

Kat Spadacenta, Rental Coordinator
Camden City Hall
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Form Updated July 1, 2023

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

Please Type or Print Clearly - - (Application Form)

Name _____

Organizational Group/Individual

Organization Mailing Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Cell _____ Email Address _____

Designated Responsible Official(s) _____

Describe Type of Event _____

Number of Participants/Spectators Expected (Max Capacity is 1,600) _____

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

Include set-up, break-down, and clean-up time in time(s) requested.

Check all that apply.

Camden City Arena Facility (Open interior area) _____

Bleachers Extended for Seating _____ (SEATS 600)

Camden City Arena Catering Kitchen Area _____ (additional fees may apply)

Camden City Arena Conference Room _____ (additional fees may apply)

Camden City Arena Conference Room **Only** _____

- Parking is available on the "immediate grounds" of the arena. This includes the areas outlined in black in the attached photo, comprising approximately 290 parking spaces
- Other adjacent property that may be required for your event is under the jurisdiction of Historic Camden Foundation (HCF). Request to use/rent their property must be coordinated directly with HCF (803)432-9841.

Food and/or Product Sales? Yes _____ No _____ (If yes, City of Camden Special Events Business License Required Contact City Arena Lease Coordinator at Camden City Hall at least two weeks prior to Event)

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.

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

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

Security/Maintenance Deposit: \$500.00 - Refundable upon satisfactory inspection by City staff after event.

Upon acceptance, the lessee is required to make payment of security deposit to hold the date.

Signature _____ Date ____/____/____

Approved _____ Not Approved _____ Date ____/____/____

City of Camden Official Signature

Additional Comment(s) _____

Camden City Arena Rental Rates & Information

	Rate
Arena, with access to Catering Kitchen and Conference Room	\$100.00 per hour with a two hour minimum, 12 hour maximum (full day rental). Lessee is responsible for all set-up, breakdown, and clean-up of Arena. Rental hours must include time needed to set-up, breakdown, and clean-up.
Conference Room Only	\$50.00 per hour with a two hour minimum; \$300 full day rental rate. Additional fee may apply for use of Catering Kitchen. Lessee is responsible for all set-up, breakdown, and clean-up of room. Rental hours must include time needed to set-up, breakdown, and clean-up the room.
Security Deposit (refundable)	\$500.00
Venue Clean Up	\$225.00 if required
Up to 50 8'x30" Banquet Tables (white)	\$100
Event Security	\$50.00 per officer per hour if required, 4 hour minimum.

Security Deposit:

A refundable security deposit is required for all events. This is not included in the lease amount. A \$500 deposit is required. This deposit will be refunded after the Rental Coordinator has inspected the premises and Lessee has complied with Lease Agreement.

Business License:

City of Camden Special Events Business License is required for food or product sales. This License must be submitted to Lease Coordinator one month prior to the event.

Liability Insurance:

Certificate of Liability Insurance is required for all events and must name the City of Camden as a secondary insured. A **One Million Dollar** Minimum COL for bodily injury & property damage is required for all events, including setup and breakdown days. COL should be submitted to Rental Coordinator one month prior to the event. **If alcohol (beer and wine only) is served, Liquor Liability must be added to the COL.**

Alcohol:

A Special Permit will be required from the City of Camden Police Department if alcohol is served.

816 W Dekalb Street, Camden, SC 29020, 803-425-6025

A Beer and Wine Permit is required from the SC Department of Revenue if alcohol is sold (ABL-900).

Per City Ordinance, only beer and wine is allowed on city property.

Fire Safety Inspection:

A layout of the event is required to be submitted to the Rental Coordinator and City of Camden Fire Marshal or his designee for approval one month prior to the event if the event involves greater than 100 people, tents, food trucks, or is an indoor trade show and exhibition. (803) 425-6040 or (803) 600-4870 egardner@camdensc.org

Trash:

Ten trash receptacles and a dumpster are located on the premises. Inside trash barrels will have a liner provided at the start of the event. Additional liners will need to be provided by Lessee.

Security:

Security at all events in and on the Leased Premises may be required. Security will be required at the sole discretion of the Lessor. Contact the City of Camden Chief of Police or his designee. 816 W. DeKalb Street, 803-425-6025

The Camden City Arena has a security system to include cameras on site.

Maximum Capacity: 1,600

Bleacher Seating Capacity: 600

Conference Room Capacity: 30

Parking Information:

Parking is available on the "immediate grounds" of the Arena. This includes the areas outlined in black in the attached photo, comprising approximately 290 parking spaces.

Other adjacent property that may be required for your event is under the jurisdiction of Historic Camden Foundation (HCF). Request to use/rent their property must be coordinated directly with HCF (803)432-9841.

Items included with rental:

WiFi

6 6'x30" tables (black)

52 meeting chairs (stackable / black)

Catering Kitchen Amenities

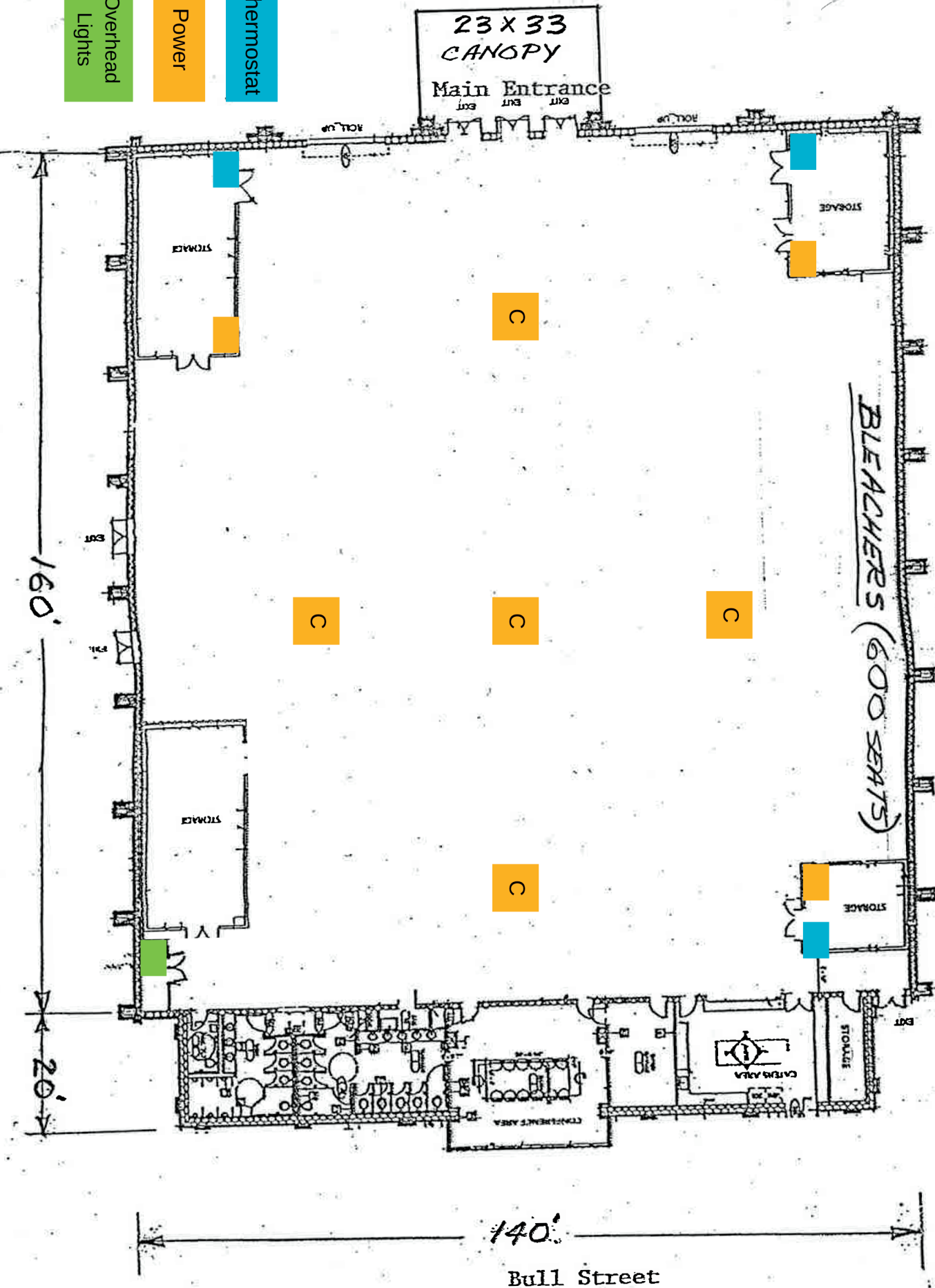
Ice Maker

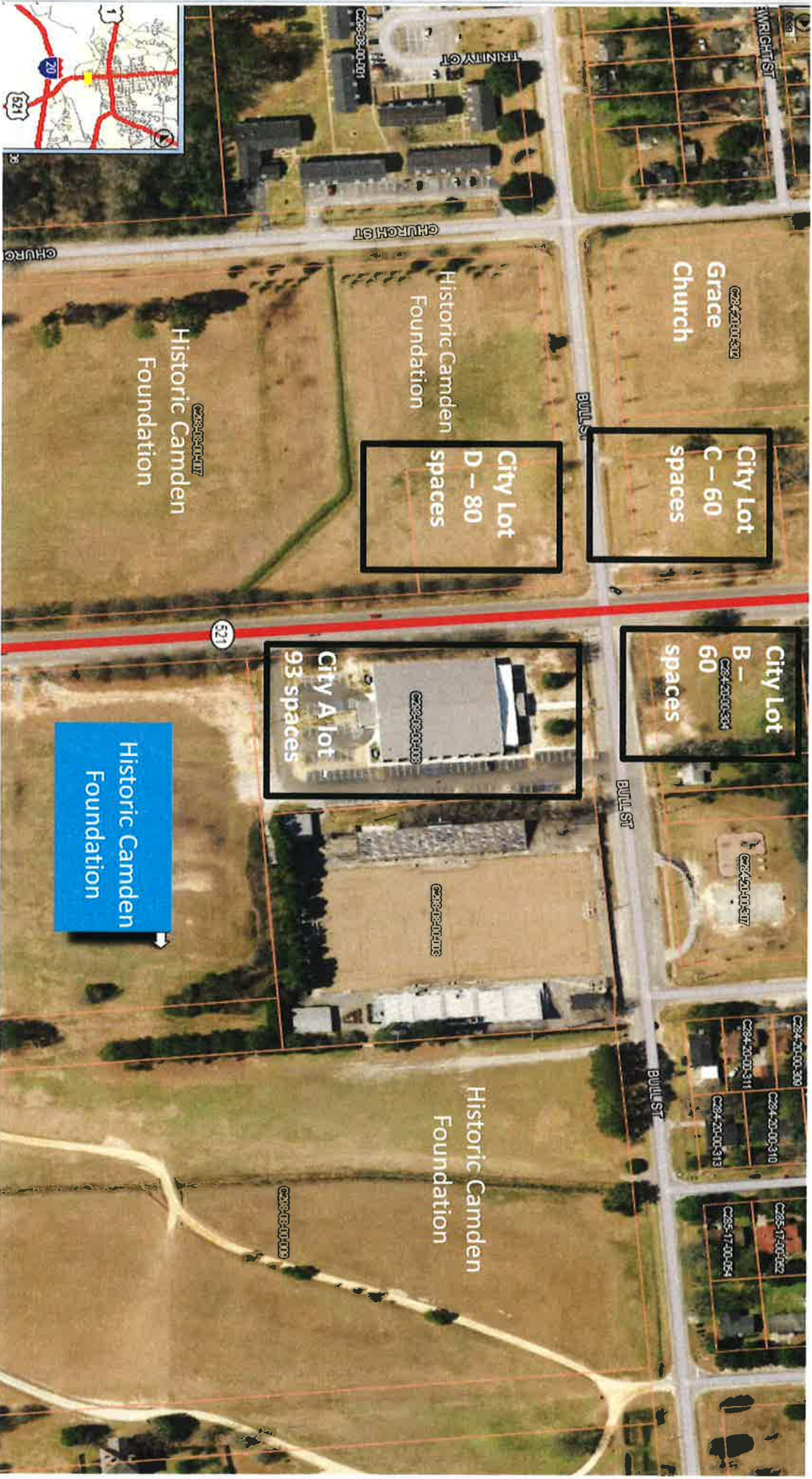
Stainless Steel Prep Counter/ Sink

Microwave

Refrigerator

- Thermostat
- Power
- Overhead Lights





Grace Church

City Lot C - 60 spaces

City Lot B - 60 spaces

Historic Camden Foundation

City Lot D - 80 spaces

City A lot - 93 spaces

Historic Camden Foundation

Historic Camden Foundation

Historic Camden Foundation

