

RC WC

RICHLAND COUNTY
WELLNESS
CENTER

RENTAL BOOKLET

BANQUET ROOM



Theater Style



Banquet Style



Deposit

$500
(4-hour minimum rental)

Rental Price

$140/hr (Member)
$195/hr (Non-member)

After-Hours Rates:
$170/hr (Member)
$220/hr (Non-member)

***Members in good standing for three consecutive months are eligible for the member rate.**

Room info

- Capacity: 50–150 guests
- Banquet Setup Includes: (10) 6-ft round tables and (2) 5-ft rectangular tables
- Additional Tables: Available for an additional fee

Kitchen and ice machine included.

MULTIPURPOSE ROOM



Meeting Style



Classroom Style



Party Style

Deposit

$150
(3-hour minimum)

Pricing

$60/hr (Member)
$85/hr (Non-member)

After-Hours Rates:

$120/hr (Member)
$140/hr (Non-member)

***Members in good standing for three consecutive months are eligible for the member rate.**

Room Info

- Capacity: 10–25 guests
- Party Setup Includes: (4) round tables and (1) long table
- Additional Tables: Up to (2) additional tables available for an extra fee

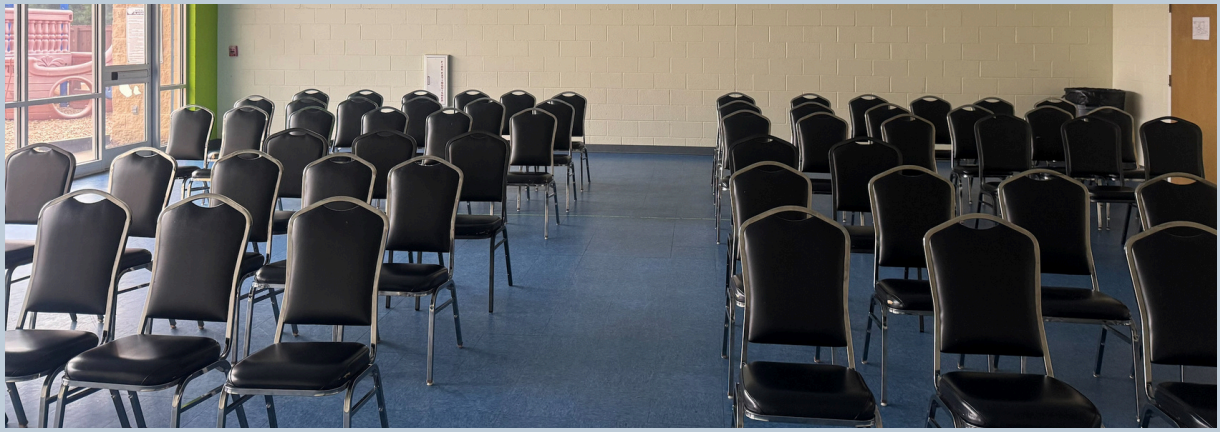
THE ZONE



Party Style



Conference Style



Deposit

$150
(4-hour minimum)

Pricing

$80/hr (Member)
$120/hr (Non-member)

After-Hours Rates:

$125/hr (Member)
$135/hr (Non-member)

***Members in good standing for three consecutive months are eligible for the member rate.**

Room Info

- Capacity: 30–60 guests
- Party Setup Includes: (8) round tables and (2) long table
- Additional Tables: Up to (2) additional tables available for an extra fee

ADDITIONAL RENTAL AREAS

We offer a range of additional spaces, including:

Basketball Court

Pool

Outdoor Field and Lobby Space

Networking Space

Contact us for pricing!









RENTAL ADD-ONS

We offer the following rental add-ons to enhance your rental

A/V Rental Package $250

(Includes Projector, Podium w/ Microphone, & Speaker)

Projector (1) $200

Podium (1) (No microphone included) $50

Podium w/ microphone & speaker $125

Speaker $50

Easel Stand (1) $20

Speaker & microphones $75

Rolling TV (2 available) $75 each

***Stage** $350

***Dance Floor 12x12** $275

Lifeguard $30 per hour (Required for parties 20+)

Kitchen & Ice Machine (Only available for Banquet Room rentals)

Playground (Only available for Zone Rentals)

Event Staff Assistant $30 per hour (Minimum 2+ hours)

IMPORTANT NOTES

Security

Events with 100+ guests and/or serving alcohol are required to rent security. The cost will be added to the rental. Additionally, any event serving alcohol must use a licensed and insured alcohol service company. Proof of insurance must be provided and kept on file prior to the event date.

Deposit & Fees

Your deposit is fully refundable if the rented areas are left clean and the agreed-upon rental times are followed, as outlined in the contract. RCWC staff will finalize at the end of the event.

Thank you for helping us keep the space clean and respecting the scheduled rental times!

Cancellations

We understand that plans can change. To help keep our rental process fair and consistent for everyone, the following cancellation and deposit policies apply:

- Cancellations More Than 30 Days Before the Event: A $50 cancellation fee will be deducted from your event deposit. The remaining deposit balance will be refunded according to the contract terms.
- Cancellations 14–30 Days Before the Event: 50% of the rental fees will be forfeited and deducted from the event deposit. Any remaining balance will be refunded according to the contract terms.
- Cancellations Less Than 14 Days Before the Event: Cancellations made less than 14 days before the scheduled event date are non-refundable. All deposits and rental fees paid will be forfeited.

Extended Setup & Cleanup

Additional fees may apply for setup or cleanup that extends beyond the standard rental period. If you need extra time, we're happy to help! Please inquire about available extended-time options and pricing when planning your event.

RICHLAND COUNTY WELLNESS CENTER

306 Flora Drive, Columbia, SC 29223
https://rcwellnesscenter.com/

Booking or Questions?

- Call us: 803-787-2023
- Email: NIcole.pakileata@rcrc.state.sc.us
- Hours of Operation:
  Monday-Thursday: 6:00a - 9:00p
  Friday: 6:00a - 6:00p
  Saturday: 8:00a - 5:00p
  Sunday: 1:00p - 6:00p
- Visit our Social Media!
  Tik Tok
  Instagram
  Facebook

Need an extra hand with your event setup?

We've got you covered! Ask about our Event Assistant Add-On for additional help getting your space event-ready and making setup a little easier.