

129 S Harvin St
Sumter, SC 29150



MEETING ROOM RATES

📍 Looking for the perfect place to meet, teach, or celebrate?

We've got you covered! Our meeting and event spaces are available for rent — fully equipped with video conferencing tools, making them ideal for training sessions, workshops, and board meetings. Whether you're planning a team meetup, a club gathering, or a support group session, our spaces offer comfort and convenience.

✨ And for those special moments — from baby showers to weddings to family gatherings — our charming pavilion sets the perfect scene.

☎ Book your space today and make your next event effortless and memorable!

	Formal Meeting Room	Multi-Purpose	Enclosed Event Gathering Space
Room Type	Boardroom	Conference Room	Pavilion
Capacity	50	20	105
Rates	\$100 4hr Block	\$50 2hr Block	\$475 6hr Block
Hours	8:00 a.m. – 5:00 p.m.	8:00 a.m. – 5:00 p.m.	10:00 a.m. – 10:00 p.m.
Time Periods	Monday – Friday	Monday – Friday	7 Days a Week

To Schedule:
Leann Green
P: (803) 775-9347 ext. 121
E: lgreen@swrta.com

Day of Event:
John Felder
P: (803) 848-1206

MEETING ROOM RENTAL APPLICATION

129 S. Harvin St, Sumter, SC 29150
803-775-9347 ext. 121 | roomrental@swrta.com

TYPE OF EVENT: _____

DATE/TIME: _____

RENTAL SPACE (CHECK ONE):

- _____ Pavilion - A deposit of \$100 is required to secure the requested date.
_____ Boardroom - A deposit of \$75 is required to secure the requested date.
_____ Conference Room - A deposit of \$25 is required to secure the requested date.

RENTER INFORMATION:

PERSON RESPONSIBLE FOR USE & MUST BE PRESENT DURING THE EVENT. This person is responsible for all payments as well as any damages.

NAME: _____

ADDRESS: _____

PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

☒ Meeting Room Rules & Requirements (Read and Initial Each Line)

- _____ Parking: Lot available at 129 S. Harvin St. No grass or walkway parking.
_____ Clean-Up: Please leave the facility in the same condition in which it was found. All trash must be placed in the outdoor dumpster, and the floors should be swept and mopped. Yard is free of all debris and thoroughly cleaned.
_____ Kitchen Use: Must be cleaned. Remove all food/debris.
_____ Decorations: No tape, tacks, staples, nails. Candles must be enclosed.
_____ Rental Time: Includes setup, event, and cleanup. Additional time \$50 per hour.
_____ Personal Items: SWRTA will NOT be responsible for any property not removed from the premises.
_____ Deposit: A deposit must be made to secure a date for the event. If the event is canceled a two- week notice is required and the deposit is non-refundable; however, one other date can be chosen at the time of cancellation for another date to be utilized within sixty (60) days from the date of cancellation based on availability.
_____ Balance: The remaining balance is due no later than one month prior to the event date.
_____ Compliance: SWRTA reserves the right to refuse any event or bring an event to a close if rules are not followed.
_____ Prohibited: Smoking, vaping, pets, fireworks, inflatables, open flames, and any form of cooking. All food must be fully prepared prior to arrival. Confetti is not allowed.
_____ Sound: Keep volume reasonable.
_____ Alcohol: No Alcohol allowed. No alcoholic beverages may be consumed in the parking lot or park area around the facility. All participants assume full responsibility for their actions. SWRTA is not responsible for any accidents, injuries, or personal loss.
_____ Supervision: Renter must be on-site for entire rental. For lock-up, please call 803-848-1206.

Included Amenities - Pavilion (Only)

- ✓ Refrigerator, sink, microwave, ice machine
✓ 105 chairs - Please list count: _____
✓ 10 round tables (6 ft) - Please list count: _____
✓ 6 rectangular tables (6 ft) - Please list count: _____

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FINAL REQUEST FOR RESERVATION:

I have read the conditions for the use of the Meeting Room at SWRTA and agree to see that all regulations are strictly adhered to and carried out. I am aware that violations of the regulations will result in vacating the premises immediately and/or not using the facility in the future.

Signature of Renter	Print Name	Date
Signature of SWRTA Staff	Print Name	Date

FOR OFFICE USE ONLY: Payment Information

Total Deposit: \$ _____ Deposit Paid By: _____ Deposit Received Date: _____
Total Cost of Rental: \$ _____ Balance Due Date: _____

Payment Received:

\$ _____	Date: _____	Remaining Fee: \$ _____	cash	credit/debit
\$ _____	Date: _____	Remaining Fee: \$ _____	cash	credit/debit
\$ _____	Date: _____	Remaining Fee: \$ _____	cash	credit/debit
\$ _____	Date: _____	Remaining Fee: \$ _____	cash	credit/debit
\$ _____	Date: _____	Remaining Fee: \$ _____	cash	credit/debit

MEETING ROOM REFUND INFORMATION

_____ The Meeting Room has been inspected and the deposit may be refunded.

_____ The Meeting Room has been inspected and the conditions agreed upon have not been met. The deposit may not be refunded. Listed below are the conditions found after the event.

Condition:

Condition:

Condition:

Event date: _____ Signature of SWRTA Staff: _____ Date: _____

Name for Check to be made out to:

Full Mailing Address for Refund:

Account # for Deposit Refund:

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