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, 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](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

<table>
<thead>
<tr>
<th>Rate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$900.00 full day rental (6+ hours), $450.00 half day rental (up to 5 hours), $50.00 hourly rate for nonprofit organizations.</td>
<td>Second Floor, with access to Catering Kitchen. 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.</td>
</tr>
<tr>
<td>$200.00</td>
<td>Security Deposit (refundable)</td>
</tr>
<tr>
<td>$225.00 (if required)</td>
<td>Venue Clean Up</td>
</tr>
<tr>
<td>Included; linens must be provided by Lessee</td>
<td>15 - 6' Round Tables (white) and chairs, 6 - 8’x30” Rectangular Banquet Tables</td>
</tr>
<tr>
<td>$50.00 per officer per hour if required, 4 hour minimum. Private functions may be exempt.</td>
<td>Event Security</td>
</tr>
</tbody>
</table>

### 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](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: ________________