



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 _____

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)

Signature _____ Date ____/____/____

Approved _____ Not Approved _____

City of Camden Official Signature

Additional Comments: _____