



Robert Mills Courthouse

**607 Broad Street
Camden, SC 29020**

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 (Maximum Occupancy 150) _____

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 and resolution passed by Camden City Council. Liquor Liability must be added to Certificate of Liability Insurance)

Certificate of Liability Insurance: A One Million Dollar minimum Certificate of Liability Insurance, naming the City of Camden as additional insured, for bodily injury & property damage is required for all events including setup and teardown days.

Fire Safety Inspection required from Camden Fire Department (803-425-6040 or egardner@camdensc.org)

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

Half Day (5 hours or less) \$450

Full Day (6 hours or more) \$900

Signature _____ **Date** ___ / ___ / ___

Approved _____ **Not Approved** _____

City of Camden Official Signature

Additional Comments: _____