

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 15 attendees.

Our meeting space can be utilized Monday - Friday between the hours of 8 AM and 4:30 PM. 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, SCPPhA has you covered!



For additional information and details regarding room rentals at SCPPhA, please contact
Santana Goodwin
santana@scrx.org
or
803.354.9977

Directions to SCPPhA can be found at www.scrx.org.



South Carolina Pharmacy Association
1350 Browning Road
Columbia, SC 29210
www.scrx.org
803.354.9977 phone / 803.354.9207 fax

Looking for a
place to hold your
next meeting?



**SCPPhA has you
covered!**

*Room rentals at the
South Carolina
Pharmacy Association*

Room Reservation Form: Please complete this form in its entirety and return to SCPhA at 1350 Browning Road, Columbia, SC 29210 or fax to 803.354.9207. See reverse for phone contact information.

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

Not that arrival before 8 AM or departure after 5 PM will require approval.

Number of Attendees Expected: _____

Must be confirmed 2 business days prior to event.

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 15)

AV Needs: Please select all that you require.

Projector Screen (mounted at front of room, no cost)

LCD Projector (mounted on ceiling, \$25 set up)

Overhead Projector (on table, \$5 set up)

Computer use (for flash drives/CDs, \$5 set up)

Slide advancer/laser pointer (\$5)

Lavalier Microphone (for large groups, \$10)

Handheld Microphone (for large groups, \$10)

Conference phone (\$10 rental, does not include conferencing service)

Will you require food/beverages for your meeting? Yes No

If yes, select one:

Renting Agency will handle all catering needs and set-up, subject to SCPhA approval

I wish to select menu details myself (such as sandwich types)

I wish to have SCPhA select menu details for me

Breakfast:

Number 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

Details:

Lunch/Dinner: (All lunches/dinners billed at cost plus 15% service charge for delivery and set up)

Number expected _____ Time Items Should be Ready _____

Boxed lunches

Hot Buffet Entrée (Main dish, sides, salad, rolls, dessert and iced tea)

Other

Details:

Beverages Only:

Soft Drinks* (\$1 each, based on consumption, includes ice)

Coffee: \$20 per 55 cup pot OR

\$5 per canister container x _____ (Number of pots)

Includes sugar, creamer, etc.

Tea (\$6 per gallon, includes ice)

Sweet Tea # _____ Unsweet # _____

Snacks*:

Assorted Chips Crackers Granola Bars

\$.50 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.

Room specs: Room space: 40 ft. x 37 ft with 16 ft x 6 ft. permanent platform at front; 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.

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 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 renting 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.

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 Representative Date

Signature of Authorized SCPhA Staff Date