



ORANGEBURG COUNTY CONFERENCE CENTER VENUE RENTAL PROCEDURES

Welcome

The Orangeburg County Conference Center (OCCC) was established to support the Orangeburg County and surrounding communities. OCCC strives to ensure that all persons who visit will enjoy our facilities. Use of the OCCC venue can be requested for events, corporate meetings, conferences, and many other private activities through the OCCC website. If this is your first time to this site, we encourage you to take the time to review our policies and procedures and our FAQs for reserving OCCC. If you have any questions, contact the OCCC Director's office by emailing events@OrangeburgCounty.org and they will be more than happy to guide you through the process.

GENERAL PRICING INFORMATION BOOKLET

The General Pricing Information booklet is provided to assist you with your event. Pricing and information regarding ancillary services are available on the OCCC website. Pricing subject to change.

Steps to reserving the Orangeburg County Conference Center

Step 1:

If you are reserving a space, please review the venue rental procedures.

Step 2:

For all other rental options, you will first need to find out about the availability of various facilities. This can be done by contacting the OCCC Director ND event staff office at events@orangeburgcounty.org

Step 3:

Once you have confirmed the space is available you are almost ready to fill out a reservation form. Before you move on to step 4 you may want to consider:

- Will I need catering?
- Will I need the facilities setup for the event?
- Will I need media / technology services for the event?

- What are the security requirements?

Step 4:

You are now ready to fill out a booking form which is found on the website.

The booking form must be completed to request space, equipment, and services for your event. Completion and submission of this form is not a reservation. After all requests are reviewed, you will be notified of approval typically within 48 business hours.

To check for availability for your event email the Events Director's events@orangeburgcounty.org

Extraordinary Events – Requests for events (weddings, receptions, etc.) which require extraordinary services and use of the venue may be referred to the events office for assistance.

Use of Facilities –The individual and/or group is financially liable for all damages to OCCC equipment, facilities, and grounds as duly determined by the Orangeburg County Conference Center.

OCCC Closing – Should OCCC be closed due to inclement weather or any other unexpected event beyond OCCC's control on the date(s) reserved, your event will be **CANCELLED**. If the OCCC event office is unable to reach the contact person for your event, closing information can be found on the OCCC website.

Liabilities and Limitations

The Orangeburg County Conference Center, its respective officers, employees, agents, and assigns explicitly disclaim all liability, damage, injury, or death resulting from the use of its facilities by OCCC or individuals or groups, regardless of whether such liability, damage, injury, or death arises, in whole or in part, from the negligence of the Orangeburg County Conference Center, its respective officers, employees, agents, and assigns.

Further, individuals or groups, their officers, employees, agents, or assigns shall hold harmless and indemnify OCCC, its respective officers, employees, agents, and assigns from all liability, damage, injury, or death resulting from the use of its facilities, regardless of whether such liability, damage, injury, or death arises, in whole or in part, from the negligence of OCCC, its respective officers, employees, agents, and assigns.

GENERAL RULES AND GUIDELINES FOR FACILITY USE

OBSERVANCE OF RULES AND POLICIES

Individuals or groups using OCCC facilities shall assume full responsibility for adherence to OCCC's policies as well as all local, state, and federal laws regarding the use of facilities. This includes but is not limited to policies stated on OCCC's website.

MEETING SPACE

FLOORS & WALL COVERINGS

The Client is responsible for all damage during an event. Client will be responsible for cleaning costs associated with the removal of stains. If floor/wall coverings cannot be sufficiently cleaned or if damage is severe (cuts, rips, tears) the Client is responsible for the replacement cost of the floor or wall covering.

EXHIBIT DISPLAYS

Exhibitors are responsible for providing or arranging their own signage and carpeting in the booth area. Tabletop displays may be allowed in the area without additional treatments. Areas used for commercial exhibits or substantial displays must have additional protective covering laid over OCCC floor to protect from inordinate wear and tear or damage. For further information contact OCCC management.

OCCUPANCY

Maximum occupancies are assigned for each meeting space by fire code. Please adhere to set limits.

ROOM REFRESH

If you have dedicated room refresh scheduled requirements beyond removal of trash, appropriate labor charges will apply. Additional charges may be assessed for excessive trash. Our staff does not buss tables.

ROOM SETUP

Room setup is the responsibility of the Client. The Conference Center team will not setup any events. According to the Client's requests the Conference Center will provide tables and chairs in the room. The Client is responsible for setting up and breaking down the room.

CATERING/KITCHEN USE

- Any Client or group needing kitchen access for their event must complete the signed contract, proof of insurance and non-refundable security deposit.
- Caterers that provide alcohol services are required to use certified servers during the entire event.

FOUNTAINS (Chocolate, Punch, etc.) / ICE CARVINGS

If fountains and/or ice carvings are used for an event it must be brought in and operated by an approved professional caterer. *(See OCCC approved caterer list)*

ALCOHOL POLICY

- Vendors that provide alcohol services are required to use certified services during the event.
- There is no “BYOB” at all times.
- Alcoholic beverages are prohibited at any event honoring a minor.
- Events with alcohol will require no less than two (2) security officers.

ADVERTISING

Advertising an event prior to the event's confirmation is strongly discouraged and may result in a delay of the request to use the Orangeburg County Conference Center facilities.

DISCLAIMER REQUIREMENT FOR PRINTED MATERIALS

Individuals or groups may be asked to include the following statement in any printed materials related to a confirmed event: “Use of The Orangeburg County Conference Center facilities does not imply Orangeburg County sponsorship.”

SALES AND SOLICITATIONS

Sales or solicitations are permitted at Orangeburg County Conference Center but only as part of the legitimate fund-raising activities of a charitable/non-profit organization. Requests for approval of any form of solicitation must be made in writing to the Director no later than seven business days preceding

the proposed date of the activity. Following content approval by the Director; the appropriate space must be reserved. Sales and Solicitations must abide by the "Solicitation Policy" of the Orangeburg County Conference Center. All items and products for sale must comply with South Carolina law.

DISTRIBUTION OF LITERATURE, PETITION DRIVES, SURVEYS AND SIMILAR ACTIVITIES

These activities must be conducted only from the reserved location, in accordance with the Orangeburg County Conference Center policy and with the approval of the Director.

COPYRIGHTS AND PROPRIETARY MATERIAL

ASCAP, BMI, dramatist fees, copyright license fees, patent fees, or any other fee or royalty attached to copyrighted or proprietary material are the responsibility of the Client. Please ensure that the appropriate reporting and payment of fees cover all presentations associated with an event. OCCC is not responsible for any violation for infringement rights of any owner or presented material.

PETS

No pets are allowed except for **service animals that are identified, certified, and trained to perform tasks for people with disabilities. (Must show proof of certification)**

LOST, STOLEN, OR DAMAGED PROPERTY

The Orangeburg County Conference Center is not responsible for any lost, stolen, or damaged property belonging to users of the facilities.

DAMAGES, MISSING ITEMS, OR TRASH

Individuals or groups are responsible for returning facilities to the original or better condition than prior to the event including the removal of trash, decorations, and materials. Damages, missing items, or trash may result in additional charges.

DECORATIONS, EXHIBITS, AND DISPLAYS

Decorating and posting limitations must be discussed with the Orangeburg County Conference Center Director at the time the event is scheduled. No tape, glue, tacks, Velcro, staples, pins, or nails are permitted on the walls, doors, floors, ceilings, glass, draperies, or woodwork of Orangeburg County Conference Center facilities.

1. Doorways, hallways, corridors, staircases, and fire exits cannot be blocked or obstructed; all fire alarm pull stations, hydrants, and extinguishers must remain unobstructed and accessible by someone in a wheelchair.
2. Light bulbs may not be placed where the heat from the bulbs might create a fire hazard.
3. The use of flame candles or incense is not permitted. You may use battery operated candles.
4. Table centerpieces must be non-flammable or constructed of fire-resistant materials.
5. Special effects equipment, such as smoke, fog and fire machines, sparklers, etc., is not permitted without approval of the Director of Orangeburg Conference Center.
6. The use of glitter, rice, or similar materials in decorations and activities is not permitted.
7. Decorations, exhibits, displays, and directional signs must be removed immediately following the event or activity, unless the Director of the Orangeburg County Conference Center has approved other arrangements.
8. The Orangeburg Conference Center is not responsible for the loss of any materials, displays, gifts, favors or other items left in a building or on the grounds.
9. Any special needs for decorations, exhibits, and displays beyond the scope of this policy must be approved by the Director of the Orangeburg County Conference Center.

HELIUM BALLOONS

Helium balloons may be used for decorative purposes with the prior approval from the Director of OCCC. The helium balloons need to be permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons will be charged to the Client. Helium balloons distributed outside the facility shall not be permitted inside the OCCC building. Additionally, helium balloons may not be released into the outside environment from the premises of OCCC. Providers of helium balloons must be on the approved list which can be obtained from OCCC.

FOG MACHINE

The use of a fog machine or any item that emits excessive smoke is prohibited without the presence of a Fire Marshall to turn off and monitor the building's smoke/fire alarm. The Client is responsible for all cost incurred and securing the presence of a Fire Marshall for the event.

RETRACTABLE/MOVABLE WALLS

OCCC has operable walls in the ballroom. The walls separate leased space into a desired configuration. Once the walls are set per Client specifications, and a charge will be incurred for any additional wall movement. Please allow sufficient time to meet your needs. Only OCCC staff may move walls.

IN-HOUSE SOUND/SOUND & VIDEO

OCCC's Director and event staff exclusively manages the in-house sound system. OCCC provides clients with in-house audio, visual, and lighting services. The use of the in-house system must be arranged through the staff in advance to ensure all needed A/V equipment is in place before the event. There are fees associated with A/V equipment use. OCCC does not allow outside equipment to be connected to or operated from the in-house system. There is a cost if outside audio/visual equipment is brought into the venue. Please speak with OCCC Director for details and appropriate fees.

LIGHTING/THEATRICAL LIGHTING

The lighting in all meeting rooms, ballrooms, and common areas are set by OCCC staff. Clients are not allowed to any lights unless given prior written approval from OCCC Director. Special lighting needs and theatrical lighting design needs to be coordinated with OCCC Director in advance of the event. Additions and changes to room lighting on the event day will be limited. If an outside lighting company is to be used at OCCC they require a written approval by OCCC Director. The outside company must sign up with OCCC as an approved vendor.

STAGING

There are no built-in/permanent stages at OCCC. This allows for flexibility of the space. Client should with OCCC Director an event staff about staging needs prior to the event.

WIFI/INTERNET ACCESS

OCCC provides free Wi-Fi access inside the Center. Clients will have access to a secured and password protected Wi-Fi connection. Please contact OCCC Director for assistance and special needs.

LOADING ZONE

The Orangeburg County Conference Center provides a loading zone off Russell Street behind the center. Once items have been unloaded into facility, vehicles need to be moved from loading area as soon as possible.

SECURITY

The Client is responsible for arranging security for the event. The Client will work with OCCC Director and Director of Security to ensure event security meets OCCC guidelines. Security is required for any events after normal business hours or any event that serves alcohol regardless of the time of the event. The Client will pay the event security officers directly.

SECURITY CAMERAS

OCCC has security cameras inside and outside the Center. These cameras are part of OCCC security efforts to ensure the safety of Clients and the public.

PARKING

There are seventy-eight (78) parking spaces in the parking lot of OCCC.

DENIAL OF USE OF FACILITIES

Violation of any section of this policy may result in subject individuals or group(s) being denied the privilege of continued or future use of OCCC's facilities. Appeals must be submitted in writing to the Director within five working days of the issue being appealed. The appeals statement must contain grounds for the appeal and include all information presented for appeal. Decisions will be communicated to all parties within ten business days.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

OCCC is ADA compliant. As new standards are introduced, it is our goal to implement those changes or upgrades in a timely manner. In accordance

with the ADA, we are responsible permanent premises access accommodations, such as, but not limited to wheelchair accessibility and restroom accessibility.

SUPERVISION OF MINORS

Groups with participants under the age of 18 must provide adequate adult supervision.

DRUGS

All State, Federal, and local laws will be strictly enforced. The possession of stimulants, depressants, narcotics, hallucinatory drugs, drug paraphernalia, and/or other agents having potential for mental or physical harm (except when these agents have been prescribed by a physician) is prohibited. Likewise, the selling, exchanging, and giving away of such drugs to any person not intended to possess them is prohibited. Prescribed medications should remain in the original marked containers.

TOBACCO-FREE DESIGNATION

The Orangeburg County Conference Center facilities are designated as tobacco-free.

FIREARMS/WEAPONS

Possession and/or use of any weapons or simulated weapons including, but not limited to, firearms, BB/pellet/air guns, blow guns, paint ball guns, sling shots or other projectile weapons; hatchets, knives or other edged weapons; bows/arrows, explosives, fireworks, chemical components expelled by compressed gases (i.e. OC, pepper or mace spray); impact weapons (i.e., nun chucks, slap jacks, or other martial arts type weapons); electrical shock devices (i.e. stun guns or Taser type weapons); dangerous/noxious chemical mixtures, incendiary devices, propelled missiles or other dangerous substances are prohibited on the premises of OCCC.

EMERGENCIES

For a medical emergency, to report a fire, or to summon Orangeburg Public Safety:

- Dial 911 from a cell phone.
- Report incident to the onsite Director.

FIRST AID

It is the responsibility of the Client to make arrangements for first aid services for events at OCCC. However, should event demographics or numbers demonstrate the need for such coverage, OCCC reserves the right to require Client to engage first aid services and all the associated first aid service costs for an event. You may contact OCCC Director for a list of providers.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) UNITS

Automated External Defibrillator (AED) units are available but should be used only by persons trained to use this equipment.

EMERGENCY SIREN SYSTEM

An emergency siren system has been added to the Center to notify the community of emergencies that might threaten the health and safety of the Orangeburg community. In the event of a natural or man-made emergency the siren system may be activated to advise what action should be taken.

FIRE EVACUATION

In the event of a fire because of a fire alarm activation, all persons in the facility will evacuate the building. Everyone will remain outside the building until the area is cleared by the Orangeburg Fire Department or responding fire department personnel.

FAQs for Reserving space at The Orangeburg County Conference Center

Who can reserve spaces at the Orangeburg County Conference Center?

Anyone can make a request for OCCC's facilities or green space of OCCC however, OCCC has the right to deny certain uses, based on availability of space and special setup requests made of OCCC facilities.

What types of facilities are available?

OCCC offers a variety of facilities. There are meeting rooms, ballroom, lobby, and pre-function space. These facilities can be requested via the OCCC site.

After I have submitted a space request how long does it take to get notification that my request has been received?

Once the Event Booking Form is filled out and submitted, you will receive an email, "Thank you for your submission". The event staff will notify you by email within 48 hours or less to setup an appointment to discuss your specific needs for your event.

Once I have received notice that my event is submitted, what is next step?

Once you have received notice of submission, the event staff will send you a proposal based on your appointment. You will be sent a contract for your signature and at this time you must pay a deposit and/or fees before your event is scheduled. No event will be placed on the OCCC calendar until the contract and deposit has been made.

What are the rental rates for OCCC?

Rental rates are found on the website.

Additional Charges

Charges may be incurred for facilities usage as well as separate day(s) needed for set-up and clean-up. Additional charges may also be incurred including set-up costs, extending beyond approved reserve times, fees for personnel, lighting, sound, security, custodial services, etc., or other additional costs not noted.

Individuals or groups may be charged for damages to OCCC's furnishings, equipment, facilities, or landscaping as well as missing OCCC property or cleaning costs due to trash or materials left behind.

Payment Due Date – If a facility charge and/or charges for additional services are assessed, payment in full is due two (2) weeks before the event. A late charge will be applied for delinquent payments.

How far in advance can I / should I book my event?

Space should be requested as soon as you begin your plans. OCCC's calendar is booked in advance for many events. It is important that you consider your timing because requests are on a first come first serve basis.

What catering services are available for events?

OCCC does not offer catering services. OCCC has an unsolicited vendor resource list. Contact the OCCC event staff if you have any questions.

What if my event needs security personnel?

You are responsible for arranging security for the event. You will work with OCCC Director and Director of Security to ensure event security meets OCCC guidelines. The Client will pay the event security officers directly.

I need to cancel a facility request, what do I need to do?

If an individual or group cancels an event, the individual or group will need to contact the OCCC staff immediately.