

Catharine Deloach, Lease Coordinator
Revolutionary War Visitor Center
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212 Broad Street
Camden, SC 29020

Form Updated Nov. 5, 2021

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

**EVENT DAY RATE FOR RENTAL OF THE RWVC – See Rental Rate Sheet
Please Type or Print Clearly - - (Application Form)**

Name of Organization / 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 _____

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

Is Prior Day set-up Requested _____ Yes _____ No

Is Post Event breakdown day Requested _____ Yes _____ No

Check all that apply.

- Liberty Hall _____
- The Market Building _____
- The Courtyard _____
- The Catering Kitchen _____
- The Public House _____
- The Rear Portico _____

Food and/or Product Sales? Yes ____ No ____ (If yes, City of Camden Special Events Business License Required Contact Lease Coordinator 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 **1) Special Permit required from Camden Police Department; 2) Liquor Liability must be added to Certificate of Liability Insurance; 3) A city resolution allowing alcohol on city property must be enacted within 30 days before the event**)

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

Security/Maintenance Deposit: \$1000 (full day rental) / 500.00 (half day rental) - Refundable upon satisfactory inspection by City staff after event.

Upon acceptance, the lessee is required to make payment of ½ of total rental fee to hold the date.

Signature _____ Date ____ / ____ / _____

Approved _____ Not Approved _____ _____

City of Camden Official Signature

Additional Comment(s) _____


REVOLUTIONARY WAR
VISITOR CENTER
Rental Information

<p>Damage Security Deposit: A refundable security deposit is required for all events. This is not included in the lease amount. A \$1000 deposit is required for full day events and \$500 deposit is required for half day events. This deposit will be refunded after the Lease Coordinator has inspected the premises and Lessee has complied with Lease Agreement.</p>
<p>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.</p>
<p>Liability Insurance: Certificate of Liability Insurance is required for all events and must name the City of Camden/Revolutionary War Visitor Center 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 Lease Coordinator one month prior to the event. If alcohol (including liquor, beer, and wine) is served, Liquor Liability must be added to the COL.</p>
<p>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 Liquor Permit is required from the SC Department of Revenue if liquor is sold. A City of Camden Resolution allowing alcohol on city property must be enacted within 30 days before the event.</p>
<p>Fire Safety Inspection: A layout of the event must be submitted to the Lease Coordinator and City of Camden Fire Chief or his designee for approval one month prior to the event. (803) 425-6040 or (803) 600-4870 pelliott@camdensc.org</p>
<p>Trash: Roll Carts are provided on the premises for the event. Inside trash barrels will have a liner provided at the start of the event. Additional liners will need to be provided by Lessee. If requested, a city dumpster will be provided at a cost of \$72.00.</p>
<p>Security: Security at all events in and on the Leased Premises <u>may be required</u>. 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 Revolutionary War Visitor Center at Camden has a security system to include cameras and motion detectors on site.</p>
<p>Maximum Capacity: Liberty Hall 216 - Seated banquet or Conference meeting 250 - Reception style with some seating The Market Building 118 Reception style with some seating The Public House 120 Standing only</p>
<p>Parking Information: Parking is available in the parking lot on the grounds. 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.</p>
<p>Audio Visual Equipment can be included in rental at an additional cost. The equipment can only be operated by RWVC staff.</p>
<p>A Mobile Restroom Trailer can be included in rental at an additional cost upon filling out the City of Camden's request form located at Mobile Restroom Agreement Finalized.pdf (cityofcamden.org).</p>

Rental Rates for Liberty Hall, Rear Portico/Lawn, Center Courtyard, and Catering Kitchen

	Rate	Setup/Breakdown Rate (per day)
Full Day (8am – 12 midnight)	\$1600	\$600 (Center Open Hours)
Half Day - 6 hours or more, ended by 8pm	\$800	\$600 (Center Open Hours)
Half Day – 5 hours or less (Center Open Hours)	\$600	\$600 (Center Open Hours)

Rental Rates for other available spaces in conjunction with Liberty Hall rental

Building	Full Day Rate	Setup/Breakdown Rate (per day)
The Market Building	\$600	n/a
The Public House	\$1,000	Staff required @ \$30.00 per hour No food or drink allowed inside The Public House

Rental Rates for The Market Building at Pine Tree Creek, Center Courtyard, and Catering Kitchen

Day	Full Day Rate	Setup/Breakdown Rate (per day)
Full Day (8am – 12 midnight)	\$900	\$600 (Center Open Hours)
Half Day – 6 hours or more, ended by 5pm	\$450	n/a

Rental Rates for The Public House and Center Courtyard

Day	Full Day Rate	Setup/Breakdown Rate (per day)
5pm – 12 midnight	\$1,000	Staff required @ 30.00 per hour

The Public House is an exhibit space. No food or drink allowed inside the space. Staff must be present during rental.

Rental Rates for the Rear Portico and Catering Kitchen

Day	Full Day Rate	Setup/Breakdown Rate (per day)
Full Day (9am – 5 pm)	\$400.00	\$400 (Center Open Hours)

Additional Fees

Security Deposit (refundable)	\$1,000 full day rental / \$500 half day rental
Venue Clean Up	\$225.00
Special Event License	\$25.00 if required
Event Security	\$50.00 per officer per hour if required. Lessor will be invoiced after the rental for these costs.
Late Exit Fee	\$200 per hour
Dumpster	\$72.00
Audio Visual Equipment (Liberty Hall Only)	\$100.00

Items included with rental:

26 6' Banquet tables
160 meeting chairs (stackable / grey)

Catering Kitchen Amenities

Ice Maker Stainless Steel Prep Counter
Microwave Oven Sinks
Refrigerator