

# PIEDMONT TECHNICAL COLLEGE LAURENS COUNTY CAMPUS COMMUNITY CONFERENCE CENTER

Laurens County Campus • 663 Medical Ridge Road • Clinton, SC 29325



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.*

Established 1966

FOR FURTHER INFORMATION CONTACT THE LAURENS COUNTY  
CAMPUS AT (864) 938-1508.

**P**IEDMONT  
Technical College



**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: [mills.p@ptc.edu](mailto:mills.p@ptc.edu) or print out form and mail to the address below:

**Paige Mills • 663 Medical Ridge Road • Clinton, SC 29325**