

Kat Spadacenta, Rental Coordinator
Camden City Hall
803-432-2421
kspadacenta@camdensc.org



Form Updated October 1, 2023

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

Robert Mills Courthouse
607 Broad Street
Camden, SC 29020

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)

Will Alcoholic Beverages be Served/Sold? ___ Yes ___ No (If yes, then a Special Event Permit is required from Camden Police Department (page 3). Liquor Liability must be added to Certificate of Liability Insurance and proper licenses obtained from SCDOR. Please see <https://dor.sc.gov/tax/abl/licenses> for more information.)

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 Deposit: \$200.00

Half Day (5 hours or less) \$450 Full Day (6 hours or more) \$900

Signature _____ Date ___/___/___

Approved ___ Not Approved ___ _____

City of Camden Official Signature

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 Event Permit will be required from the City of Camden Police Department if alcohol is served and/or sold.

Liquor Liability must be added to Certificate of Liability Insurance and proper licenses obtained from SCDOR. Please see <https://dor.sc.gov/tax/abl/licenses> for more information.)

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:

Two 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



Parade/Special Events Permit Application

This form must be completed for public events where street closures are required and/or where beer/wine are to be sold or consumed on City property. Please submit requests by mail or e-mail at least sixty (60) days in advance of the event. Requests may be sent by e-mail to kspadacenta@camdensc.org and drabon@camdensc.org or mail to City of Camden, Attn: Kat Spadacenta, 1000 Lyttleton St., Camden, SC 29020.

Date of Application: _____

Date of Event: _____

Name of Requestor: _____

Address: _____

Phone Number(s): _____ Email Address: _____

Agency/Entity Sponsoring Event: _____

Agency Contact (if different than above): _____

Address: _____

Phone Number(s): _____ Email Address: _____

Event Name/Type of Event: _____

Location of Event: _____

Hours of Event: _____

Hours of Service of Beer/Wine: _____

Approximate Number of Event Participants: _____

Road Closure(s) if applicable:

Date(s): _____ Start Time: _____ End Time: _____

Requested Closure(s) Please attach illustration of requested closure(s):

Approximate Number of Vehicles or Units Participating: _____

Composition and Interval of Space to be Maintained between Units: _____