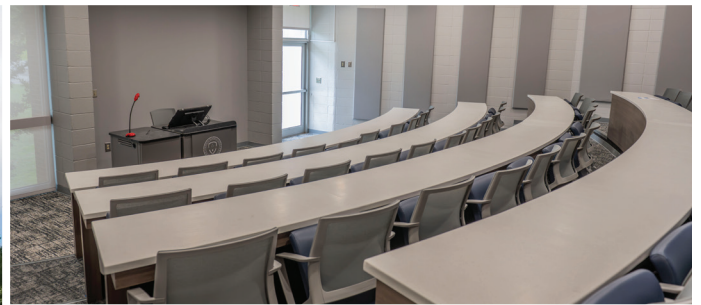


PIEDMONT TECHNICAL COLLEGE

JAMES C. SELF

CONFERENCE CENTER

Lex Walters Campus-Greenwood • 620 North Emerald Road • Greenwood, SC 29646



The James C. Self Conference Center on Piedmont Technical College's Greenwood Campus offers 13,746 square-feet of meeting rooms, classrooms, auditoriums, kitchens (complete with refrigerator/warming oven/counter space/ice maker), casual seating, an outdoor patio area, and convenient parking.

We do not restrict catering and can set up catering services for you upon request. The building offers many high-tech amenities including wireless internet access and international teleconferencing capabilities. Whether you are hosting a large event or a small meeting, our dedicated staff members are there to offer support and ensure your event is a success.

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

*Parking is available in the front and on both the right and the left side of the building.
This is a non-smoking facility.*

FOR MORE INFORMATION CONTACT
BEN HIGGINS AT (864) 941-8408 OR
CHRISTINE EAGLESON AT (864) 941-8411.





JAMES C. SELF CONFERENCE CENTER

FULL DAY RATES		DEPOSITS	
WEEKDAY	WEEKEND/HOLIDAYS	NO ALCOHOL	WITH ALCOHOL
ROOM 102C			
\$400	\$500	\$200	\$450
ROOMS 219C & 222C			
\$300	\$400	\$200	\$450
ROOMS 202C, 209C & 116C			
\$250	\$350	\$200	\$450

**All events with alcohol require security personnel \$45.00 per hour. Security may be requested by Client or College for any event \$45.00 per hour. Facility rental fee includes the use of basic 8ft or 6ft rectangle tables and chairs. For upgrades, please see pricing information below.*

UPGRADE YOUR EVENT: *Please check all that apply and indicate quantity needed.*

- Round Tables:** \$10.00 per table **Bistro Tables:** \$10.00 per table # _____
- Tablecloths:** \$10.00 per (white or black available for round or rectangle tables) # _____
- AV Charges:** \$25.00 (streaming charges quoted on an individual basis) # _____
- Pipe and Drape:** \$2.00 per foot (8'x10' panels with black or white drape) # _____
- Staffing for Events:** (outside of regular college business hours): \$25 per hour # _____

Please note: Charges may apply for setting up an event with greater than 200 guests.

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: _____

Please email completed form to: higgins.b@ptc.edu or eagleson.c@ptc.edu.

For questions or more information, please call: (864) 941-8408 or (864) 941-8411