



# Columbia Conference Center <sup>TM</sup>

*Off Fernandina between St. Andrews & Piney Grove Roads*

169 Laurelhurst Avenue, Columbia, SC 29210-3825

TEL: 803-772-9811 FAX: 803-454-2028

[www.columbiameetings.com](http://www.columbiameetings.com)

*“The Event Specialists!”*

## *Social Events Facility Comparison Guide*

*This guide is designed to help you compare our facility to others you may be considering.*

*Thank you for your interest in Columbia Conference Center. We are “Here To Serve!”*

Questions to Consider	Columbia Conference Center (CCC)	Other Facility?
<p><b>1. CONVENIENCE.</b> Is the facility easy to find? Will guests have to fight traffic to get there? Are reasonably priced hotels, restaurants, and shopping areas located nearby?</p>	<p>We are located at the intersection of I-26 and I-20, about 10 miles north of Columbia and 11 miles from the Airport. Guests can easily enter and leave the facility, even in rush hour. We are close to Columbiana Centre Mall and other destination retail stores, reasonably priced hotels, and many restaurants. We have negotiated group hotel rates for guests who attend a CCC event. Ask your Event Manager.</p>	
<p><b>2. PARKING.</b> Is there ample parking? Is parking free? Are guests safe going to and from their cars, or do they have to walk in unsupervised garages or on unsafe streets? Do they have to walk far?</p>	<p>Our grounds accommodate up to 400 cars, and parking spaces are oversized (9½ feet) to prevent door “dings” and allow guests to get in and out of cars easily. Walking is minimal, since parking spaces surround the building. A drive-through portico provides covered access to our front doors. We are also located beside the local FBI headquarters.</p>	
<p><b>3. STAFFING.</b> What size groups does the facility typically host? Does it have the staff to make your group comfortable and to give you the attention you need?</p>	<p>We cater to small and moderately sized groups of up to 500, and we are adequately staffed to ensure that we can meet the needs of any group we host. Your Wedding and Social Events Manager will be on-site, overseeing the details of your event.</p>	

## ENTERING THE FACILITY

<p><b>4. FIRST IMPRESSIONS.</b> How will guests react when they enter the site? Will they feel comfortable? Will they be favorably impressed with the surroundings?</p>	<p>Upon entering our spacious marbled gallery area, you and your guests will experience the welcoming charm and contemporary sophistication of our facility. A two-story glass wall, a grand player piano and bronze waterfall sculpture offer a stunning and elegant setting for mingling and festivities.</p>	
<p><b>5. REGISTRATION AREA.</b> Is there a registration area that offers flexibility that can accommodate various types of gatherings?</p>	<p>Our 5,000-square-foot reception area has an oversized registration desk that can accommodate four registration lines. The desk can be turned into a wet bar for social gatherings.</p>	
<p><b>6. RESTROOMS.</b> Can restroom facilities accommodate your guests without producing long lines and causing them inconvenience? Are they clean? Attractive? Spacious?</p>	<p>Our restrooms are all electronic, with 14 stalls/urinals in the men's restroom and 11 stalls in the women's restroom, both with ample sink areas. This capacity results in minimum wait times so your guests can return quickly to your special event. Stalls are oversized, and restrooms provide amenities such as mouthwash, hand cream, and other personal items as well as baby changing stations.</p>	

## FOOD AND REFRESHMENTS

<p><b>7. VENDING MACHINES.</b> Is there a refreshment area where guests can purchase reasonably priced snacks and drinks?</p>	<p>Some meeting facilities do not allow vending machines. We have a vending area with reasonably priced Coca-Cola drinks, and fruit and snack items can be purchased at the front desk.</p>	
<p><b>8. ON-SITE CATERING.</b> Does the facility have on-site, reasonably priced catering capabilities? Can the facility prepare meals for large groups or handle multiple small groups at the same time in a quality manner?</p>	<p>C3 Catering by Columbia Conference Center is committed to our goal of 100% customer satisfaction. We have a superb catering team that can prepare tempting and abundant hors d'oeuvres, sumptuous dinner menus, and savory buffet selections. Casual and festive theme menus, customized to you and your guests, are also available. You can view our menus and refreshment pricing at <a href="http://www.columbiameetings.com">www.columbiameetings.com</a>.</p>	

## GUEST COMFORT

<p><b>9. SEATING.</b> What type of seating is provided?</p>	<p>We provide luxury seating for up to 350 guests. Our banquet chairs have four inches of padding and are covered in a high quality fabric. The fabric is rich shades of blue and black.</p>	
<p><b>10. TABLES.</b> What types of tables does the facility provide? Is there an additional fee for setting up and taking down the tables?</p>	<p>We offer a variety of high quality, sturdy tables to meet your needs for guest seating, catering services, and display: 60” rounds, tall cocktails, serpentines, and rectangles. There is not an additional fee for setting up or taking down the tables.</p>	
<p><b>11. AIR CONDITIONING.</b> How old is the facility? How many air conditioning units service the event rooms?</p>	<p>Our facility replaces the stale air with fresh air on an ongoing basis. We exceed the fresh air standards and have multiple A/C units for each event room, so if one unit goes down, back-up is available. Our facility was completed in 2003.</p>	
<p><b>12. SOUNDPROOFING.</b> Does the facility have satisfactory soundproofing features? Are air walls separating event rooms adequate to prevent sound transmission? Are noisy air conditioning units located over the event rooms?</p>	<p>Our event rooms are very quiet:</p> <ul style="list-style-type: none"> <li>▪ Our walls have a STC noise rating of 55 (the resistance factor that prevents sound from traveling through a wall), the highest industry standard that exceeds a concrete wall rating. Most hotel walls are rated at 35 STC.</li> </ul> <p>Air conditioning units are placed on shock absorbers on the building’s roof and are situated over the kitchen (not training/meeting rooms) so that participants do not hear A/C units cutting on and off.</p>	
<p><b>13. OUTDOOR SMOKING AREAS.</b> Does the facility have an area where guests can smoke or get away from the event?</p>	<p>Our covered outdoor patio, which looks onto a pleasant wooded area, is furnished with wrought iron tables and chairs for up to 100 guests. This is a relaxing area away from music and festivities where guests can enjoy conversation and fresh air. Ceiling fans provide a refreshing breeze during warm weather. Part of this is also a special smokers’ section.</p>	
<p><b>14. HANDICAPPED ACCESSIBLE.</b> Is the facility accessible to guests with disabilities?</p>	<p>Columbia Conference Center rooms are all located on one level. Aside from extra wide parking spaces, designated handicapped parking spaces, ramps and an electric door allow guests to enter with ease. Inside the facility, doors offer ample space for wheelchair guests and a ramp is available in our ballroom for guests that need access to the stage.</p>	

## EVENT PLANNING

<p><b>15. ALCOHOL.</b> What types of bar services are offered and what is the cost?</p>	<p>Columbia Conference Center hires and trains bartenders to ensure your guests are served to our standards of excellence. Beer, wine and liquor may be served from a Corkage Bar. A Cash Bar is available for beer, wine and sodas. Your Event Manager will discuss with you our requirements, guidelines, and prices for serving alcoholic beverages.</p>	
<p><b>16. RESPONSE FOR ASSISTANCE.</b> How do you get help when you need it? Can the facility staff respond rapidly?</p>	<p>Often hotel or facility help is difficult to find, or you have to go to the sales office to ask for assistance. Each of our rooms has a private telephone line that includes a button for direct connection to staff for immediate help. Also, your on-site Event Manager will be carefully overseeing your event.</p>	
<p><b>17. SECURITY.</b> Will security personnel be on site for the duration of your event? Who is responsible for hiring the security personnel?</p>	<p>We require security personnel to be on duty during all after business hours and weekend events. Columbia Conference Center will provide the security guard(s), for a fee, which your Event Manager will discuss with you.</p>	
<p><b>18. AUDIOVISUAL CAPABILITIES.</b> What equipment does the facility have available?</p>	<p>We have a complete listing of audiovisual equipment rentals in our Event Packet. Some of the equipment items available are LCD projectors, large room-sized screens, DVD players, and microphones. We also have a Technician available for a fee to ensure your presentation is successful.</p>	
<p><b>19. DANCE FLOOR.</b> Does the facility own a dance floor? Is it well maintained and clean? What size is the dance floor?</p>	<p>Columbia Conference Center owns a beautiful wood parquet dance floor measuring approximately 21 feet by 21 feet. Because this is a portable dance floor, we are able to customize the placement for your event. Your Event Manager will discuss the rental fee with you.</p>	
<p><b>20. STAGE AREA.</b> Does the facility have an elevated stage so that guests in large groups can see the complete stage area? Is there a charge for this stage?</p>	<p>In Ballroom I there is a large 12-inch-high stage so presenters, guests of honor, musicians, etc. can be seen easily. The stage is appropriately sized so that presenters can walk around, and large bands have room for equipment. There is no charge for the stage in Ballroom I.</p>	

## FACILITY RENTAL COSTS

**21. EXTRA CHARGES.** Are there extra charges for items such as stages, linens, podiums, telephones, electricity, parking fees, taxes, coat racks, service fees, etc.? While an initial quote may sound reasonable, additional fees could bring some surprises to your bill!

Though many facilities often offer what seems a good deal on room rental, only to add charges for everything else, our quotes include a breakdown of all fees we charge. The current sales tax is added as is our service fee which is lower than most facilities in our area. A discount on room rental may often apply when a minimum amount of food is purchased from our caterer. We also attempt to match other facility prices if the quality and quantity of services are the same.

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***THANK YOU FOR CONSIDERING COLUMBIA CONFERENCE CENTER!***  
*A DIVISION OF CONFERENCE MANAGEMENT CENTER, LLC*  
***MADE POSSIBLE BY OUR FAITH IN JESUS CHRIST***  
*"Here To Serve"*

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