



**Lake Greenwood State Park**

302 State Park Road  
 Ninety Six, SC 29666  
 Phone: (864) 543-3535  
 Fax: (864) 543-7670

**DRUMMOND CENTER RENTAL INFORMATION**

Thank you for reserving the Drummond Center for your upcoming event. Enclosed you will find information that must be filled out and returned to the park no later than 15 days prior to your event. If you have any questions please feel free to contact us at the number listed above.

Please be aware that all rentals that extend past normal operating hours are subject to a \$30 per hour fee (must be scheduled at least 15 days in advance with no refund for early departure). Fees are also charged for cancellations and changes to your reservation.

**Cancellations or Changes:**

<b>30 days or less</b>	<b>31-90 days</b>	<b>91 days or more</b>
<b>NO REFUND</b>	<b>Park retains 60 % plus tax</b>	<b>\$100 handling fee Plus tax</b>
	<b>Return 40% plus tax</b>	<b>Remainder returned</b>

You can not come in to decorate Friday if you rent for Saturday only. You must purchase the Friday & Saturday Package in order to decorate for your event the day before. Please see Park staff for the Package deal.

**Clean Up Information:**

One hour is allowed after your event for clean up of the Drummond Center. Please make sure that all events are over by 11 pm and all clean up is finished

by midnight. **\*\*\*You are responsible for providing your own trash bags and for the removal of all trash from the building after the event.\*\*\***

Conference Room and Meeting Room:

- All chairs must be stacked 8 high
- Tables must be wiped down and put away
- The floor must be swept and all spills must be mopped up

Kitchen:

- All counters and tables must be wiped down
- The sink and all appliances must be cleaned
- The floor must be swept and mopped