



Our conference and events center in Spartanburg, SC features over 19,000 square feet of versatile meeting space and event space. The conference and events center is serviced by a dedicated support team of Sales & Catering professionals to assist you in every aspect of your meeting or event. Flexibility in catering options allows you to plan your menus using our own professional in-house culinary team or a pre-approved commercial caterer for your occasion. Our goal is to allow our guests the greatest flexibility and convenience to exceed expectations in every way possible.

Our History

The conference center is located in the former Spartan International Headquarters on Spartan Boulevard which closed in the summer of 2001. Pinnacle Hospitality purchased the building and re-purposed it into a conference and events center during the construction of the adjacent Hampton Inn & Suites in 2003. The interior of the building was gutted and renovated, the exterior was cleaned up and given a facelift, the original fountain is working, although it has received a refreshed look in the last couple of years and is a popular photo backdrop for weddings and local residents. Summit Pointe Conference & Events Center officially opened in February 2005 with a little over 9,000 square feet of ballroom, boardroom and dedicated meeting room space, a full-service restaurant and fully-equipped kitchen to support the 200-seat restaurant and banquets up to 600. A second ballroom, pre function space and a meeting room were added in 2007 and the former restaurant was converted into event space in 2011 to bring the total available space to 19,000 square feet with 10 meeting rooms. The conference center has hosted presidential candidate events, political rallies, fundraising programs, non-profit organizations, corporate award banquets, training meetings, new product launches, press conferences, exhibitions, trade shows, job fairs, birthdays, anniversaries, weddings, receptions and holiday parties.

Eco-friendly Programs

We are committed to taking care of the environment and have put many initiatives in place that have earned us the Two Palmetto Certification by the SC Hospitality Green Alliance and Green Meetings recognition by ConventionSouth magazine. We are the only venue in the Upstate that has received these awards. Best of all, it doesn't cost you extra to participate in our recycling programs.

We provide china, glass and silver for all plated meals, receptions and buffets for daytime and evening events. For all meeting packages we provide consumables, i.e., cups, plates, napkins, utensil, box lunch containers, beverage containers, made of sustainable products and recyclable materials. If preferred, china, glass and silver may be rented for use with any of our meeting

packages. We encourage your use of our recycling bins throughout the facility and sustainable meeting practices such as placing notepads in central locations for use only as-needed, and using recycled materials and local sources for collateral.

We continue our eco-friendly practices by pre-plating salads or desserts, providing single-serve snack breaks, and sourcing local and seasonal fruit and vegetables for our menus. We offer Spring Water in portable water stations so you may fill your own water bottle or container and provide tap water in pitchers for all meeting breaks. If you prefer bottled water for your meeting then let the Director of Events & Sales know in advance so your order can be placed and charges applied.

Meeting & Event Space

A variety of indoor and outdoor space is available for use; from two permanent boardrooms to two large ballrooms we have a wide variety of sizes, setups and locations available for your use. Each room has its own meeting room rental rate which includes setup, tables and chairs and one white tablecloth per table and is based on availability and the amount of time the space is needed. Meeting room capacities depend on the type of set up style required for your event. Check with our Director of Events & Sales for meeting room charges, availability and capacity.

Pre function Areas

The main entrance, lobby and corridors outside meeting rooms are considered public, pre-function areas. These areas are open to all guests in the building. Any activity taking place in these areas must take into consideration the requirements of other events in the building and cannot restrict in any way guest flow to and from other events.

Meeting Room Set-ups

Based upon the guaranteed number of attendees, we will assign and set your space with free and clear access and egress to the meetings rooms based on local fire codes. Your requested setup will be detailed on your BEO and the room will be set to your specifications. We will notify you if there is a conflict between your specifications and the fire code regulation. In the interest of safety, we will change the setup accordingly.

Prior to your arrival, your space will be set with tables, chairs and one (1) white tablecloth per table. We will be happy to change your setup in any way should you require it after your arrival for an additional fee. The party providing your catering service will be responsible for the setup of the service ware needed for your event as well as the cleanup of your event as detailed in our Commercial Caterers' Agreement.

Service Corridors and Kitchen Access

Service corridors and kitchen areas are for use by the food preparation and event services team only. We request that only events support and preparation teams access these areas prior to, during and after the event.

Scheduling & Booking

We are happy to hold your dates and event space tentatively for up to one week until your signed Booking Agreement and non-refundable deposit have been received. *Tentative* space is considered available to be secured by another client. Should we receive such a request, we will offer first right of refusal to you and require your Booking Agreement and deposit immediately to secure your space.

In special circumstances, it may be necessary to reassign your event to a comparable space within the building. We request you notify us in advance of any printed material bearing the name and meeting room location of your event. Please confirm with the Director of Events & Sales prior to printing any materials.

You are welcome to have access to your space no more than ½ hour prior to the start time of your event. During that time you may place your materials and setup any approved decorations. An additional ½ hour is provided after the end time of your event to remove all materials and decorations. Be sure that your speakers, attendees and agenda stay within the event time frame agreed upon in the Booking Agreement. Our service team will require the time before and after your booked times to ensure that the space is set to your specifications and meticulously detailed. We are happy to provide additional time for you to prepare for your event. Please inform your Director of Events & Sales as additional charges apply.

We request that all cancellations be made in writing. Charges will apply based on the date of your cancellation and our ability to rebook a comparable event in its place. The sliding cancellation scale is detailed in your Booking Agreement.

Catering Menus

Our menus contain the descriptions and prices for all of our food and catering services, including details about special packages that are designed to simplify the planning process. Due to fluctuating market conditions, prices are subject to change without notice and menu pricing is not confirmed until 180 days prior to the event date.

Food & Beverage

We are pleased to provide the option for catering completely in-house by our professional catering team or a pre-approved commercial caterer. All food and beverage preparation must be provided by our catering team or a commercial caterer and consumed within the time frame of the event to remain in compliance with the SC Retail Food Establishment Regulations. These regulations state that food prepared in a private home may not be used or offered for human consumption in a retail food establishment. These regulations also govern the allowance of time as a public health control which means that buffets are open for 75 minutes, all excess food and beverage must remain with Summit Pointe for disposal and that “to go” boxes are prohibited.

All menus should be selected 30 days prior to your event. If we are catering your event, we will provide a Banquet Event Order (BEO) detailing your selections. Once you have verified and signed your BEO, we will begin food ordering and preparation for your event.

We request a final guaranteed number of attendees no later than 7 days prior to your event. This will be considered your minimum event guarantee and is not subject to reduction. Based on these final numbers, your space will be set and food/beverage ordered and prepared for your guaranteed number of guests. If no guarantee is received, the original expected attendance on your BEO will be used. Should your actual attendance exceed the final number provided, additional fees would apply for the actual attendance numbers.

All alcoholic beverages must be purchased from our location and served by our ServSafe Certified bartenders and catering staff. Alcoholic beverage service is available only in conjunction with food service. No outside alcoholic beverages are allowed. Alcoholic beverages must be consumed within the building. All cash bars require one Security officer for every 100 attendees at a charge of \$35 per hour. If your event includes alcoholic beverages after midnight on Saturday or at any time on Sunday, an Alcoholic Beverage permit must be obtained and approved 30 days prior to the event. Charges for this permit will be added to your final bill.

Meal Service Times

To ensure the best quality and presentation of your food offerings, we encourage you to select the most accurate times for your meal service on your Banquet Event Order. Plated meals may be plated in advance and placed in heating holding units prior to the beginning of your meal service. Any delays in your start times could affect the quality of the food and beverage presentation.

Buffets are generally setup approximately 15 minutes prior to the time selected on the Banquet Event Order and will remain open for 75 minutes. The amount of food prepared for your buffet is based on the guarantee number provided by you 7 days prior to your event. Often, guests will take larger than normal portions or additional portions which may cause a shortage in your food offering. We encourage you to take into consideration heavy eaters when you are planning your meal service and final attendee guarantees with our Director of Events & Sales.

Programs & Presentations

In order to provide the most conducive environment to your programming, we generally suspend food service during any presentation unless otherwise directed by you. Unless instructed otherwise, our event servers will leave the room until presentations have concluded. Please let your assigned Events Services Manager know if you prefer continual service during programming or presentations.

Commercial Caterers

You are welcome to provide your own commercial caterer for your event. Please provide your caterer's name and contact information to our Director of Events & Sales so we can discuss the

catering guidelines with your caterer. DHEC Certification, current business license, Workers' Compensation, Automobile Liability and General Liability Insurance forms along with our Preferred Caterer Agreement must be completed by commercial caterer 30 days prior to the event start date.

Your pre-approved commercial caterer is required to provide all service personnel for your event including servers, buffet runners, cooks, and dishwashers, as well as, all china, glass, silver and serving pieces/utensils for your event. Charges do apply for your commercial caterer to use our facility and these charges will be applied to your bill.

Outside Vendors

We are pleased to coordinate the delivery and pickup of items belonging to *all* outside vendors utilizing equipment which may need to be delivered and/or picked up. Please ask they contact our Director of Events & Sales at least 30 days in advance of your event to make arrangements. We will provide them with all pertinent information. We must request that all equipment be removed immediately after your event. All outside vendors must complete their work within the event time booked and vendors may not arrive more than two hours prior to start time or stay more than one hour after the event is over. Additional per hour charges apply for vendors that need additional time.

Audiovisual Equipment

As a full service conference and events center we have an extensive supply of audio-visual equipment. We are happy to provide these services for a nominal fee. As we have multiple event spaces, it is important to reserve your equipment early as these items are reserved on a first come, first serve basis. Our Director of Events & Sales can provide a complete list of items and pricing.

Decorations

We cannot allow decorations to be affixed to the walls, floors or ceiling with nails, staples, tape or anything which may damage walls, floors or ceilings. For the safety of your guests, in adherence with fire codes, signage and decorations may not block entrances or exits of any type. Flammable items, including fireworks, are prohibited inside the facility. Decorations must be tasteful and cannot be construed as objectionable to the general public. All decorations must be setup by either you or your agents within the event time booked. We assume no responsibility for materials left on site beyond the event time including items belonging to outside vendors.

Music

As your event may be taking place at the same time of other events, we request that any type of music be contained to your assigned space. We reserve the right to ask that volume be adjusted should your event be heard by and disruptive to another event.

Deposit and Payment Procedures

At the time of contracting your event, we will require a non-refundable deposit to hold the event space and consider the event definite. All events must be paid for in advance in full 7 days prior to the start date of your event. Any additional balance arising from extra attendees, equipment needs, and changes in setup, hosted bars or fees for event overtime must be paid by the close of the event. We accept cash, credit card, debit card and checks. All cash and checks must have a credit card authorization form completed.

All food, beverage, room rental and audio visual equipment prices are subject to a 20% service charges plus SC State Sales Tax and Spartanburg County Hospitality Tax.

Disclaimer

These guidelines are provided to assist you in the planning and execution of your event and are not intended to be all-inclusive or comprehensive in nature. Please review your signed Booking Agreement in detail with the Director of Events & Sales as it is a binding agreement.