



**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)

Alcoholic Drink ___Yes ___No (If yes, then Special Permit is 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)

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: _____

Robert Mills Courthouse Rental Rates & Information

	Rate
Second Floor, with access to Catering Kitchen	\$900.00 full day rental (6+ hours), \$450.00 half day rental (up to 5 hours), \$50.00 hourly rate for nonprofit organizations. Lessee is responsible for all set-up, breakdown, and clean-up of rental area. Rental hours include time needed to set-up, breakdown, and clean-up.
Security Deposit (refundable)	\$200.00
Venue Clean Up	\$225.00 (if required)
15 - 6' Round Tables (white) and chairs, 6 - 8'x30" Rectangular Banquet Tables	Included; linens must be provided by Lessee
Event Security	\$50.00 per officer per hour if required, 4 hour minimum. Private functions may be exempt.

Security Deposit:

A refundable security deposit is required for all events. This is not included in the lease amount. A \$200 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 publicly attended 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 outdoor tents, food trucks, or is an indoor trade show and exhibition.
(803) 425-6040 or (803) 600-4870 egardner@camdensc.org

Trash:

Trash receptacles are located in the kitchen and behind the building. 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

Maximum Capacity: 150

Parking Information:

An asphalt parking lot is located on the immediate grounds of the Robert Mills Courthouse.

Catering Kitchen Amenities

Refrigerator
Prep Counters/ Sink
Microwave
Warming Oven