

# Equipment



To enhance your meeting or event, you may choose from a broad range of audiovisual equipment, from the latest multimedia applications to simple overheads. Our staff will be on hand to set up and run the equipment. Having this type of expertise available will help to ensure that the audiovisual element of your event runs smoothly.

## Vista Room

### Included in rental fee

- Podium microphone
- Dual tape decks [ cassettes ]
- 5 disc cd player
- 10 x 10 ceiling mounted screen
- wired and wireless internet

### AV equipment available w/ additional charge

- Data Grade Projector
- Video projector for 1/2" vcr or DVD
- Overhead projector
- Phone and / or data line
- Microphones-lapel, tabletop, hand-held

## Auditorium

### Included in rental fee

- Podium microphone
- 12 x 18 projection screen
- wired and wireless internet

### AV equipment available w/ additional charge

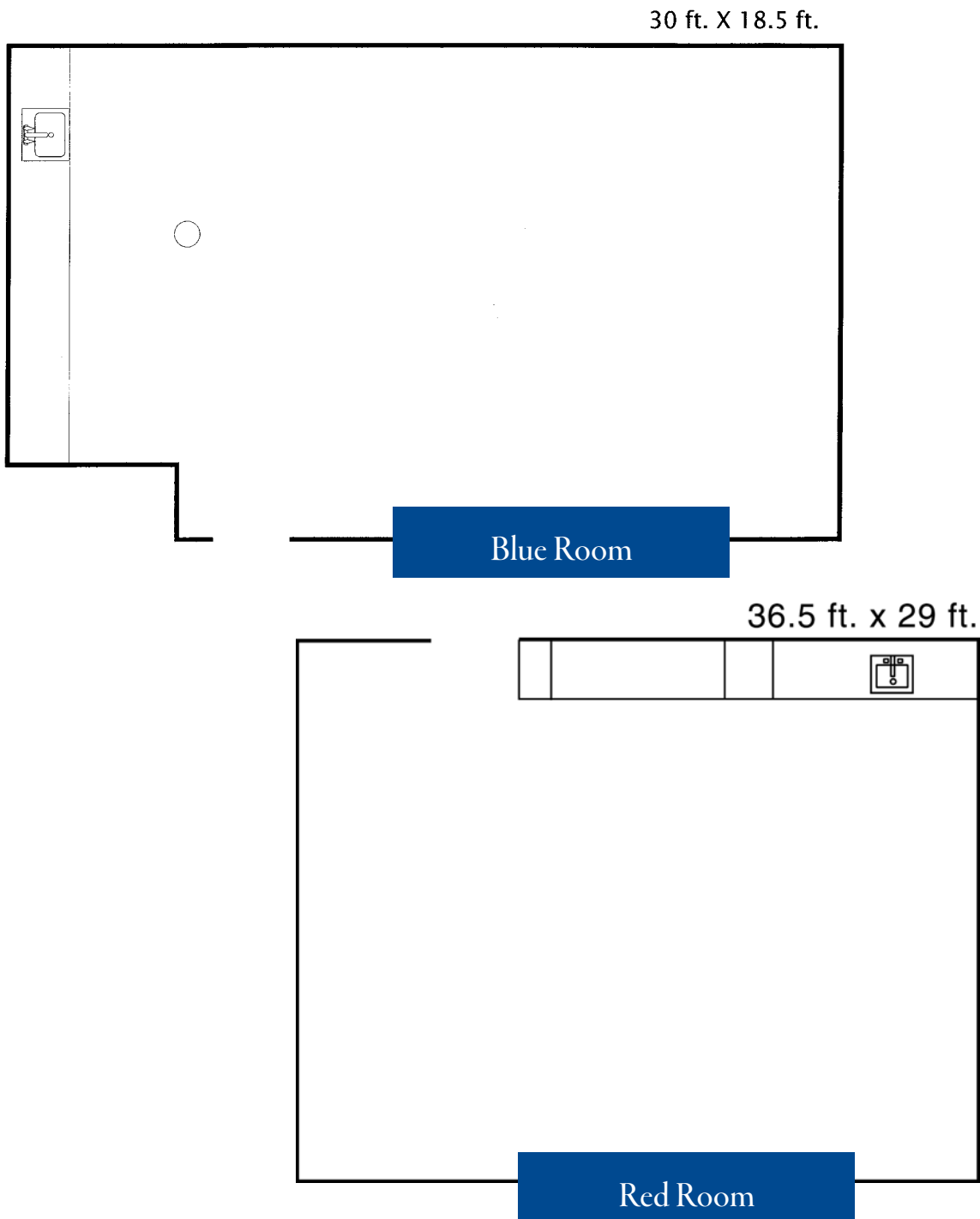
- Data grade projector
- Video projector [ for 1/2" vcr or 3/4" playe ]
- Phone and / or data line
- Microphones-lapel, tabletop, hand-held

## Additional Equipment

- P. A. system
- Piano
- 26 Inch video monitors / VHS, VSR or DVD on rolling carts
- Easels
- Flip chart stands
- Table skirts
- Follow spot light
- Portable stage
- Overflow projection from auditorium to Vista Room is available

# Red / Blue Conference Rooms

These fully equipped conference rooms are the ideal setting for small group meetings, board meetings, or off-site employee meetings. With the capacity to seat 40 people, these rooms also provide break out space for larger conferences and seminars.

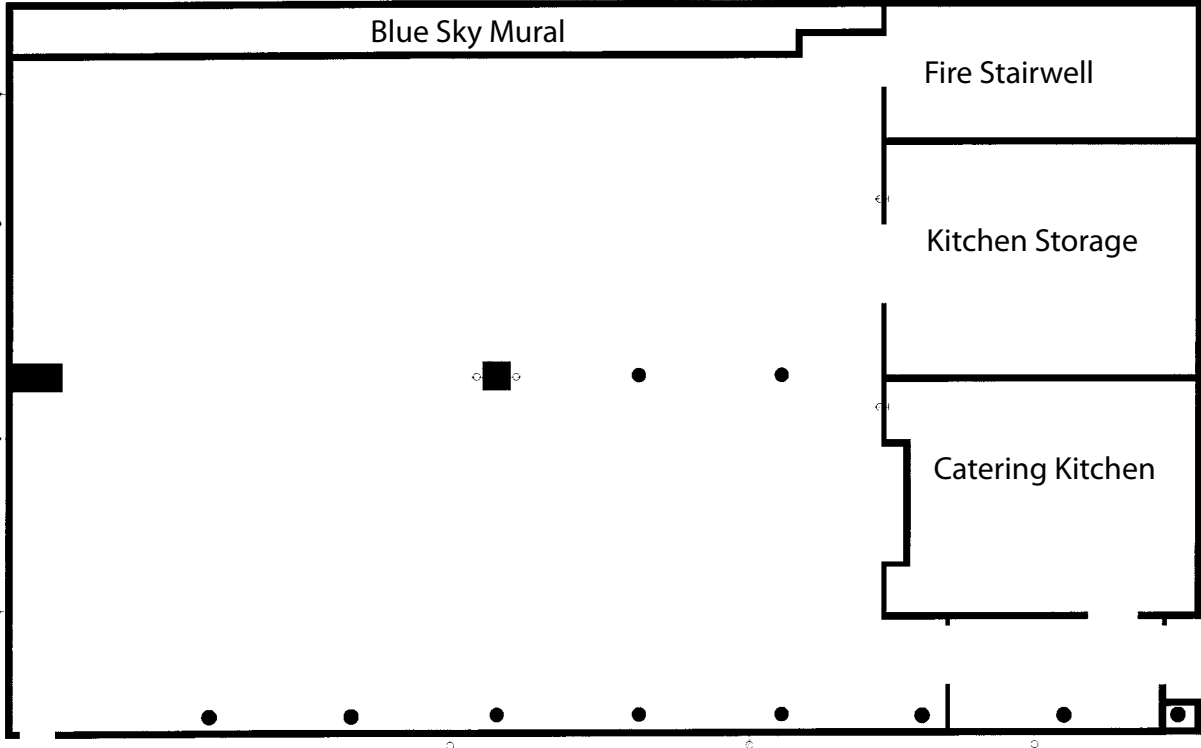


# Vista Room



The Vista Room, which seats 200 people, is the most versatile room the State Museum has to offer. With South Carolina artist Blue Sky's Gervais Street bridge mural as a dramatic backdrop, this room provides an elegant setting for your group's luncheon, dinner, reception or meeting.

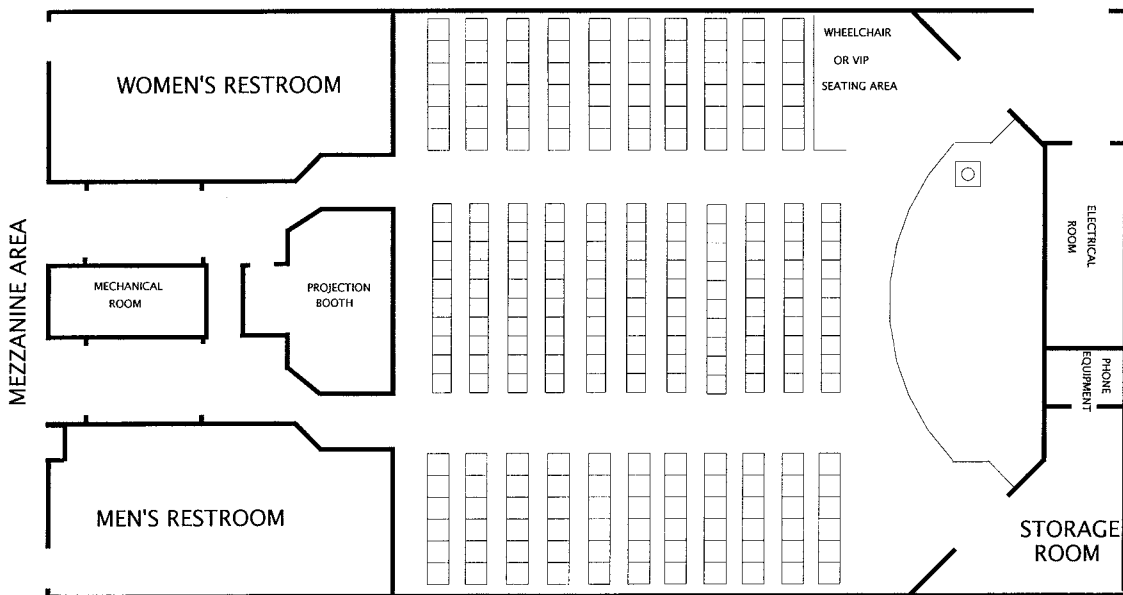
45 ft. X 60 ft.



# Auditorium



The State Museum's auditorium is an impressive location for large meetings. With comfortable theater seating and world-class audiovisual capabilities, this room is ideal for high-impact presentations. Many organizations choose to enhance their conference experience by using additional meeting rooms for breakout sessions. Whatever your choice of rooms, you can be assured of a classic and upscale environment, with no detail spared.



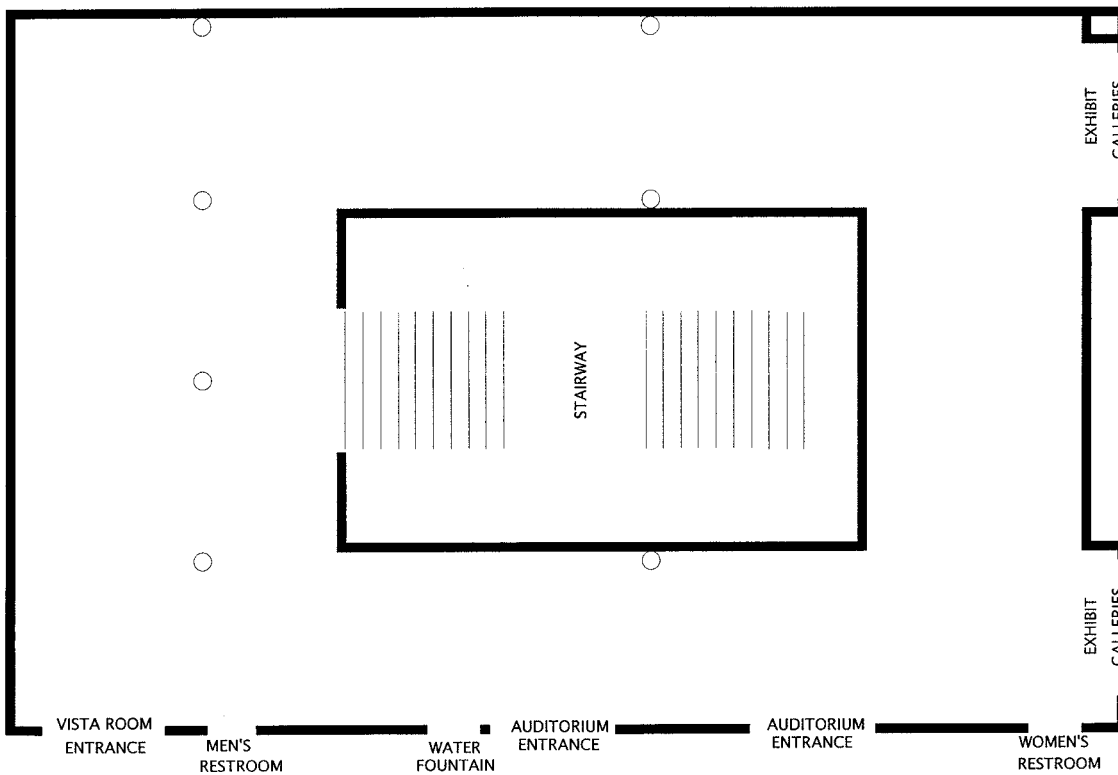
236 SEATS

STAGE SIZE: 12 Ft. x 26 Ft.

# Mezzanine



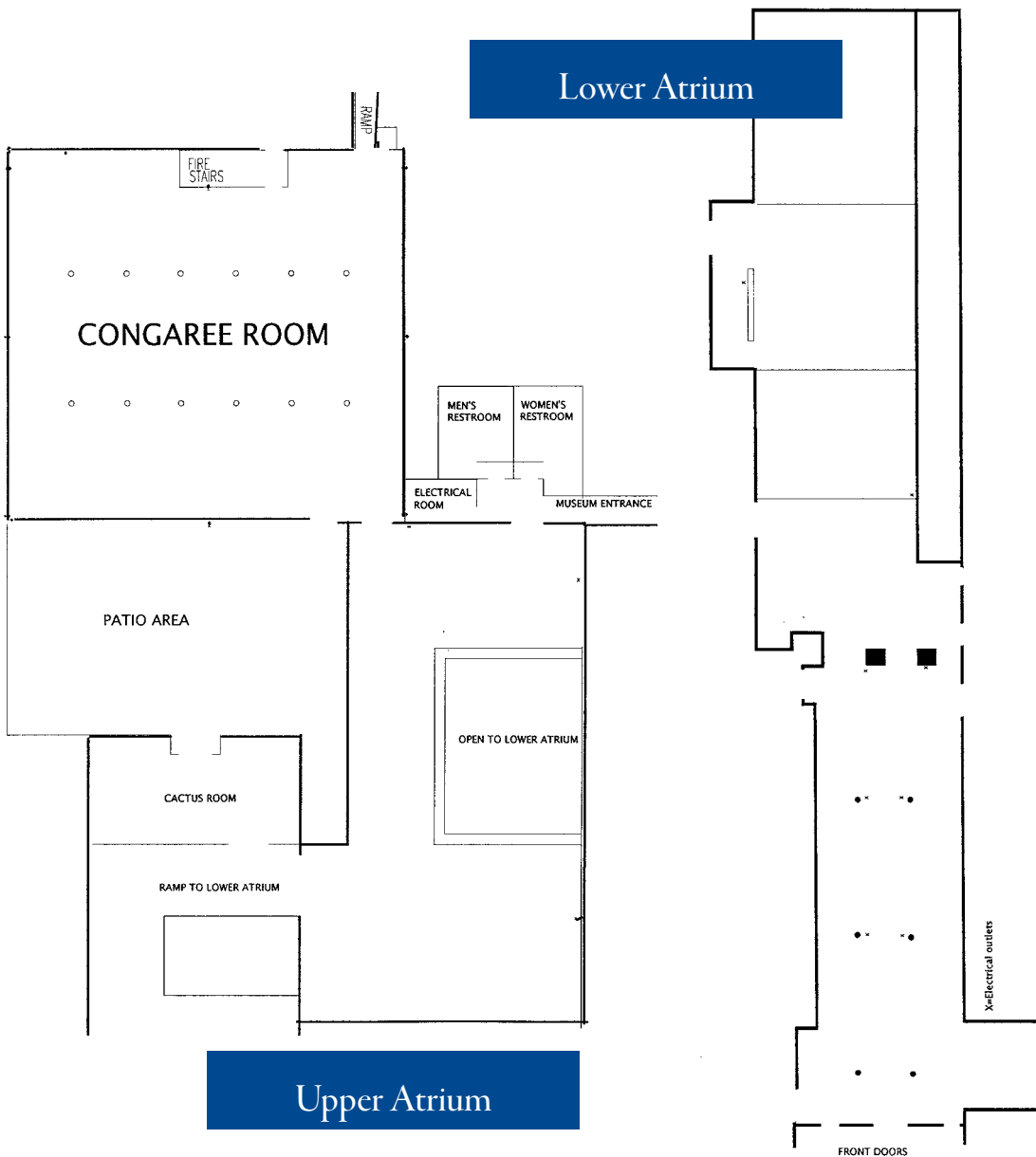
**D**uring the evenings, you can expand your event by reserving the mezzanine at no additional charge. The mezzanine provides extra space for cocktails and receptions.



# Atrium



The State Museum atrium hails as one of the larger event halls in Columbia. With the capacity to comfortably accommodate 600 people, this area is perfect for your group's large reception. The atrium is a spacious, open area that allows your guests to experience every aspect of your special event. Available for evening events.



Because of the uniqueness of our location inside the historic Columbia Mills Building, we ask your understanding and cooperation in helping us preserve the integrity of the building and the museum collections.

## Reservation

The Facility Event Coordinators will take reservations up to one year in advance for meetings and events. A contract will be mailed to the person or organization renting the facility and must be returned within two weeks of receipt along with a non-refundable deposit. Payment may be made by check made payable to South Carolina State Museum or charge with Visa and Mastercard.

## Guidelines

The museum will provide an event coordinator who will work with the renter to ensure proper staffing, coordinate with caterers, decorators, and musicians, and coordinate the layout of tables, chairs, and other equipment. A member of the museum staff will be assigned to work the event from the earliest access time until the last person leaves. The renting group will appoint a representative who will be present during the entire event and who will work with the event coordinator to finalize set-up information.

## Access

- The museum will make every effort to allow groups access to event space two hours in advance of an event.
- Extra set-up time will be allowed at an additional hourly charge.
- Set-up in public spaces during museum hours is prohibited.
- All arrangements for advance set-ups and deliveries must be cleared through the event coordinator.
- All deliveries must check in at Loading Zone D at the rear of the museum. A museum officer will direct users to the appropriate door to unload.

## Catering

A list of approved caterers familiar with the museum's rules and procedures is available.

Clients may only contract with caterers on this list for evening events. Clients must contract with the Crescent Cafe for all daytime food services.

### *Alcoholic Beverages*

Alcoholic beverages are allowed after museum hours or in rooms not accessible to the public before the museum closes. The renter must abide by all alcoholic beverage control laws and regulations. Temporary alcohol permits *may be required* and may be obtained from the Department of Revenue at least two weeks prior to the event. All bars are to be closed one-half hour prior to the scheduled end of the event. A list of approved bartending services is available.

### *Decorations*

All decorations must be approved in advance.

- Tape, Glue or other adhesive products may not be used on museum surfaces.
- Glitter, confetti, rice, or other like material may not be used on museum property.
- Live plants may be used in rental areas on the day of the event.
- Installation and removal of decorations are the responsibility of the renter on the day of the event. Surfaces damaged from the use of decorations will be repaired at renter's expense.
- Open flames are prohibited.

## Equipment - Audiovisual

- Requests for equipment and services must be made at least three working days in advance.
- We recommend that the museum audiovisual equipment be used. Any outside equipment must be approved before the event.
- An AV-Media coordinator is available upon request to help set up equipment for your event.

## Equipment, Tables/Chairs and music needs

- A variety of tables, chairs, staging, pipe, drape, pianos, etc. is available. We recommend, however, that you place your order as soon as possible to ensure availability.

# Pricing

All fees include the use of the room, podium microphones in the Vista Room and Auditorium, set-up and clean-up. There is an extra cost for equipment (See reverse)

## Daytime Rentals

Vista Room	1/2 Day [ Up to 4 1/2 hours ]	....\$375
Vista Room	Full Day [ 8:30 - 5:00 ]	.....\$550
Auditorium	1/2 Day [ Up to 4 1/2 hours ]	....\$275
Auditorium	Full Day [ 8:30 - 5:00 ]	.....\$500
Auditorium/VR	1/2 Day [ Up to 4 1/2 hours ]	....\$600
Auditorium/VR	Full Day [ 8:30 - 5:00 ]	.....\$800
Red or Blue Room	hourly rate	.....\$ 50
	Maximum daily charge.	.....\$200
Atrium	Full Day [ 8:30 - 5:00 ]	.....\$500
	[ For public events ]	

Entry into the museum before 8:30 a.m. will be charged at \$50 per hour.

Daytime wedding receptions will be charged evening rates.

## Evening Rentals

Rental spaces are available for any 3 hour period between 5:00 and 12:00 a.m. The Auditorium, Vista Room, Lobby, Mezzanine, Education Hallway, or Atrium may be used for special events. When possible, groups will be allowed a two hour set-up period prior to their event.

	Vista Room	Atrium
1 / 100 guests	\$600	\$700
101 / 200 guests	\$800	\$900
201 / 300 guests	\$1,100	\$1,200
301 / 500 guests	\$1,500	\$1,600
501 + guests	\$2,000	\$2,100

Rental of galleries for evening events: \$125 per floor per hour.

Extra set-up time will be billed at \$50 per hour.

Extra event hours will be billed at \$200 per hour.

There will be a charge for tables and chairs for evening and all atrium events.

# Equipment Pricing

<b>EQUIPMENT</b>	<b>COST PER DAY</b>
Video/Data Grade Projector.....	\$200
Overflow projection from Auditorium to Vista Room.....	\$50
VCR, DVD & 26" Monitor (Red and Blue Rooms).....	\$50
Wired Microphone(s) hand-held or tabletop.....	\$15
Wireless Microphone.....	\$25
Follow Spotlight.....	\$10
P.A. System.....	\$75
Phone Line/Internet Connection.....	\$25
Upright Piano.....	\$50
Baby Grand Piano.....	\$150
Projectionist (minimum 3 hours @ \$35 per hour).....	\$105
Portable Stage.....	\$30
Skirting.....	\$10 each
Pipe and Drape .....	\$25 each
Banner Hanging .....	\$25 each

**For evening and all atrium events:**

Kitchen.....	\$50
(sink, refrigerator, warming ovens, microwaves, trash cans, ice, coolers)	
Tables.....	\$2.00 each
(60," 48" cocktail and 36" round, 6' and 8' rectangle, seminar)	
Chairs.....	50¢ each
Bar Service Use fee .....	\$25 per bar
Bar pouring fee (if catering service is not used) .....	\$25 per bar

**All equipment subject to 7% sales tax.**

# Bartending Services

For your special event at the South Carolina State Museum, please select from the following approved bartending services:

## **Carolina Cuisine**

Bill and Rachel Gause  
(803) 600-3949

## **Liquid Assets**

Shawn Rankin  
(803) 252-2128

## **Ed's Bartending Service**

Tom Braun  
(803) 951-2390

## **Black Tie Affair**

Daniel Nodine  
(803) 237-3999

## **The J.W. Group**

April Jones  
(803) 960-1717

# Approved Caterers

For your special evening event at the South Carolina State Museum, please select from the following approved caterers:

## **Aberdeen Caterery**

1409 Broad St.  
Camden, SC 29020  
(803) 432-2524

## **Catering by Dupre, Inc.**

PO Box 2264  
Columbia, SC 29202  
(803) 252-0305  
www.dupredukes.com  
dpercival@dupredukes.com

## **Parties Etc. Inc.**

1532 Sunset Blvd.  
West Columbia, SC 29169  
(803) 794-4753  
HOL8T@aol.com  
Linda.killian@gmail.com

## **Southern Gourmet**

104 Rock Springs Rd.  
Columbia, SC 29223  
(803) 865-7769  
www.southerngourmetcatering.net  
info@southerngourmetcatering.net

## **Truly Scrumptious, Inc.**

1937 Augusta Highway  
Lexington, SC 29072  
(803) 957-2092  
www.trulyscrumptiousSC.com  
Tonya@trulyscrumptious.net

## **Kendall's Katering**

6320 St. Andrews Rd.  
Columbia, SC 29212  
(803) 749-2285  
www.kendallskatering.com

## **Capital City Catering LLC**

PO Box 4042  
Irmo, SC 29063  
(803) 603-4545  
www.capitalcitycatering-sc.com

## **Houston's Enterprise Catering**

1825 St. Julian Place  
Columbia, SC 29204  
(803) 254-1188  
www.houstonsenterprisecatering.com  
houentcs@bellsouth.net

## **Seawell's**

1125 Rosewood Dr.  
Columbia, SC 29201  
(803) 771-7385  
www.Seawellscatering.com  
rseawell@sc.rr.com

## **Southern Way Catering**

100 East Exchange Place  
Columbia, SC 29209  
(803) 783-1061  
www.thesouthernway.com  
sales@thesouthernway.com

## **Tim's Catering Service**

PO Box 82  
Irmo, SC 29063  
(803) 318-7079  
www.timscateringservice.com  
tim@timscateringservice.com