-profit organizations:	$150.00

HALF DAY RATES (UP TO 4 HOURS)

Private sector organizations:	$100.00
Public sector / Non-profit organizations:	$ 75.00

SATURDAY RATES

Private or Public:	$350.00

ROOM RENTAL FEE INCLUDES TABLE AND CHAIR SETUP, VARIOUS ARRANGEMENTS POSSIBLE.
Room rental fee also includes use of the following equipment which is available on site:

- VHS VCR and monitor
- 2 easel stands and 2'x3' writing pads for easels
- Portable dry erase board for easels, dry-erase markers and eraser
- Overhead projector
- Projector screen
- PA system
- Podium

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

Coffee and soft drinks are available at a charge of $ .50 per person, full or half day. This includes coffee already made, condiments, cups and ice, set up on a table, ready to serve. Photocopier is available at $ .10 per page. Catering is available at an additional cost. Drink machines and snack machines are accessible on site. Parking is available in the front & rear of the building. This is a non-smoking facility.

FOR FURTHER INFORMATION CONTACT THE MCCORMICK COUNTY CAMPUS AT (864) 445-3144.

PIEDMONT
Technical College
Your goals. Our mission.

Billing for:
McCormick County Campus
CONFERENCE CENTER
**this is a smoke-free facility*

Piedmont Technical College - McCormick County Campus
1008 Kelly Street • McCormick, SC 29835
Phone: (864) 852-3191 • Fax: (864) 852-2094

Company Name & Address: _____

_____

_____

Contact Person: _____

E-mail Address: _____

Telephone: _____

Fax: _____

Dates of Usage: _____

Time: _____

Room Number: _____

Equipment Needed: _____
(LCD/Laptop, TV/VCR
Overhead Projector, Flip-Chart)

Number of People: _____

Coffee & Soft Drinks: _____

Catered Refreshments: _____

Refreshment Total: _____

Meals & Snacks: _____

Room Charge: _____

Copies ($0.10 per page): _____

Special Set-Up: _____

_____

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

Piedmont Technical College General Waiver

In consideration of being allowed to use Piedmont Technical College facilities, the undersigned, agrees to the following:

1. The undersigned knowingly and freely assumes all such risks, both known and unknown, even if arising from the negligence of others, and assumes full responsibility for his/her participation and/or use of Piedmont Technical College facilities.

2. The undersigned agrees to abide by any and all Piedmont Technical College policies, procedures, rules and regulations, including spoken directives, and the undersigned understands that the College has the right to enforce these rules and regulations.

3. The undersigned hereby releases, indemnifies, and discharges Piedmont Technical College and its employees, agents, and assigns ("Releasees") from any and all claims, liabilities, costs, or expenses for any and all injury, disability, death, loss, damage to personal property, and financial loss that might be sustained by the undersigned in connection with its use of Piedmont Technical College facilities.

By signing below, I certify that I have read this document and fully understand its contents.

Participants Signature:_____ **Date:**_____

For Parent or Legal Guardian of Participant of Minor Age (Under Age 18 at Time of Registration)

This is to certify that I, as parent or legal guardian with legal responsibility for this participant, do consent and agree to their release as provided above. I further agree to release, indemnify, and hold harmless the Releasees from any and all liability related to my minor child's use of Piedmont Technical College facilities.

Parent or Legal Guardian Name:_____ **Date:**_____

Parent or Legal Guardian Signature:_____

Emergency Phone Number:_____