

# PRIVATE EVENT SPACE AT THE PEACE CENTER

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## THE HISTORIC HUGUENOT MILL at the PEACE CENTER

Built in 1882, the Huguenot Mill was one of the many textile mills that populated the Upstate as the region boomed into a manufacturing hot spot. When the Peace Center was built in 1990, the Huguenot Mill was restored and incorporated into the complex. Overlooking the Reedy River and the revitalized West End, the Huguenot Mill encompasses all that is beautiful and significant about downtown Greenville.

### FACILITIES FEATURES

#### HUGUENOT MILL LOFT

Capacity: 300 Seated, between both rooms  
Square Footage: Approximately 8,400 square feet  
Features: hardwood floors, views of the Reedy, exposed brick walls  
Rental Prices: \$1,500 Monday-Thursday (ten hours)  
\$3,500 Friday-Sunday (ten hours)  
\$250 for an additional event hour

#### RAMSAUR STUDIO

Capacity: 90 Theater | 50-60 Seated at rounds  
Square Footage: Approximately 2,655 square feet  
Features: hardwood floors, pine beams and exposed brick walls  
Rental Price: \$750 (six hours)

#### HUGUENOT MILL CONFERENCE ROOM

Capacity: 20 Board Room | 16 Classroom  
Square Footage: 730 square feet  
Features: leather seats, 80" LCD monitor  
Rental Price: \$350 (six hours)

## GENEVIEVE'S at the Peace Center

Genevieve's is the jewel of downtown Greenville with an expansive view of the Reedy riverfront. An ideal location for a corporate gathering, a celebration...even a reception following a corporate meeting at the Gunter Theatre.

### FACILITY FEATURES

Capacity: 250 Reception | 100 Seated Dinner  
Features: two-story glass windows, patio seating, great views of the Reedy River  
Square Footage: 4000 square feet  
Rental Price: \$3,000 (eight hours)



## FREQUENTLY ASKED QUESTIONS

### HOW MANY GUESTS CAN ATTEND MY EVENT?

Room capacities are determined by the room, type of event, layout preferences/rental furniture and other details (i.e. space needed for plated vs. buffet style meals, etc.). Please ask your Peace Center representative for an estimate based on your projected event details.

### IS PARKING AVAILABLE?

There are several parking garages within nearby walking distance, and we are happy to provide a map that may be shared with vendors, guests, etc. Most clients share pricing information so that guests are prepared to pay for parking. The city-owned garage fees typically range from \$2-\$8, depending on the length of stay and any special events taking place in the downtown area.

### IS THERE HANDICAP ACCESS?

The Peace Center is an ADA-compliant campus, and there are ramps, elevators and accessible restrooms in the Huguenot Mill and in Genevieve's.

### IS SMOKING ALLOWED?

The Peace Center is a smoke-free campus, and city regulations prohibit smoking within 10-feet of any entrance or window of a building.

### AM I REQUIRED TO HIRE AN EVENT PLANNER FOR MY EVENT?

A qualified event planner is required to manage vendor coordination, load-in/load-out, event timeline, and other details. Your coordinator must be on-site or have a representative on-site for the entirety of the rental period to manage vendor details, questions, etc.

### WHICH CATERERS CAN I USE?

Please see our list of approved caterers.

### IS THERE A KITCHEN FOR MY CATERER TO USE IN THE HUGUENOT LOFT?

The Huguenot Loft features a prep space with hand-washing sink, ice machine, stainless steel prep tables and refrigerator available for use by catering staff. We do not offer a full kitchen space, and no cooking is allowed indoors. Warmers, sternos, hot plates and hot boxes are permitted, on a limited basis, for warming and display purposes only.



## WHAT ABOUT BEVERAGE SERVICE?

The Peace Center is the exclusive provider of all beverage product and service, both alcoholic and non-alcoholic. Please see our beverage service information or ask your Peace Center representative for details and pricing.

## WHERE DO I GET TABLES & CHAIRS?

The Peace Center is your primary resource for rental of tables and chairs. Please see our equipment rental information or ask your Peace Center representative about available rental items and pricing. For items that we cannot provide in-house (i.e. different style chairs, lounge furniture, etc.), please ask your Peace Center representative about approved outside rental companies.

## WHAT DÉCOR/LIGHTING ELEMENTS ARE ALLOWED?

We allow additional décor that does not mar or damage any surface or in any way compromises the sprinkler system.

Candles are allowed, but they must be encased in glass (i.e. votives or hurricanes) that is higher than the flame. We do not allow balloons, smoke-, bubble- or fog-producing machines, or animals of any kind with the exception of service animals.

## WHAT AM I RESPONSIBLE FOR AT THE END OF THE NIGHT?

Your party and your vendors are responsible for taking out everything that was brought in (including but not limited to rental furniture, floral, decorations, etc.).

We are not responsible for personal items left behind, but we do maintain a lost & found program for 5 business days following the event.

## WHAT AUDIO/VISUAL AMENITIES ARE AVAILABLE?

We have several options for enhancing your event with top-of-the-line A/V equipment. The Peace Center is the primary supplier of A/V equipment, including staging, projector & screen, etc. Ask you Peace Center representative what will work best for you!

## WHEN ARE PAYMENTS DUE?

The initial facility rental & security deposit are due along with the signed contract for rental of the space. Final payment for rentals & beverage service is due, along with guaranteed guest count and any other remaining details, 10 business days prior to your event.

