



## CITY OF CAMDEN SPECIAL EVENT PERMIT APPLICATION

1000 LYTTLETON STREET CAMDEN, SC 29020

**Date:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Name of Requestor:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Agency/Entity Sponsoring Event:** \_\_\_\_\_

**Agency Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Event Name/Purpose:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Streets to be Closed:** \_\_\_\_\_

**Hours for Streets to be Closed:** \_\_\_\_\_

**Hours of Event:** \_\_\_\_\_

**Hours of Service of Beer/Wine:** \_\_\_\_\_

**Approximate Number of Persons Participating:** \_\_\_\_\_

**Parade Information (if applicable)**

**Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Requested Route:** \_\_\_\_\_

**Approximate Number of Persons Participating:** \_\_\_\_\_

Please submit requests by mail, e-mail, or fax **at least sixty (60) days in advance of the event** to allow for preparation and review of the Resolution and scheduling on Council's agenda. Requests may be sent by e-mail to [ccorbett@camdensc.org](mailto:ccorbett@camdensc.org), fax to (803) 425-6049, or mail to 1000 Lyttleton St., POB 7002, Camden, SC 29021. A draft Resolution will be prepared and forwarded for your review as well as to the Police Department and Downtown Development Department.

**NOTE: This form should only be used for public events where vending will occur on public property and/or beer/wine are to be sold and consumed on City property.**

For private events please contact the Police Department or Downtown Development Department.

**City of Camden Special Events – Caitlin Corbett, 432-2421  
Police Department – Lt. Lee Boan, 425-6025 ext. 117**