



**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 may be 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, 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](mailto: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: \_\_\_\_\_