



APPLICATION FOR BLOCK PARTY PERMIT

An application for a block party permit shall be filed with the City of High Point Special Events Coordinator not less than ten (10) business days prior to the proposed block party date.

Block Party - is defined as a planned gathering of persons in which a public street will be closed that is sponsored by a business, place of worship, non-profit organization or community interest group.

The following standards shall apply to all block parties conducted in the city:

- The block party may encompass an area of no greater than one block and the sponsoring organization must be located in that area; and
- Block parties may have no more than 500 attendees at any one time.

The provisions stipulated in the City of High Point Block Party Permit shall be complied with.

Event Date Restrictions:

Events will be restricted during the time period from one week before through one week after the Spring and Fall High Point Market; and on any recognized City Holiday.

Event Advertisement:

Do not announce, advertise or promote your event until you have completed and submitted this application and you have received approval from the City of High Point. **The submission of a permit application does not constitute automatic approval or a guarantee of eligibility.**

The application must be signed by the applicant and notarized. It shall include a minimum of the following information:

Today's Date: _____

Date of Event: _____

Time of event: From _____ AM / PM to _____ AM / PM

Estimated Attendance: _____

Name of Event Sponsor/Responsible Party: _____
(Applicant must reside in the area to be blocked off or be an authorized representative of the business, place of worship, or other entity sponsoring the block party.)

Address: _____

Daytime Phone Number: _____

Alternate Phone Number: _____

Email: _____

Event Purpose:

Street to be blocked off: _____

From: _____

To: _____

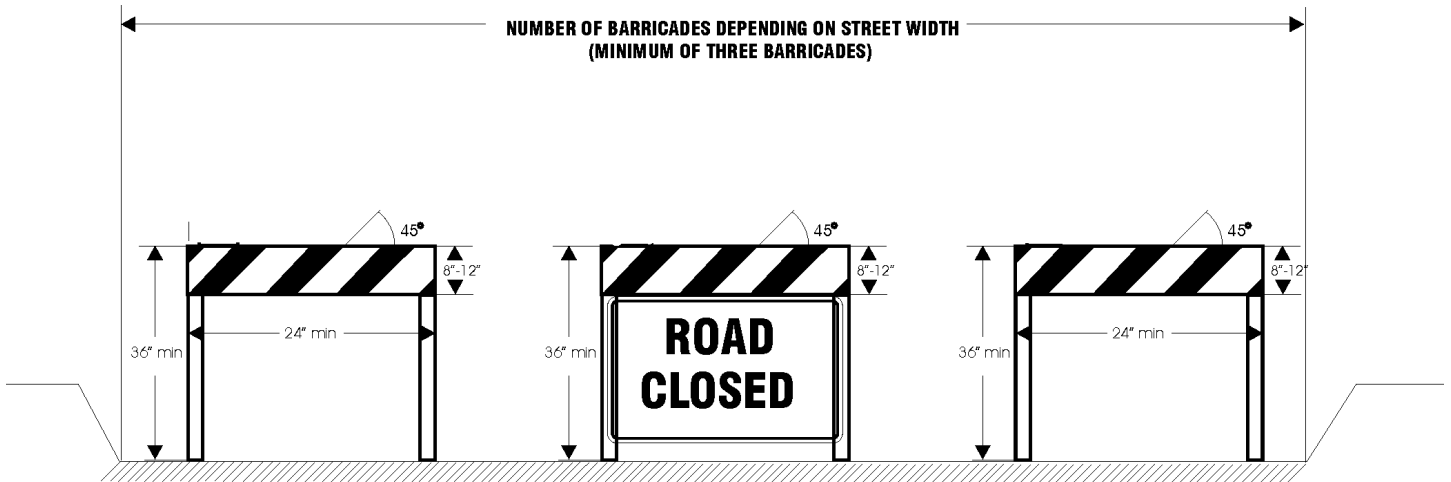
(Please be specific; state from X Street to Y Avenue or from Address A to Address B)

The applicant /event sponsor is responsible for notifying all property owners/residents of the event details prior to submitting this application. The applicant/event sponsor must provide assurance that all affected owners/residents in the area to be blocked off have been advised of the event and that all are in agreement with the closure for the requested date and time (see Block Party Application Consent Record).

Any opposition by property owners/residents with direct frontage and/or access to the street to be closed may result in permit denial. Addresses, contact information (phone or email), and signature for each must be attached to this application. Incomplete or inaccurate applications will be denied.

The City of High Point Signs and Markings Division will deliver barricades to the address listed above (unless otherwise stated) on the Thursday before the event and will pick up barricades the Monday following the event.

The application/event sponsor shall be responsible for the appropriate use of these devices and shall also be held financially responsible for their maintenance during the event and for any loss thereof. Damaged or unreturned items will be billed to the applicant/event sponsor accordingly based on a current replacement cost schedule.



**Typical Barricade Arrangement To Block
A Two Lane Residential Street**

ALL TRAFFIC CONTROL DEVICES PROVIDED WILL MEET MUTCD SPECIFICATIONS

This application will be reviewed by staff from the City of High Point Department of Transportation, the High Point Police Department, the High Point Fire Department, High Point Emergency Management and other City of High Point Departments as conditions and locations merit. You will receive notification (by email and/or U.S. Mail) from the City of High Point regarding the status of your application prior to the event.

A \$50.00 non-refundable application fee is required to be paid at the High Point Theatre (220 E. Commerce Ave. High Point, NC) prior to submittal of this permit application. Submit your notarized application as stated below.

Signature: _____ Date: _____

Sworn to and subscribed before me,
this the ____ day of _____, _____.

Notary Public

My Commission expires: _____

Approved:

Return Application To:
Special Events Coordinator
High Point Theatre
220 E. Commerce Avenue
High Point, NC 27260
Phone: 336-883-3401
special.events@highpointnc.gov

Police Department

High Point Transportation

Fire Department

For Additional Information Contact:
City of High Point
Special Events Coordinator
Office: 336-883-3401
special.events@highpointnc.gov

North Carolina Dept. of Transportation

City Manager (or designee)



Block Party Release of Liability Waiver

I, (please print name) _____,

representing (organization) _____ acknowledge

that I am not covered by any City of High Point insurance policy, that our organization agrees to hold the City of High Point, its officers, its employees, and its agents harmless from any and all claims, losses, damages, or claims or liability arising out of or proximately caused by the undersigned from any activity, including the cost of the defense of claim and attorney's fees.

Event Title: _____

Event Date: _____

Event Time: _____

This the ____ day of _____, _____.

(Applicant Signature)

This form must be completed, signed and returned with the completed application.

High Point Theatre 220 E. Commerce Avenue High Point, NC 27260 - 336-883-3401
City of High Point Special Events Coordinator