



Located in the heart of Unity Park, the Prisma Health Welcome Center features a 5,000 sq ft. event space available to rent for your next meeting or special event.

Rental Rates

The Prisma Health Welcome Center Event Room	
Four-hour rental Monday - Friday	\$500
Full-day Monday - Friday	\$750
Full-day Saturday or Sunday	\$1,000
501c3 Rates: Four-hour rental Monday - Thursday	\$125
501c3 Rates: Full-day rental Monday - Thursday	\$250
501c3 Rates: Friday, Saturday or Sunday	50% off posted rate
City recognized, regularly scheduled, neighborhood association meetings	FREE
Off-Duty Officer	To Be Determined by GPD

The Event Space is rented on half-day or full-day basis between the hours of 10:00 a.m. to 8:00 p.m., Monday to Friday, and 10:00 a.m. to 10:00 p.m., Saturday and Sunday. Access is not guaranteed before 10:00 a.m. on Saturdays and Sundays. Rental times must include time for set-up and clean-up.

Features:

- Fire capacity for the event room is 336 individuals
- Facility rental includes use of:
 - 120 chairs
 - 40 rectangular tables (5ft x 2ft)
 - 10 round tables (72in)
 - Podium
 - AV, upon request
 - Warming kitchen with prep area, refrigeration, freezer and dedicated entrance

For additional information, submit your request online at unityparkgreenville.com. Requests are processed in the order in which they are received. Submitting a request does not guarantee reservation.

Rules & Requirements Overview:

- Your rental times must include the time it takes to set up and clean up after your event. This includes delivery and pick up of rental equipment.
- Decorations, banners, or fliers may not be affixed to walls, wood, draperies, or other fine surfaces
- Staff is not responsible for the setup, removal, storage, or security of any rental equipment.
- Deck furniture cannot and will not be rearranged or removed for any Event. Tenting and other structures are prohibited from being built on the deck.
- Table coverings are required if you are serving food or beverages.
- The City does NOT provide linens, dinnerware, drinkware, serveware, or decorations.
- Glitter, confetti, sequins, sand, rice, birdseed, silly string, color bombs, sidewalk chalk, sparklers, and wish lanterns are prohibited.
- An in-house sound system is available for meetings or for background music but cannot be used in lieu of a DJ. City Events Staff are not available to run the music or sound for any event.
- A Day Of Coordinator will be required for all events.
- If the Event will have over 100 invitees, You must retain a security officer through the City of Greenville Police Department. If the Event is serving alcohol, one security officer per 100 guests is required.

Alcohol

- Alcohol is not allowed in the Event Space (or the Park) without a valid permit and proof of liquor liability insurance. Site Permits may be obtained from City Events Staff.
- A licensed bar service is required to serve alcoholic beverages.
- If the Event is serving alcohol, one security officer per 100 guests is required.

Fees

- 100% of the Fees shall be paid at the time the Contract signed.
- All rentals require a \$250 security deposit.
- A reservation must be cancelled at least 30 days prior to the event to receive a 50% refund. Refunds will not be given for cancellations made less than 30 days prior to the event (even if the reservation was made during this time). All rentals are rain or shine. Refunds will not be given for inclement weather.

Insurance

- You and your Service Providers, if any, must each provide the City, no later than two weeks prior to the Event Date, with a certificate of insurance evidencing event liability insurance that provides bodily injury and property damage insurance coverage for all bodily injury, property damage, personal injury, and other claims, losses, or damages arising out of or in connection with, in whole or in part, the use or occupancy of the Event Space, including the common areas associated therewith, by You, your Service Providers, if any, or any other employee, agent, representative, or invitee of the Event. The insurance required hereunder shall have a single limit liability of not less than \$1,000,000 and general aggregate liability of not less than \$2,000,000 and shall name City as an additional insured. If alcohol is served, proof of liquor liability insurance with \$1,000,000 limits is also required.