

Jenn Scuteri, Lease Coordinator
 Revolutionary War Visitor Center
 803-272-0076
events@simplyrevolutionary.com



212 Broad Street
 Camden, SC 29020

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 _____
Include set-up, break-down, and clean-up time in date(s) / time(s) requested.

Check all that apply.

Liberty Hall _____
 The Market Building _____
 The Courtyard _____
 The Catering Kitchen _____
 The Rear Portico _____

Security/Maintenance Deposit: \$1000 Refundable upon satisfactory inspection by City staff after event completion.

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.

Food and/or Product Sales? ____ Yes ____ No (If yes, City of Camden Special Events Business License Required)

Alcoholic Drink (beer and wine ONLY) ____ Yes ____ No (If yes, then Liquor Liability must be added to Certificate of Liability Insurance)

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

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) _____

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

Business License:

City of Camden Special Events Business License is required for food or product sales. This License must be submitted to the Lease Coordinator one month prior to the event.

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 the Lease 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 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 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 egardner@camdensc.org

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.

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

The Revolutionary War Visitor Center at Camden has a security system to include cameras and motion detectors on site.

Maximum Capacity:

Liberty Hall (approx. 2500 sq. ft.)

216 - Seated banquet or Conference meeting

250 - Reception style with some seating

The Market Building (approx. 1063 sq. ft.)

118 Reception style with some seating

The Public House

120 Standing only

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). Requests to use/rent their property must be coordinated directly with HCF (803)432-9841.

Fireplaces:

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.

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 \(cityofcamden.org\)](#).

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

	Rate	Setup/Breakdown Rate (per day)
Full Day (8:30 am – 12 midnight)	\$1200	\$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

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 (8:30 am – 12 midnight)	\$900	\$600 (Center Open Hours)

Additional Fees

Security Deposit (refundable)	\$1,000
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.
Dumpster	\$72.00
Fireplace use (Market Building only)	\$50.00 for a fire official, minimum of 2 hours

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

Parade/Special Events Permit Application

This form must be completed for public events where street closures are required and/or where alcoholic beverages 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: _____

Approved by:

Police Representative: _____ Date _____