

Facility Rental Form

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



**Quality.
Value.
Convenience.**

Rental Date(s) _____

Rental Hours _____

Firm/Company _____

Contact Person _____

Billing Address _____

City/State/Zip _____

Phone _____

Fax _____

Email _____

ROOM RENTAL

- | | | |
|----------------------------|-------|--------------------------|
| Single Classroom, seats 25 | \$200 | <input type="checkbox"/> |
| Double Classroom, seats 45 | \$300 | <input type="checkbox"/> |
| Theatre, seats 65 | \$300 | <input type="checkbox"/> |
| Boardroom, seats 20 | \$200 | <input type="checkbox"/> |

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

Number of people: _____

AUDIOVISUAL RENTAL

- | | | |
|----------------------------------|------|--------------------------|
| LCD Projector | \$75 | <input type="checkbox"/> |
| Overhead projector | \$30 | <input type="checkbox"/> |
| Screen | \$10 | <input type="checkbox"/> |
| TV and VCR | \$50 | <input type="checkbox"/> |
| Flipchart w/pad and markers | \$20 | <input type="checkbox"/> |
| Whiteboard and dry erase markers | \$10 | <input type="checkbox"/> |
| Table top podium | \$0 | <input type="checkbox"/> |
| Internet Access | \$75 | <input type="checkbox"/> |

Visit www.sacpa.org/facilityrental for more information.

SOUTH CAROLINA ASSOCIATION OF CPAs
570 Chris Drive • West Columbia, SC 29169
(888) 557-4814, Toll free in SC • (803) 791-4181
www.SCACPA.org



South Carolina Association of Certified Public Accountants

Facility Rentals

Relax. We've got you covered.



Why Us?

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

SCACPA offers 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.
- 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.

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.

Food & Beverage

Please see the event order for food and beverage descriptions.

CONTINENTAL BREAKFAST

\$6.00 per person

BEVERAGE BREAK

\$2.25 per person

SNACK BREAK

\$3.00 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.

Audiovisual Equipment Rental Rates

LCD Projector - \$75

Flipchart, pad and markers - \$20

Overhead projector - \$30

Whiteboard & markers - \$10

Screen - \$10

Table top podium - \$0

TV and VCR - \$50

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.



Quality.
Value.
Convenience.

Make Your Reservations Today!

- 1 Sign up **ONLINE** at www.scacpa.org/facilityrental
- 2 **FAX** form on the reverse side to (803) 791-4196
- 3 Fill out the form on the reverse side and **MAIL** payment to:
SCACPA Headquarters
570 Chris Drive
West Columbia, SC 29169

Relax. We've got you covered.

SC Association of Certified Public Accountants