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.

For further information contact the Abbeville County Campus at (864) 446-8324.
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. For upgrades, please see pricing information below.

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: _______________________________________________________________

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 • 143 Hwy 72W • Abbeville, SC 29620