

General Information

The South Carolina State Park Service Mission Statement

To raise personal income of South Carolinians by creating a better environment for economic growth through delivering state government services for effectively, improving quality of life and promoting economic development through tourism.

Lake Greenwood State Recreation Area Mission Statement

To provide outdoor recreational activities for the citizens of South Carolina, while being stewards of the land. We shall also be leaders in the community, provide increased visitor services, and be a catalyst for increased quality of life on a local and regional basis.

John Drummond and Holly Self Drummond Environmental Education and Conference Center Rental Policy

Lake Greenwood State Recreation Area is a state owned public park that emphasizes stewardship and service. You, your guests, caterers and others associated with your event must be respectful of the environment and the other visitors of the park. As a user, you agree to help us keep the park beautiful by treating all areas, both indoors and out, with respect. The park reserves the right to determine, on an individual basis, whether any particular event is of the type it deems appropriate with the mission of the park. Policies are subject to change without notice at the discretion of the park.

Maximum Capacity: 272

Maximum Seating Capacity: 169

Room Size: 56 X 34 ft approximately

All events must end by 11 pm

Availability:

The John Drummond and Holly Self Drummond Environmental Education and Conference Center is available for your special event year round during normal operating hours. Meeting Rooms may be rented from 10am to 8pm standard and daylight savings time. Any event that extends past normal operating hours must be approved by the park staff in advance. Events that extend past normal operating hours will be charged a fee of \$30.00 per hour for any time past normal operating hours.

Reservations:

Reservations may be made up to 11 months to the day in advance (example: if you wish to make a reservation for March 25, 2006, you may call as soon as April 25, 2005 to make the reservation). Reservations are accepted through the park at (864)543-3535, online or via our toll free reservation system at 1-866-345-PARK.

Payment:

The total reservation fee must be paid at the time the reservation is made. This includes all applicable taxes and reservation fees.

Cancellations or Changes:

If you cancel or change your reservation 15 days or more prior to your scheduled date, there is no fee charged. If you cancel or change your reservation between 4 to 14 days prior to your scheduled date, there is a \$10.00 fee charged. If you cancel your reservation within 3 days or less prior to your scheduled date, the fee is your entire deposit.

Vendors:

Vendors, such as caterers, florists, musicians, and rental contractors, must adhere to the rules, policies, and restrictions imposed by Lake Greenwood State Recreation Area. Vendors may enter the facility and begin preparation no more than two hours before your scheduled event time. All exceptions to this rule must be approved by the park staff. Caterers, musicians, and all others have one hour to clean up the facility after the event. Overtime, at a rate of \$30.00 per hour, will be charged for additional time.

Catering:

It is recommended that you have an insured caterer for your event. A valid Certificate of Liability Insurance for your caterer must be on file 15 days prior to your event. The kitchen area should be used for warming purposes only. No cooking is allowed in the kitchen area. Caterers are responsible for all clean up of the facility including the removal of trash. They must provide heavy duty, leak proof bags for the disposal of trash.

Entertainment:

Music inside and outside the facility must be kept within reasonable limits. Outside music must end by 10:00 pm. The park staff must pre-approve all types of set up outside.

Decorations:

Balloons, signs, ribbons, etc. are not permitted in any areas outside of the John Drummond and Holly Self Drummond Environmental Education and Conference Center (example: park entrance sign or signs though out the park). Nails, tacks, tape, or any other type of fastener that may result in damage to park property is not permitted inside or outside of the facility. Bubbles, bird seed, and flower petals are allowed to be used outside. The lessee is responsible for the clean up of these items.

Equipment:

Lake Greenwood State Recreation Area provides enough tables and chairs to seat 126 people. Sixteen round tables (5 feet in diameter) are available, and thirty rectangle tables (6 feet X 2 feet) are available. Park staff will set up these tables and chairs for the layout of your event. Event set ups must be on file at the park 15 days prior to the event. Any items brought in for your event must be delivered the same day of the event and removed no later than 8:00 am the following morning. The set up and breakdown of your event must not impede the enjoyment of the facility and park by other guests.

Alcoholic Beverages:

The Lessee assumes all responsibility pertaining to the serving and consumption of alcoholic beverages at their event. Free pours and open bars are not allowed. If you do not have a caterer or bartender to serve alcohol, you must assign people at your event to be servers. If your bartender is separate from your caterer, a separate certificate of insurance must be on file for your bar service 15 days prior to your event. Wash tubs or coolers full of beer, liquor, etc. are not allowed. Kegs are allowed only if they are contained in a professional keg dispensing machine and operated by a server. Lake Greenwood State Recreation Area does not provide trash cans for bar use. Please bring trash cans as well as heavy duty, leak proof garbage bags for all bar areas. Please do not allow people to drink and drive.

Food and Drinks:

Food and drinks are not allowed in the exhibit rooms. All food and drinks must be kept in the meeting rooms or on the outside decks. Special attention must be paid to any liquid spills on the hardwood floors. All spills should be attended to immediately and not allowed to sit until the end of your event.

Cleanup:

One hour is allowed for cleanup following your event. You are responsible for stacking all chairs and putting away all tables after the event. The conference room floor and the kitchen floor must be swept and all spills must be mopped up. The facility and area must be free from all debris left from the event. Please make sure that the caterer has adequate personnel to facilitate cleanup in a timely manner. Overtime, at a rate of \$30.00 per hour, will be charged for additional time.

Fire Prevention:

No smoking is allowed inside the John Drummond and Holly Self Drummond Environmental Education and Conference Center. Smoking is permitted on the deck only where there are receptacles. The use of candles is allowed, however, all candles used inside the facility must be enclosed in glass. Please use caution when handling lit candles. The fire place will only be lit and extinguished by park staff.

Parking:

All vehicles, including those of your guests and vendors, must park in the paved lots to the right and left of the building. Should your group need special assistance with or for handicapped persons, please contact the park staff. All vehicles must be removed from the parking lot at the end of your event. No vehicles may drive or park on grass or brick surfaces.