



A Certificate of Liability Insurance naming the City as an additional insured is required for all events

Robert Mills Courthouse
(150 Maximum Capacity)
607 Broad Street
Camden, SC 29020

HALF DAY 5 Hours or less \$450.00

FULL DAY 6 Hours or more \$900.00

Please Type or Print Clearly

Name _____

Organizational Group/Individual _____

Mailing Address _____

Phone Number _____ **Cell** _____ **Email Address** _____

Designated Responsible Official(s) _____

Describe Specific Type of Event

Number of Participants/Spectators Expected _____

Date(s) Requested ____/____/____ to ____/____/____ **Day(s) of week** _____
Time(s) of day _____ to _____

Will you be using outside party rental equipment or tents? (additional fees may apply) ____ Yes ____ No

Food and/or Product Sales? Yes ____ No ____ (If yes, City of Camden Special Events Business License Required
Contact the Finance Department at City Hall at least two weeks prior to Event)

Alcoholic Drink ____ Yes ____ No (If yes, then Special Permit required from Camden Police Department.
Liquor Liability must be added to Certificate of Liability Insurance)

Certificate of Liability Insurance: A One Million Dollar minimum Certificate of Liability Insurance for bodily injury & property damage is required for all events including setup and teardown days.

Fire Safety Inspection of set-up required from Camden Fire Department
(803-425-6040 or 803-600-4870 pelliott@camdensc.org)

Security/Maintenance Deposit: 200.00 (Refundable upon satisfactory inspection by City staff after event)

Signature _____ **Date** ____/____/____

Approved _____ **Not Approved** _____ _____

City of Camden Official Signature

Additional Comments: _____