

Make Your Reservations Today!

Rental Date (s)

Rental Hours

Firm/Company

Contact Person

Billing Address

City/State/Zip

Phone

Fax

Email

ROOM RENTAL

Classroom Seats 45

Theatre Seats 65

Boardroom Seats 20

Number of people: _____

AUDIOVISUAL RENTAL

Overhead projector

Screen

TV/VCR


Flip Chart

LCD Projector

Whiteboard

Internet Access

PRST STD
US Postage
PAID
Columbia, SC
Permit No. 1146

 **South Carolina Association of CPAs**
570 Chris Drive
West Columbia, SC 29169
www.scacpa.org



Facility Rentals

We've Got You Covered!

**South Carolina Association
of Certified Public Accountants**

570 Chris Drive • West Columbia, SC 29169
888.557.4814 (Toll Free in SC) • www.scacpa.org



Why Us?

We offer a multitude of amenities that are difficult to come by at an affordable rate!

- Well-designed rooms with up to 1176 square feet of meeting space.
- We offer a flexible floor plan that can be easily transformed to meet your needs.
- A warm and friendly ambiance, rooms have generous lighting and are individually climate-controlled for maximum comfort.
- All the audio-visual equipment you will need at your fingertips.
- Convenient Location: The SCACPA office is located conveniently off of I-26 on Chris Drive in West Columbia.
- Plenty of free parking.

We've Got You Covered!

We handle all the little details so that you don't have to.

DAILY ROOM RATES

Single Classroom - \$ 200

Accommodates 25 classroom, 45 theatre, 15 hollow square, 15 open U.

Double Classroom - \$ 300

Accommodates 45 classroom, 65 theatre, 30 hollow square, 30 open U.

Board Room - \$ 200

Accommodates 20 conference style only.

Note: SCACPA members receive a \$50 discount on room rental fees.

AUDIOVISUAL EQUIPMENT RENTAL RATES

LCD Projector	\$75
Overhead projector	\$30
Screen	\$10
TV and VCR	\$50
Flipchart w/pad and markers	\$20
Whiteboard and dry erase markers	\$10
Table top podium	Free
Internet Access	\$75

SERVICE FEES

After each program, we assess a \$50 clean up charge. This covers the cost of scheduling our cleaning crew for extra service.

There is a \$150 set-up charge for non-classroom seating.

CATERING

SCACPA offers a wide selection of catering options. Hot lunches, cold lunches, box lunches, buffet style— SCACPA can help you meet your catering needs.

Outside catering is permitted with prior approval by SCACPA.

FOOD AND BEVERAGE

Please see the event order for food and beverage descriptions.

Continental Breakfast	\$ 6 per person
Beverage Break	\$ 2.25 per person
Snack Break	\$ 3 per person

- There is a \$20 service charge for meal counts for less than 15 people.
- Breakfast and lunch prices vary according to caterer and selection.
- Menus can be provided upon request. A \$2 per person service fee is added to breakfast and lunch caterer menu prices.
- Final head count must be received within 48 hours of event.

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SCACPA Headquarters

570 Chris Drive, West Columbia, SC 29169 or email rbrennan@scacpa.org, by fax at (803) 791-4196, or sign up online at www.scacpa.org.