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RENTAL OPTIONS

Your Reservation will be guaranteed only upon receipt of a signed contract, accompanied by 50% of the fees required.

Your Rental Fee balance is due two (2) weeks prior to the event.

Please contact our Events Coordinator, Catherine Gaither, for any walk-through with your caterer or others involved with your event. She is can be reached at our offices from 10:00 am - 3:00 pm, Tuesday through Friday.

(864) 388 – 7800 Office
(864) 388 - 7811 Fax

Arts Center
at the Federal Building

Arts Council
of Greenwood County
120 Main Street
PO Box 3366
Greenwood, SC 29648

2007 RENTAL REGULATIONS & POLICIES

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The Arts and Visitors Center at the Federal Building is a community facility designed to serve the cultural needs within Greenwood County, South Carolina. Proper care needs to be taken with the building, exhibitions, and displays; therefore, the use of the Arts Center’s spaces and property must be carefully controlled and in some cases restricted. The Arts Center’s rooms may be rented subject to the provisions of the Rental Contract

Calhoun Mays Reception Hall

The reception hall measures 35’ x 55’ (1900 SF). The space is ideal for receptions but is also a great space for business meetings, presentations, performances, and luncheons. This room features high ceilings, three (3) large arched windows, and is fully carpeted. It also features a complete sound system with full audio/visual capabilities. There is also a catering kitchen adjacent to the hall.

CountyBank Gallery and Greenwood Capital Hall

The Gallery Space measures 45’ x 45’ with an 18’ x 74’ hall (3335 SF). The space is ideal for anyone wishing to use the current art exhibition as a backdrop. The space may be rented for a reception while an exhibition is in place. A flexible lighting system allows the room to be set up in a variety of ways. Windows at the end of the room provide natural lighting. The floor is light oak. Entrance to the gallery is either through the front foyer or courtyard entrance at the right side of the building.

Massimilla Courtyard

Our courtyard measures 28’ x 85’ (3623 SF). It is ideal for any small outdoor event. A variety of plantings add charm to this outdoor venue. Visitors can enter the courtyard from Main Street or the back parking lot.

Wachovia Conference Room and Hallway

The conference room measures 19’ x 31’ (622 SF) with a room capacity of **25** people. The space features full audio/visual capabilities, internet access, projector and screen, as well as a large conference table with comfortable upholstered chairs. This is the ideal space for a meeting or presentation. There is an adjacent hallway (8’ x 54’).

Classrooms

Three classrooms are available in the basement area. They are perfect for meetings, classes, and workshops. They are equipped with sinks, storage, tables and chairs.

- Capitalbank (Red) Classroom with 1040 SF holds 24 people seated at 4 tables.
- Sims (Blue) Classroom with 571 SF holds 18 children seated at 3 tables.
- Parham (Green) Classroom with 692 SF holds 18 people seated at 3 tables (no sink)



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AVAILABLE EQUIPMENT

The following furniture and equipment are available with your rental:

Catering Kitchen Equipment

Sink, tables, (2) warming ovens, (2) hotplates with (4) eyes, commercial refrigerator, ice maker with 270 lb capacity

Furniture and Other Equipment

Available Furnishings

- (200) Upholstered Chairs
- (15) 60" Round Tables
- (10) 6' Rectangle tables
- Full Drop Viewing Screen
- Complete audio/visual capabilities: ceiling speakers, four lapel microphones, projector, projector/computer cart, and internet access.

Boardroom

- (18) Chairs
- (1) Large Conference Table; (4) Rectangle Tables
- Complete audio/visual capabilities, ceiling mount projector
- Internet Access

Red Classroom

- (4) Folding Tables
- (24) Classroom Chairs

Blue Classroom

- (3) Folding Tables
- (18) Classroom Chairs

Green Classroom

- (3) Junior Size Folding Tables
- (18) Junior Size Classroom Chairs

The Arts Council does not provide linens, serving ware or any other items not listed above.

Please remember that there are additional fees for the use of the Grand Piano (\$100 per event) and audio/visual equipment (\$50 per event).

ADDITIONAL FACILITY USE GUIDELINES

Exhibitions: It is understood that the space being rented may contain art on display. These works are to be considered a fixed part of the rented space and are not to be moved, altered, or rearranged in any manner.

Decorations: Inside decorations will be limited to free standing or tabletop items only. At no time and under no circumstances will decorations (streamers, balloons, etc.) be allowed to be adhered in any fashion to the gallery or reception hall walls and/or ceiling. There are 3 hooks in the reception hall ceiling for hanging baskets.



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ADDITIONAL FACILITY USE GUIDELINES (Continued)

Wedding receptions: Soap bubbles, rose petals (NO red) may be used in the courtyard as the bride and groom are departing. Confetti is NOT allowed.

Smoking: Smoking of any kind is strictly prohibited within the Arts Center or in the Courtyard.

Parking: Weekdays from 9:00 am - 5:00 pm, two hour parking is available in front of the Arts Center and on Oregon Avenue. The lot behind the Federal Building has 30 spaces designated for the Arts Center. The numbered spaces are 11-21 and 104-122. There is no time limit on these spaces. Additional three hour parking is available in the city lot located on Maxwell Avenue. On Weekends, there is unlimited parking in front of the Arts Center and on Oregon Avenue (side of building). This is also the case after 5:00 pm on weekdays. On the weekends, all spaces in rear of the Arts Center may be used. *Six (6) spaces are reserved and marked in front of the building for Wedding Parties. It is the responsibility of the renter to make sure that someone from the party removes these barriers at the arrival time of the Wedding Party.*

CATERERS

- **Please refer to the attached separate sheet for Caterers and Cleanup information. This information needs to be given to your caterer.**
- Any questions that your caterers may have need to be addressed to our Special Events Coordinator, Catherine Gaither. She can be reached at our Arts Council office at 120 Main Street on Tuesday through Friday, during the week. The hours are 10:00 am - 3:00 pm on those days. It is important that any questions, etc. be directed to her. The phone number is (864) 388-7800, fax number is (864) 388-7811. Her e-mail address is catherineg@greenwood.net.



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CATERERS

- It will be the renter's responsibility to hire caterers and bartenders. Professional caterers are required to provide the Arts Council with a Certificate of Insurance. This can be faxed to (864) 388-7811 or e-mail to catherine@greenwood.net. Please put to the attention of our Events Director, Catherine Gaither.
- Caterers will have access to the Arts Center at a time arranged by Arts Council staff.
- A catering firm supervisor must be present throughout the function to include setup, take down, and cleanup.
- Caterers must exercise caution when bringing in supplies to the facility. (No objects are to be placed against the walls or art work.)
- No furnishings or objects belonging to or on display at the Arts Center may be moved or used without the specific approval of Arts Council staff.
- No open flames are permitted in the building.
- Alcoholic beverages may be served with prior consent noted on the rental application and during the hours the Arts Center is closed to the public.
- ***The renter and the caterer assume all liability in regard to alcoholic beverages served and consumed during their event.***
- **Every caterer must have a City of Greenwood Business License (either one-time event license or an annual license). They are also subject to the City of Greenwood's 2% hospitality tax. A copy of this license must be provided to the Arts Council prior to the event.**
- For ease of entry, the Caterer and staff can enter the Arts Building on the side entrance off of Oregon Avenue through the gates. There is also a ramp available for easier loading and unloading.

Catering Kitchen Equipment Available for use:

Sink, tables, (2) warming ovens, (2) hotplates with (4) eyes,
commercial refrigerator, ice maker with 270 lb capacity

CLEANUP

- All areas used by the caterer or renter, including the kitchen and all its equipment, must be cleaned the day of the event at its conclusion.
- The ***RENTER*** is responsible for the replacement or repair of broken or damaged property caused by the renter, caterer, or guests except for normal wear or tear.
- Kitchen floor must be free of debris. Light mopping may be necessary if food and/or beverage debris are evident. There is a mop and pail in the kitchen closet for this purpose.
- All other floors used for function must be free of debris.
- ***Please bag garbage and place in the trash cans in the kitchen area.***
- The Arts Council will charge the Renter reimbursement costs for damaged furniture, equipment, and/or damages to the Arts Council or its contents. The decisions on repair and/or damages will be determined by the Arts Council Executive Director. The ***RENTER*** is obligated to report any damage. Any charges in excess of the security deposit will be billed and become payable immediately upon receipt of the invoice.

NOTE to RENTERS:

Please forward this page of instructions to your Caterer for reference.