



Lourie Center

1650 Park Circle - Columbia, SC 29201

Phone: 803.779.1971 Fax: 803.779.8033

www.louriecentersc.com

Rental Inquiry Information (For Information Only - Not a Contract)

Listed rates are for 5 PM Friday until 12 AM Sunday

Grand Ballroom (Ballroom 1+ Ballroom 2+ABC+DEF=Grand Ballroom) - \$425 per hour

- 300-320 seats, tables, dance floor, buffet tables
- 350 theater style
- 150 classroom style

Ballrooms 1 & 2 - \$275 per hour

- 250 seats, tables, dance floor, buffet tables
- 300 theater style
- 100 classroom style

Ballroom 1 - \$150 per hour

- 60 seats, tables, dance floor, buffet tables
- 100 theater style
- 60 classroom style

Ballroom 2 - \$175 per hour

- 90 seats, tables of 6, dance floor, buffet table
- 120 with tables in continuous rows, dance floor, buffet tables
- 150 theater style
- 80 classroom style

Classrooms A,B,C,D,E,F

1 Classroom - \$100 per hour

- 20 seats, tables
- 30 seats theater style
- 15 seats classroom style
- 16-21 seats boardroom style

2 Classrooms - \$125 per hour

- 40 seats, tables, buffet table
- 45 seats theater style
- 20 seats classroom style
- 21-30 seats boardroom style

3 Classrooms - \$150 per hour

- 50 seats, tables, buffet table
- 80 seats theater style
- 40 seats classroom style
- 30-40 seats boardroom style

Theater style=rows of seats only

Classroom style=rows of tables with chairs on one side, head table

Boardroom style=square of tables with chairs on outside

Minimum of 4 hours rental is required.

Additional

Security Deposit - \$500

Administration Fee - \$20

Security Officer (2) - \$70 per hour

Early Set-up Fee - \$500

Options

Alcohol - \$150

Alcohol (Cash Bar) - \$150+ temporary alcohol license from the Dept. of Revenue

Kitchen - \$150 (Basic use of kitchen, ice machine, sinks, and counters)

Projector-digital - \$30

Coffee - \$10 per pot

Stage setup - \$200

Round Tables - \$10 each

Rental Rates Include:

- On-site staff person for maintenance, building security
- Furniture set-up
- Rectangular Table - 6 foot (29 ½ inches x 71 ½ inches) or (6 foot x 2 ½ foot)
- Upholstered chairs
- 100 + parking spaces
- Public Address: speakers, microphone, podium (on request)
- Projection screen (on request)
- Clean-up
- Free Wi-Fi

To reserve an event date you must submit a security deposit of \$500.00 (cash, check, Visa/MasterCard or money order). Balance of rental is due 60 days prior to event. No deposit refunds for cancellations less than 45 days prior to your event.

You provide-

Any food, drink, décor, entertainment. Vendors must be able to provide proof of business insurance. Providing Alcohol? (guests and drinks must remain in your event space)

NOTE: You are responsible for ensuring that all guests and vendors vacate the building by or before the end time indicated on your contract or you will forfeit your deposit.

The building MUST be vacated by event end time as stated on contract.