

SPECIAL OCCASIONS at the PEACE CENTER

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: 400 Standing | 300 Seated, between both rooms
Square Footage: Approximately 8,400 square feet
Features: hardwood floors, views of the Reedy, exposed brick walls
Rental Prices: \$3,500 Friday-Sunday (10 hours)
\$250 for an additional event hour

RAMSAUR STUDIO

Capacity: 150 Standing | 40-60 Seated at rounds
Square Footage: Approximately 2,655 square feet
Features: hardwood floors, pine beams and exposed brick walls
Rental Price: \$750 **with rental of the Huguenot Loft*

HUGUENOT MILL CONFERENCE ROOM

Capacity: 20-25
Square Footage: 730 square feet
Features: leather conference room chairs
Rental Price: \$200 **with rental of the Huguenot Loft*

GENEVIEVE'S at the PEACE CENTER

Genevieve's is the jewel of downtown Greenville with an expansive view of the Reedy riverfront. While the space is primarily used as a theater lounge for Concert Hall & TD Stage shows, we have limited dates available for private events. Please contact your Peace Center Events representative for additional information.



FREQUENTLY ASKED QUESTIONS

WHAT IS INCLUDED IN THE RENTAL?

A standard 10-hour rental of the Huguenot Loft or Ramsaur Studio includes: setup/load-in, up to 4-hours for your event, and tear-down/load-out. Rental includes use of the interior space only for your allotted event window time, an on-site facility representative, housekeeping staff and a security officer during the event.

CAN WE EXTEND EVENT TIMES OR RENTAL WINDOWS?

Events may be extended by one hour, for most events. Event rental windows are limited to a maximum of 12-hours.

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 dancefloor, on-site ceremony, 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 outside and inside of the main entrance to the Huguenot Mill. There is also elevator access in the Mill Lobby and accessible restrooms on the lower level of the Mill. Ramp and elevator access must remain clear and easily accessible at all times.

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. For events at the Huguenot Mill, guests may access the sidewalk area in front of the main entrance to smoke or use vaping devices. Cigarettes and cigars should be properly disposed of using the available smoking urn.



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?

For catering in the Huguenot Loft, please see our list of approved caterers for the best the upstate has to offer in event food service. These caterers have all necessary documentation (Certificate of Insurance, etc.) on-file with the Peace Center. The Peace Center provides catering for all other spaces.

IS THERE A KITCHEN FOR MY CATERER TO USE?

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.

IS THERE ENOUGH POWER IN THE VENUE FOR MY BAND/DJ AND CATERER?

The Huguenot Loft has accessible power in both rooms, though musicians would be situated in the Reedy River side of the venue. All circuits are 20 amp/120 volts, with multiple circuits in each space. Should your vendors have specific power requests, please ask your Peace Center representative for details.

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. No holes can be drilled, or nails driven in to any surface.

Tape is not permissible on the hardwood floors in the Broad Street room, and 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 helium balloons, smoke-, bubble- or fog-producing machines, or animals of any kind with the exception of service animals.

For additional lighting (i.e. Edison string bulbs, paper lanterns, etc.), you may work with Optrics, Ltd., and any drapery must be certified flame retardant material.

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, gifts, leftover favors/send-off items, etc.). All trash must be bagged and in the designated area in our catering prep space for the Peace Center to manage disposal.

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 your Peace Center representative what will work best for you!

CAN I HAVE BOTH A WEDDING CEREMONY AND RECEPTION IN THE LOFT?

An additional hour may be added to your event time to accommodate both ceremony and reception. Your guest arrival will be your event start time, so please be sure to plan for at least 30 minutes for guest arrival and 30 minutes for your ceremony.

WHAT SEND-OFF ITEMS ARE ALLOWED FOR WEDDINGS?

Bubbles, glow sticks, ribbon wands, pennant flags, and foam fingers are allowed. We do not allow sparklers, paper lanterns (or any other items with a flame component), balloon releases, silly string or tossed items (i.e. confetti, eco-fetti, glitter, birdseed, rice, etc.) It is the client's responsibility to clear all debris by the end of the rental window, and additional charges do apply for any clean-up of items by Peace Center staff.



HOW DO I RESERVE THE SPACE?

Your Peace Center representative will send you a rental agreement which will need to be signed & returned, along with full facility payment, a \$250 refundable security deposit and credit card authorization form within 2 weeks.

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.

