

The Revolutionary War Visitor Center

An Event Planning Guide



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01

Buildings



Liberty Hall



Designed to accommodate large groups, private and corporate events, education symposia and more, Liberty Hall serves as a hub for learning, sharing and gathering.

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

Full Day - 8:30 am - 12 midnight
\$1200

Approximately 2500 square feet

Capacity for:

216 - seated banquet or conference meeting

250 - reception style with some seating

47'9" (without entryway) x 48'7"

Approximately 2320 sq ft

Entryway is

20'3" x 8'10"

Approximately 179 square feet







Catering Kitchen & Rear Portico

The Catering Kitchen & Rear Portico are included with the rental of Liberty Hall.

Catering Kitchen amenities include:

Ice maker

Microwave oven

Refrigerator

Stainless steel prep counter

Sinks

Separate catering entrance

Serving window



The Market Building

Authentically modeled on an old-style, open-air market that once stood across from the historic Robert Mills Courthouse, the Market Building at Pine Tree Creek, with its brick fireplaces on either end, serves as a beautiful gathering space and meeting venue.

Use of the fireplaces in the Market Building requires the onsite presence of a fire official from the Camden Fire Department. The cost is \$50.00 per hour with a two hour minimum.

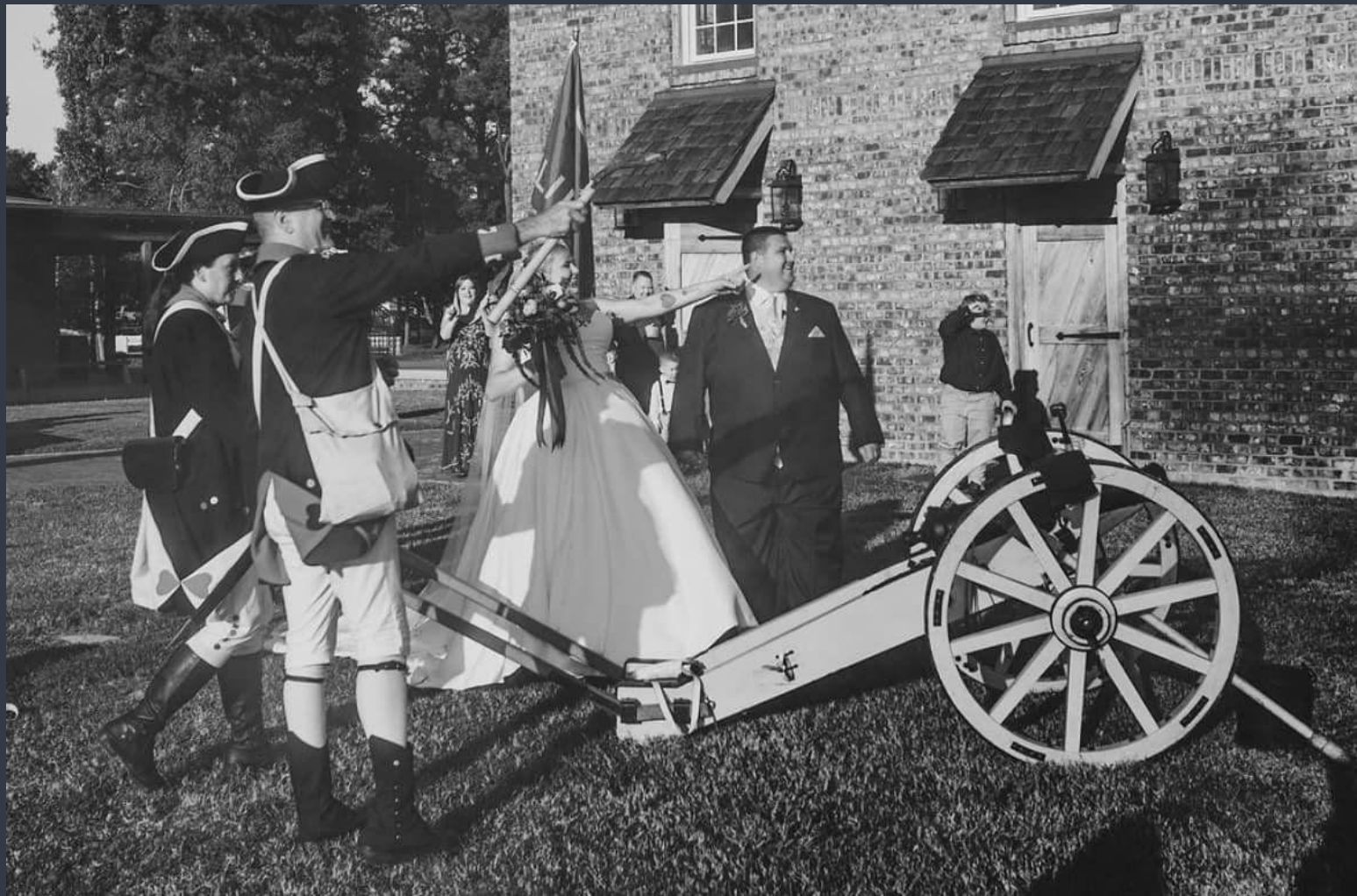
Rental Rates for The Market Building, Center Courtyard, and Catering Kitchen:

Full Day - 8:30 am - 12 midnight
\$900

Approximately 1063 square feet
Capacity for:
118 - reception style with some seating
40' x 26' 7"









The Public House



Designed as the cornerstone of the complex, the Public House replicates an historic local tavern. The Public House museum features exhibits that tell the story of the Southern Campaign and South Carolina's role in the American Revolution. The Public House also includes the Visitor Center and gift shop.

The Public House is an exhibit space and only open during business hours. No food or drink allowed inside the space. Staff must be present.

Capacity for:
120 - standing only

Pearson Courtyard & Front Lawn



The Pearson Courtyard & Front Lawn are included in the rentals of Liberty Hall and The Market Building.

Approximately 1344 square feet
32' x 42' with curve in the western bench/wall

02

Information



Deposits, Fees & Insurance

Deposits

A refundable security deposit is required for all events.

This is not included in the lease amount.

The security deposit amount is \$1000

This deposit will be refunded after the Lease Coordinator has inspected the premises and Lessee has complied with the Lease Agreement.

Fees

Venue Clean Up - \$225.00

Special Event Business License - \$25.00

Event Security - \$50.00 per officer per hour if required.

Lessor will be invoiced after the rental for these costs.

Late Exit Fee - \$200.00 per hour

Dumpster - \$72.00

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.

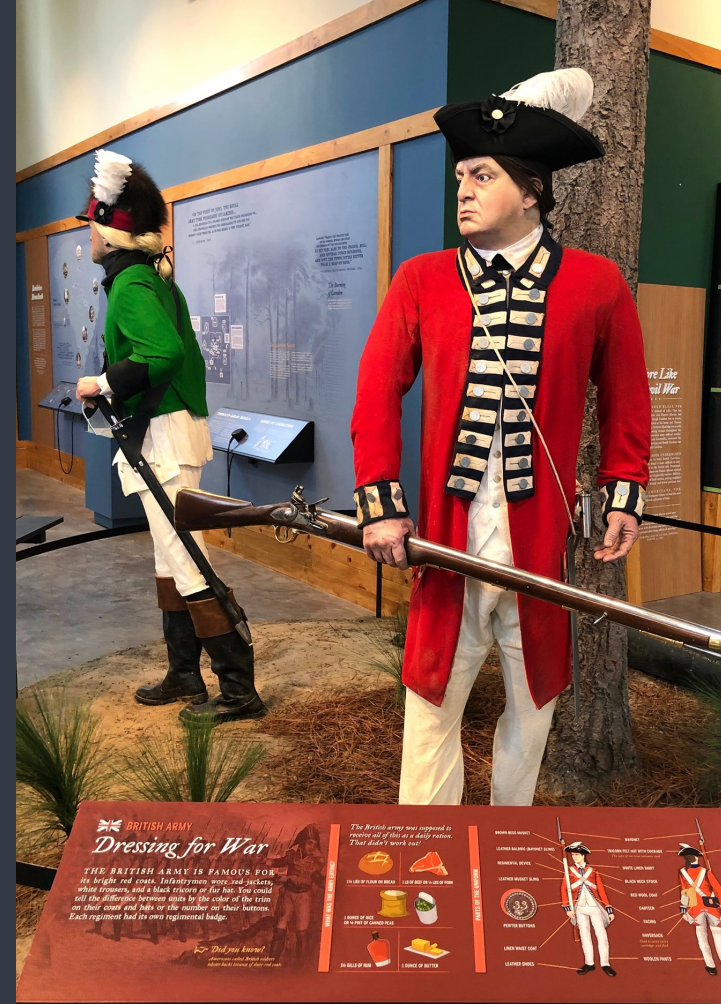
A One Million Dollar Minimum COL for bodily injury & property damage is required for all events, including setup and breakdown days.

COL should be submitted to the Lease Coordinator one month prior to the event.

If alcohol (beer and wine) is served, Liquor Liability must be added to the COL.

03

Guidelines



Fire Marshall Rules & Regulations

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.

Use of the fireplaces in the Market Building requires the onsite presence of a fire official from the Camden Fire Department. The cost is \$50.00 per hour with a two hour minimum.

Our Rules

Amplified music is not allowed to continue past 12:00 midnight.

Hallways and doorways may not be blocked.

Candles are allowed on tables, with no exposed flames.

Rice, glitter, and confetti are not permitted inside or outside of the Leased Premises.

Birdseed is permitted outside of the Leased Premises only. Lessee is responsible for the clean-up of any thrown items prior to the end of lease.

Fireworks of any type are not permitted within City limits.

Remove all decorations, floral arrangements & equipment prior to the expiration term of the lease times.

Cleanup

All coolers must be placed on plastic to prevent water from leaking on the floor.

All necessary bar equipment, glassware, napkins, cups, mixers, trash bags, tables for bars, linens for bars, etc. are to be provided by Bartending Service or Lessee.

All surfaces must be covered and protected from heating elements to prevent burning of table surfaces.

All of Caterer's equipment removed at the conclusion of the event.

All equipment used for the event is cleaned.

All equipment is turned off.

Refrigerator must be emptied and cleaned.

All surfaces are clean.

Sink and drainboard are cleaned.

Removal of all trash during and after the event. If roll carts are full, trash must be taken off premises.

Any and all trash cans are to be emptied in the roll carts. Caterer/Lessee must provide trash bags for the kitchen and trash cans and trash bags for event areas. If requested, a city dumpster will be provided for an additional fee.

All items brought in by Lessee or Lessee's vendors must be removed by vacate time.

All tables and chairs must be wiped clean at the end of the event.

All tables and chairs are to be taken down unless prior arrangements are made.

All floors must be swept or vacuumed and free of debris.

04

Local Businesses



Local Caterers & Bartenders

The Catery on Broad
514 Rutledge Street
(803) 425-1011

Aberdeen Catery
1099 Fairlawn Drive
(803) 669-9772

Indigo Jones Catering
511 Rutledge Street
(803) 432-1616

Old South & Catery
509-B Dicey Ford Road
(803) 713-7900

Haile Street Grill
1350 Haile Street
(803) 432-7182

King Haigler Cocktails
(803) 243-6752

The Topsy Gypsy
(803) 518-7723

Southern Mama's
1101 Church Street
(803) 572-5380

The Mad Batter
509A Clyburn Lane Ext
(803) 427-6392

Cedarsprings Charcuterie
500-A Dicey Ford Road
cedarspringscharcuterie@gmail.com

Local Event Providers

Local Florists

Longleaf Flowers
1011-A Broad Street
(803) 310-9595

Camden Floral
1114 Goodale Avenue
(803) 432-6112

Elizabeth's Garden
(803) 730-9999

Flowers For All Occasions
8 Raspberry Court
(803) 572-5996

Cook Hill Co.
(803) 465-5708

Local Musicians & DJs

DJ Tiz Laney
(843) 861-9837

SC Mixmasters
(803) 804-2619

Uptown Production Company
(803) 420-2957

Bill & Mary-ellen Stroup
(803) 272-4643

The Mars Hill Porch Pickers
(678) 836-4391

Local Salons

Ideation Spa Salon
1042 Broad Street
(803) 432-4446

Persona
1009 Church Street
(803) 572-5908

Vanity Salon And Spa
501 Dicey Ford Road
(803) 420-1442

Local Event Suppliers

Local Event Planners

Southern Events LLC
(803) 425-0360

SCB Weddings & Events LLC
(803) 427-6535

Elegantly Yours Affairs
(803) 420-2000

Local Party Rental Companies

Southern Events LLC
(803) 425-0360

3G Event Decor & Rentals
1670 Springdale Drive
(803) 427-3264

Party In A Tent
50 Aberdeen Way
(803) 200-2237

Local Photographers

Tiffany Ellis Photography
www.tiffanyellisphotography.com

Stephen McCloskey
www.smfotog.com

Heidi Graves Photography
www.heidigraves.com

Photography by Julie JP
www.photosbyjuliejp.com

Local Hotels & Lodging

Four Oaks Inn
104 Union Street
(803) 572-5838

Old McCaskill's Farm B&B
377 Cantey Lane
(803) 432-9537

Hampton Inn Camden
122 Wall Street
(803) 272-0600

Holiday Inn Express & Suites
419 Sumter Highway
(803) 424-5000

Comfort Inn & Suites
220 Wall Street
(803) 425-1010

Days Inn by Wyndham Lugoff
542 Hwy 601 South, Lugoff
(803) 438-1807

Econo Lodge Inn & Suites
529 Hwy 601 South, Lugoff
(803) 438-6990

Travel Inn
928 Highway 1 South, Lugoff
(803) 438-4961

REVOLUTIONARY WAR
HERITAGE CENTER
CAMDEN, NC

Very grateful to former President A. Richard
Reid for the gift of a new home to preserve
the history and heritage of our community
and state. Through the efforts of the
Visitors Center at Camden to save a building
August 13, 2011

The City of
CAMDEN

The Reestablishment of the Visitors Center
August 13, 2011

The restoration and preservation of
the historic and architectural
heritage of Camden, North Carolina
Camden, NC
James B. Crutcher, Mayor
Lorrie B. Crutcher and Stephen Smith
Project: Robert Marshall & Associates

