



Orangeburg County Conference Center Rental Rates Effective Date - July 1, 2022

The Orangeburg County Conference Center is in the hub of downtown Orangeburg and encompasses more than 6,040 square feet which can accommodate all your meeting, weddings, and banquet needs under one roof. There are state-of-the art meeting rooms and a multi-purpose room with a warming kitchen, 400-seat ballroom, Pre-function/lobby area of 250 square feet which houses 150 people. There is a unique outdoor amphitheater with video wall and seating. Adjacent to the amphitheater is 12,215 square feet of green space. Not only is all of this in one location, but the complex has a parking area of 35,860 square feet to include 78 parking spots.

- 6,040 square feet Ballroom which can be divided into 2 spaces (2,640 sq. feet /3,400 sq. feet)
- Caterer's kitchen equipped with warmers, hot boxes, freezer, and refrigerator
- 250 square feet Pre-function/lobby area
- Unique outdoor amphitheater and seating

Capacities

- | | | |
|-----------------|--------------------|-----------------------|
| • Full Ballroom | Banquet | 400 (<i>seated</i>) |
| | Theater | 430 |
| | Standing Reception | 350 |
| • Half Ballroom | Banquet Room A | up to 200 |
| | Banquet Room B | up to 150 |

**Conference Center
Ballroom A & B (Entire Ballroom)**

<u>Day</u>	<u>Rates</u>
Monday - Thursday	\$1700
Friday	\$2000
Saturday	\$2500
Sunday	\$2000
Holiday	\$300 <i>(Additional cost for Holiday bookings)</i> <i>(Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, President's Day, Good Friday, Easter, Memorial Day, Juneteenth Independence Day)</i>

**Conference Center
Ballroom A or B (Ballroom Divided)**

Monday - Thursday	\$850
Friday	\$1000
Saturday	\$1250
Sunday	\$1000
Holiday	\$300 <i>(Additional cost for Holiday bookings)</i> <i>(Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas, President's Day, Good Friday, Easter, Memorial Day, Juneteenth Independence Day)</i>

NON-REFUNDABLE \$500 DEPOSIT IS REQUIRED TO SECURE ANY DATES

Acceptable forms of payment are Cashier's check, Money Order and Check.

Make all checks payable to Orangeburg County

(The deposit will be deducted from the actual rental cost for the event)

SETUP FOR EVENTS MAY BEGIN AT 10:00AM ON THE DAY OF THE EVENT

BREAKDOWN IS 2 HOURS. THE BALLROOM MUST BE CLEANED, TRASH REMOVED AND GUESTS AND HOSTS MUST VACATE THE PREMISES NO LATER THAN 12:00AM

A \$250 cleaning deposit fee in the form of a check will be required for all events two (2) weeks prior to the event date. This check will be made out to Orangeburg County and will not be deposited or cashed by Orangeburg County. The check will be returned to the Client or Client's representative within seven - ten (7-10) business days if the Conference Center Ballroom is not damaged and is cleaned and inspected after the event.

Additional Add-ons

Black tablecloths (120")	\$25/tablecloth
Stage (16 x 12)	\$500
Video Wall	\$400 (Only videos for weddings, birthday parties, graduations, celebrations, conferences, etc.)

Mandatory Event Insurance for \$300,000 - \$ 600,000 must be purchased prior to event and proof of event insurance emailed to the Conference Center office (events@orangeburgcounty.org) no later than two (2) weeks before the scheduled event.

Equipment (Included with Rental)

Wi-Fi
Screen, HD Projector, Wireless Mics (handheld and lapels), Cameras (*Zoom, Cisco Webex, etc.*)
Indoor/Outside space access
(45) 60" Round Tables (*seats up to 8 persons*)
(10) 6' Rectangle Tables
(10) 8' Rectangle Tables
(10) 30" Tall Cocktail Tables
(400) Chairs
(1) Podium
(1) Laptop
Catering Kitchen - ***Warming Kitchen Only*** (*2 hot boxes, 2 steamers, 3 induction warmers, refrigerator, freezer, ice machine*)

***Tables and chairs will be provided. Clients will be responsible for the setup of their events.**

(The Conference Center staff will not setup and arrange tables and chairs for events)

Please submit online requests for dates and information to:

Tammy McCottry, Director
events@orangeburgcounty.org
(803) 515-1671