

# River Center Packages

## Package Pricing Information

- Catering Kitchen
- Tables and chairs, setup and limited cleanup
- Dance floor available at an additional charge

### Three Room Package

Includes FB Johnston, TD Bank, UPS, and Cogdill rooms

Eight hours of facility rental	\$1,750
8:30 A.M.–11:30 P.M. facility rental	\$2,250
Capacity	3,200 square feet
Seated	96–120 people 12–15 rounds of eight
Standing	150 with some tables and chairs for seating

### Four Room Package

Includes FB Johnston, TD Bank, UPS, and Cogdill rooms with either the SE Freight or Fleet Mortgage rooms

Eight hours of facility rental	\$2,000
8:30 A.M.–11:30 P.M. facility rental	\$2,625
Capacity	3,848 square feet
Seated	144–160 people 18–20 rounds of eight
Standing	200–275 with some tables and chairs for seating

### Entire Facility Package

Includes FB Johnston, TD Bank, UPS, SE Freight, Fleet Mortgage and Cogdill rooms

Eight hour facility rental	\$2,500
8:30 A.M.–11:30 P.M. facility rental	\$3,000
Capacity	5,000 square feet
Seated	184–200 people 23–25 rounds of eight
Standing	350+ people with some tables and chairs for seating

## Hours of Operation

**Monday–Sunday**  
8:30 A.M.–11:30 P.M.

### Additional Hours

Additional hours for set up will be billed at the following rates:

Three (3) Room Package	\$100/per hour
Four (4) Room Package	\$125/per hour
Entire Facility	\$150/per hour

### Additional Rental Needs

Item	Rental
Outdoor Gazebo	\$350
Dance Floor	\$175
Bar	\$25
LCD Projector	\$100
Alcohol Agreement	\$50
Portable Stage (7)	\$25/section
Folding Chairs (Gazebo)	\$1.75/each
Sound System	\$50
Microphone	\$25/each

### 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 full return of your refundable security deposit, please review and acknowledge the following facility policies:*

Please initial:

\_\_\_\_\_ 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, or other similar items

\_\_\_\_\_ Luminaries, Tiki Torches, Sparklers

\_\_\_\_\_ No open flame candles (inside or outside)

\_\_\_\_\_ Balloons **without confetti** (allowed inside only & must be tied down)

\_\_\_\_\_ Tacks, tape, glue, command strips, or other adhesives

\_\_\_\_\_ No ironing directly on tables

\_\_\_\_\_ No rearranging facility furnishings or hanging art

\_\_\_\_\_ The River Center 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 14 days before the event.

\_\_\_\_\_ Smoking and vaping is permitted in designated areas only.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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