

Meeting Rooms and Capacities

The River Center Weekly Rates

8:30 A.M. Monday through 4:30 P.M. Friday

Room	Theater	Classroom	Banquet	Reception	8 Hours
SE Freight	60	24	32	45	\$264
FB Johnston	80	30	48	60	\$308
TD Bank	160	52	80	110	\$528
UPS	80	30	48	60	\$308
Fleet Mortgage	60	24	32	45	\$264
Entire Facility	440	160	240	320	\$1,496
Cogdill Conf Rm	15	10	NA	NA	\$176
Catering Kitchen	NA	NA	NA	NA	\$85

The River Center Evening and Weekend Rates

After 5:00 P.M. Monday through Friday and all day Saturday and Sunday

Room	Theater	Classroom	Banquet	Reception	6-8 Hours	4 Hours
SE Freight	60	24	32	45	\$350	\$175
FB Johnston	80	30	48	60	\$500	\$250
TD Bank	160	52	80	110	\$850	\$425
UPS	80	30	48	60	\$500	\$250
Fleet Mortgage	60	24	32	45	\$350	\$175
Entire Facility	440	160	240	320	\$2,500	\$1,250
Cogdill Conf Rm	15	10	NA	NA	\$200	\$100
Catering Kitchen	NA	NA	NA	NA	\$85	\$55

Additional Meeting Needs

Gazebo	\$350
Gazebo Chairs	\$1.75/chair
Sound System	\$50
Sound System & Microphone	\$75
LCD Projector	\$100
Dance Floor	\$175
Alcohol Agreement	\$50
Portable Stage	\$25/section
Piano	\$150

Hours of Operation

Monday–Saturday

8:30 A.M.–11:30 P.M.

Sunday

12:00 P.M. to 11:30 P.M.

Deposits

The River Center requires a non-refundable payment of 50% to secure the facility.

The River Center contract will include a \$500 security deposit that will be refunded after the event, less any damage costs or additional fees incurred.



River Center Facility Policies

Thank you for booking your event with the River Center at Saluda Shoals Park! We look forward to serving you and we strive to provide superior customer service to you and your guests. In order to ensure a successful event, please review and acknowledge the following facility policies:

- Cleaning requirements: Renting party ensures that all trash will be emptied into dumpster beside the River Center at the end of the event. Also, contracting organization or person ensures the proper clean-up of the catering kitchen(s) according to the guidelines posted in the kitchen(s).
- All contracted vendors and vendor items must be pre-approved by the River Center.
- Decorations & Rental Items: The installation and removal of all decorations and rental items is the responsibility of the renting party on the day of the event. (\$100 storage fee deducted from security deposit for items left overnight)
- Items not permitted:
 - _____ Chocolate fountains
 - _____ Glitter or confetti
 - _____ Rice, birdseed, flower petals, other similar items
 - _____ Luminaries, Tiki torches, sparklers
 - _____ Open flame candles (inside or outside)
 - _____ Balloons (allowed inside only & must be tied down)
 - _____ Tacks, tape, glue, or other adhesive
 - _____ No ironing directly on tables
 - _____ No rearranging facility furnishings or artwork
- The River Center facilities will not be available prior to the contracted start time.
- Vehicles are not permitted on sidewalks, grass areas or at the rear of the facility. No parking in traffic circle at the entrance of the building.
- In the event that a reservation is canceled within 90 days of the scheduled reservation date, all fees remain payable in full.
- The contracting organization or person is responsible for all property brought into ICRC facilities and shall be at sole risk for the loss of that property.
- Please avoid disruptive behaviors that interfere with other events happening at the same time.
- Payments Due: 50% of balance due upon reservation; balance due in full 90 days before event.
- Event Set-Up: Please provide a description or diagram of your table and chair requirements 10 days before event.