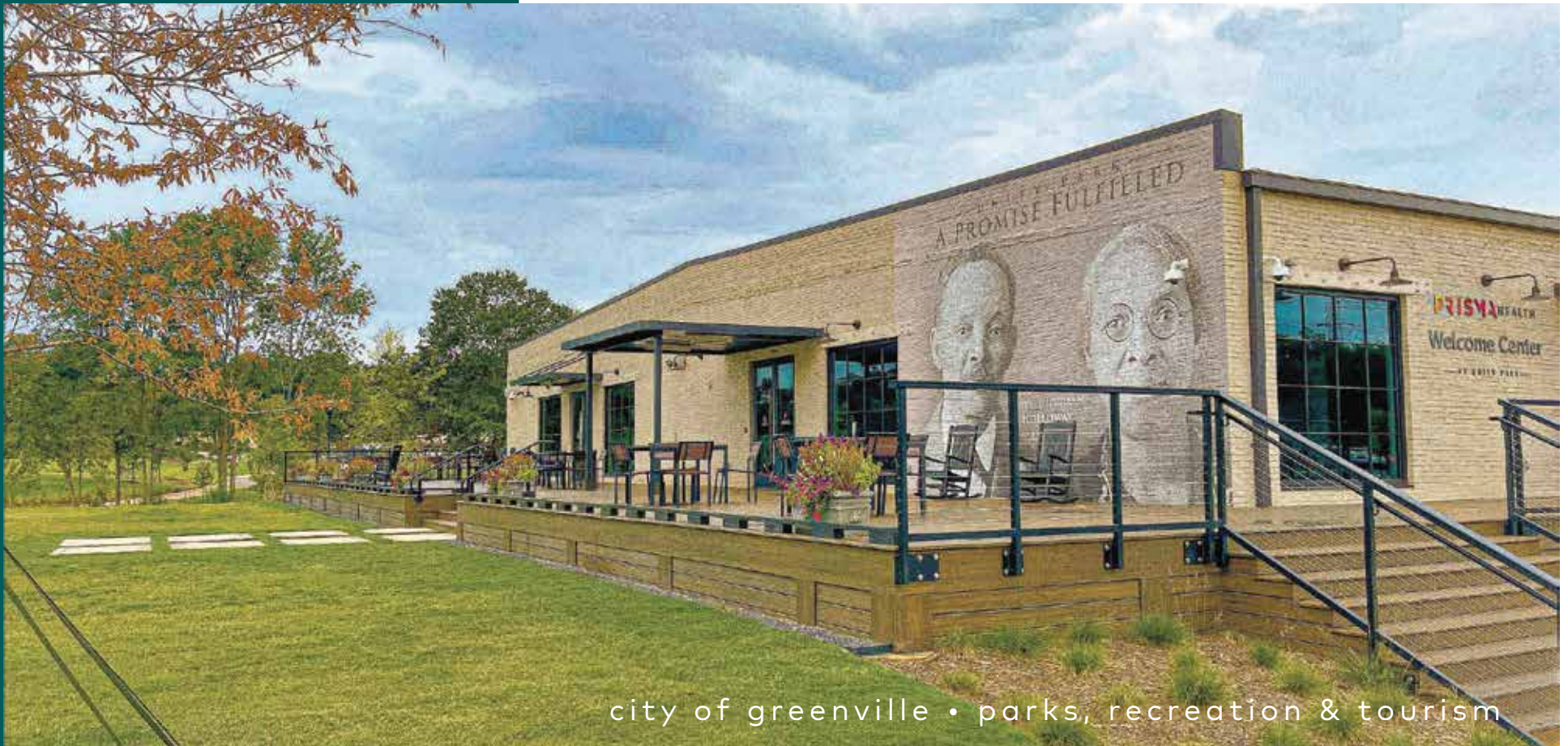




Prisma Health Welcome Center Meeting & Events Guide



city of greenville • parks, recreation & tourism



Facility Rentals

Rental requests can be submitted online at unityparkgreenville.com and are processed in the order in which they are received. Please note that submitting a request does not guarantee a reservation.

Facility rental includes the use of:

- Indoor space
- Warming kitchen with prep area, commercial refrigerator and freezer and separate entrance
- Restrooms
- 40 rectangular tables (5ft x 2ft) & 10 round tables (72 inches)
- Podium
- AV upon request

*Table linens, dinnerware, drinkware, flatware and decorations are not provided

Prisma Health Welcome Center

Located in the heart of Unity Park, the Prisma Health Welcome Center is a unique **5,000 square foot flexible event space**. The center can accommodate up to 332 people and is available for half-day and full-day rentals.



Rental rates

The Welcome Center is available for rent Monday – Friday from 10 a.m. to 8 p.m. and Saturday and Sunday from 10 a.m. to 10 p.m. Access to the center is not guaranteed before 10 a.m. on Saturday and Sunday. Reservations must include time for set-up and clean-up.

Monday to Friday
10:00AM to 8:00PM
Saturday and Sunday
10:00AM to 10:00PM



Four-hour rental (Monday - Friday) **\$500**

Full-day rental (Monday - Friday) **\$750**

Full-day rental (Saturday or Sunday) **\$1,000**

The following reduced rates are available for eligible non-profit organizations (IRS determination letter required):

Four-hour rental (Monday - Thursday) **\$125**

Full-day rental (Monday - Thursday) **\$250**

Rental on (Friday, Saturday or Sunday) **50% off regular rate**

*Events with more than 100 attendees and events serving alcohol must hire security through the Greenville Police Department. The number of security officers required is based on the size of the event.

Rules & Requirements Overview



- Rental times must include time to set up and clean up after the event. This includes delivery and pick-up of rental equipment.
- A Day-of Coordinator is required for all events.
- Decorations, banners and fliers may not be affixed to walls, wood, draperies or other fine surfaces.
- Welcome Center staff is not responsible for the set-up, removal, storage or security of any rental equipment.
- Deck furniture may not be rearranged or removed.
- Tents and other structures are not permitted on the deck.
- Table coverings are required when serving food or beverages.
- Glitter, confetti, sequins, sand, rice, birdseed, silly string, color bombs, sidewalk chalk, sparklers and wish lanterns are prohibited.
- An in-house sound system is available for meetings or for background music but may not be used in place of a DJ. Welcome Center staff is not responsible for running music or sound for an event.

Alcohol, Rental Fee & Insurance Policies

Alcohol

- A Prisma Health Welcome Center Alcohol Permit and proof of liquor liability insurance are required to serve alcohol at the Welcome Center.
- A licensed bar service must be used to serve alcoholic beverages.
- One security officer per 100 guests is required for events serving alcohol.

Rental Fee

- A \$250 security deposit is required for all rentals.
- 100% of all rental fees must be paid at the time the contract is signed.
- All rentals are rain or shine. Refunds will not be given for inclement weather.
- A 50% refund will be given for reservations canceled at least 30 days before the event.
- Refunds will not be given for reservations canceled less than 30 days before the event (even if the reservation was made during this time).

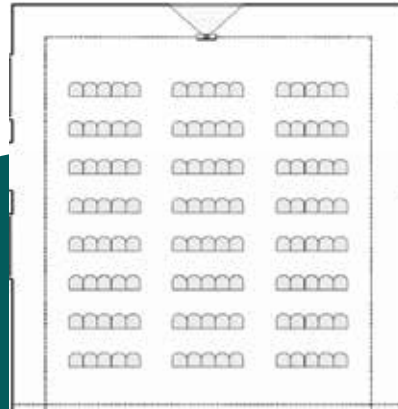
Insurance

- Both the event organizer and their service provider(s) (if applicable) must provide the City of Greenville with a certificate of event liability insurance at least two weeks before the event date.
- The insurance must have a single limit liability of not less than \$1,000,000 and general aggregate liability of not less than \$2,000,000 and shall name the City of Greenville as an additional insured.
- If alcohol is served, proof of liquor liability insurance with a \$1,000,000 limit is also required.

Floorplans With Existing Furniture

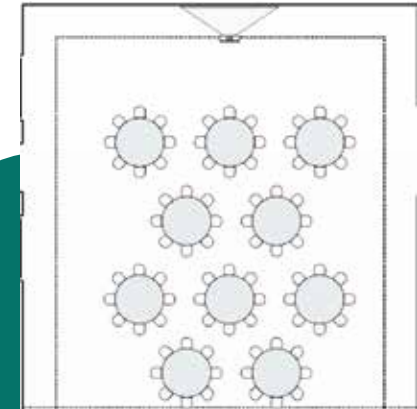
These floorplans utilize the tables and chairs provided by the Welcome Center.

Theater



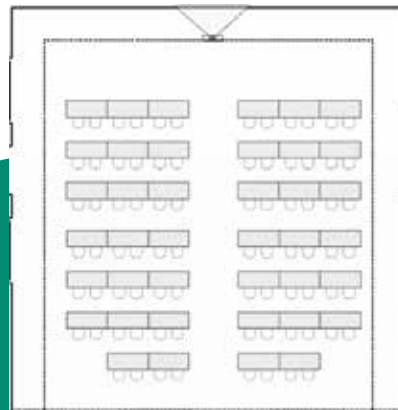
Seats 120

Banquet



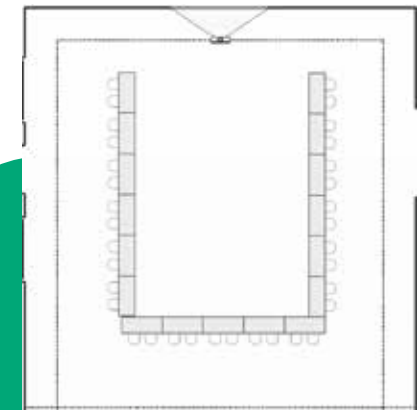
Seats 80

Classroom



Seats 80

U-Shape

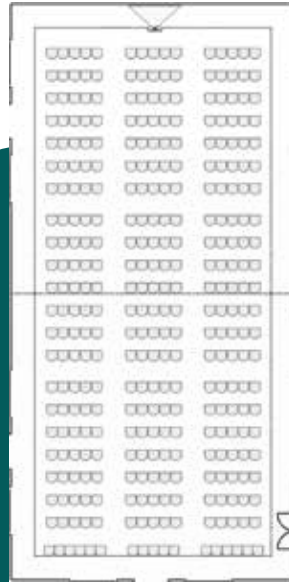


Seats 34

Floorplans With Rental Furniture

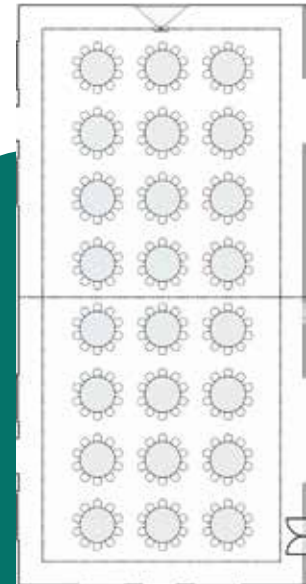
These floorplans require the rental of additional tables and chairs.

Theater



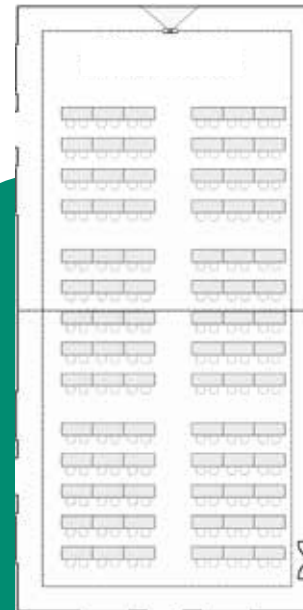
Seats 332

Banquet



Seats 240

Classroom



Seats 150