The South Carolina Pharmacy Association is located at 1350 Browning Road, Columbia, SC 29210. The building is conveniently located near the intersection of I-20 and I-26. Our education room offers a flexible large meeting space, accommodating groups up to 100 attendees. Our board room can seat 13 attendees. In addition, we have free onsite parking for approximately 100 cars.

Our meeting space can be utilized Monday - Friday between the hours of 8 AM and 4:30PM. Special arrangements may be made for earlier start times, later ending times, or weekend activities, based on availability. We offer a variety of AV options for groups and have a flexible catering policy. No matter your meeting needs, SCPhA has you covered!

For additional information and details regarding room rentals at SCPhA, please contact info@scrx.org or 803.354.9977. Directions to SCPhA can be found at www.scrx.org.
Please complete this form in its entirety and return to SCPhA.

Organization________________________________________
Event Title________________________________________
Contact Name______________________________________
Contact Email______________________________________
Contact Phone______________________________________
Address____________________________________________
Date(s) Requested ________________________________
(Please complete a separate reservation form for each date needed)
Set Up/Prep Time:_________________________ □ AM □ PM
Meeting Start Time:_________________________ □ AM □ PM
Meeting End Time:_________________________ □ AM □ PM
Note: Arrival before 8 AM or departure after 4:30 PM will require approval.
Number of Attendees Expected:____________________
Room style set up (Education Room):
□ Hollow Square (Max: 24) □ Classroom (Max: 80)
□ Chevron (Max: 60) □ Theatre (Max: 100)
□ Reception/Banquet Style (no seating)
Rental Fees:
□ Day Time (Monday—Friday), between 8 AM—4:30 PM $50 first hour; $25 per hour thereafter OR $125 for 1/2 day
□ Evening Time (Between 5 PM—10 PM) or Saturday/Sunday (between 8 AM—10 PM); $100 first hour; $50 per hour thereafter.
□ Board Room Rental ($50 for the day, seats 13
AV Needs: Please select all that you require.
□ Projector Screen (mounted at front of room, no cost)
□ LCD Projector (mounted on ceiling, $50 set up)
□ Computer use ($10)
□ Laser pointer ($5)
□ Conference phone ($15.00) Conference services not included

Deposit info: Check#_______ or Credit Card #______________________________
Exp. Date___________ CVV#________________________
(only complete if deposit is required)
Member Discount: Members of SCPhA renting the facilities will receive an discount of 10% for the room rental and AV rentals.

By signing below you are agreeing to all charges incurred during your meeting. Meetings WITHOUT catering arranged by SCPhA require a 24 hour cancellation to avoid cancellation fees. Meetings WITH catering require 3 business days to avoid cancellation fees. Meetings not cancelled within those time lines are subject to entire catering fees and rental fees.

Signature of Authorized SCPhA Staff Date____________________________________

Signature of Authorized Representative Date____________________________________

Fax (803.354.9207) or Email (info@scrx.org) completed form back to SCPhA to book your next event!

Please select all that you require.

□ Cookies: $5 per dozen; #______
□ Assorted pastries: $2 per person
□ Assorted pastries with yogurt: $3 per person
□ Outside catering: Billed at cost plus 15% service charge for delivery and set up.
□ Coffee Add-On Per Person: $1

Breakfast:
# expected _____ Time Items Should be Ready______
□ Assorted pastries: $2 per person
□ Assorted pastries with yogurt: $3 per person
□ Outside catering: Billed at cost plus 15% service charge for delivery and set up.
□ Coffee Add-On Per Person: $1

Lunch/Dinner: (All lunches/dinners billed at cost plus 15% service charge for delivery and set up)
# expected _____ Time Items Should be Ready______
□ Boxed lunches
□ Hot Buffet Entrée (Main dish, side(s), salad, dessert and iced tea)
□ Other ________________________________

Beverages Only OR Beverage Break:
Time Items Should be Ready______
□ Soft Drinks* ($1 each, on consumption, includes ice)
Coffee: □ $20 per 55 cup pot OR $5 per canister container ___ (# of pots)
Includes sugar, creamer, etc.
□ Tea ($6 per gallon, includes ice)
Sweet Tea #_____ Unsweet #_____ 
Snacks*: 
□ Assorted Chips □ Crackers □ Granola Bars
$5.00 each, based on consumption
□ Cookies: $5 per dozen; #_____

*SCPhA will provide an assortment of the items. However if you have a specific request (type of soft drink or brand of snack item) we will be happy to try to accommodate your requests. Any specific requests may be subject to additional charges based on market prices and availability. SCPhA does allow renting groups to bring in drinks, snacks, and food and beverage. Please note that we do not have kitchen or refrigerator space. Food may not be cooked on site. Please discuss details with SCPhA staff before making accommodations.

Policies and Agreements:
This section must be signed by an authorized representative of your group and countersigned by SCPhA in order to reserve space at SCPhA.

Education Room Specs: Room space: 40 ft. x 37 ft
Banquet tables: 20 standard 8 ft. banquet tables; Chairs: 100 standard chairs. If alcohol is served on the premises, SCPhA will NOT be held liable for any damages that occur within the building or for accidents that occur as a result of the event. All Bartenders/Bars that are brought on site MUST be licensed by the State of South Carolina and post that License at the event.

Room Use: SCPhA does NOT allow anything on walls, including but not limited to tape, post it notepad sheets, etc.

Clean Up: The facilities should be left in the same condition in which they were found. If additional cleaning is required, the cost of the cleaning ($50.00) will be added to the final bill or deducted from initial deposit.

Payment Information: A $100 deposit (check made payable to SCPhA) is due with reservation form for new renters. If you have previously rented SCPhA’s room and do not have any outstanding invoices, this deposit is waived. SCPhA will send an invoice to the rental agency upon the completion of the event. All payments are due 30 days from date of invoice. After initial 30 days, a late fee of $50 will be charged for every 30 days thereafter until payment is received.