



SPECIAL EVENT APPLICATION

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.

The application must be signed by the applicant and notarized.

It shall include a minimum of the following information:

Event Name: _____

Contact: _____

Event Date: _____

Address: _____

Event Start and Ending Time _____

Phone: _____

Location: _____

Email: _____

Sponsor (if applicable): _____

Event Date Restrictions:

Events may 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.**

General Information

Type of Event (please check all that apply):

___ **Parade** - Any march, demonstration, gathering, public assembly, procession or motorcade consisting of persons, animals, or vehicles or a combination thereof that has the potential to disrupt the normal flow of traffic upon any public street, provided, the term shall **not include**:

- a. Funeral Processions;
- b. Pickets as defined in subsection (5) below and Section 10-1-283 of this Article;
- c. Footraces and Bicycle Races as defined in Section 10-1-286 of this Article;
- d. Block Parties as defined in Section 10-1-287 of this Article; and
- e. Festivals as defined in Section 10-1-288 of this Article.

Application for a parade permit must be submitted at least 10 business days and not more than 180 days before the commencement of the event.

___ **Footrace** - A group of three (3) or more runners or walkers competing against either each other or a time limit over a fixed course; all or a part of which involves the use of city street right-of-way, city sidewalks, and/or greenways. This term shall include events connected to a footrace, such as untimed non-competitive "fun runs".

___ **Bicycle Race** - A group of three (3) or more bicyclists competing against each other or a time limit over a fixed course; all or a part of which involves the use of city street right-of-way, city sidewalks, and/or greenways. **This term shall include untimed non-competitive bicycle events such as memorial rides, etc.**

Application for footrace – bicycle race must be submitted at least 120 calendar days before the event.

___ **Festival** - An outdoor concert, fair, community event, or similar event that is primarily commercial and/or recreational in nature.

Application for festival, must be submitted at least 120 calendar days before the event.

Requested Road Closure Area **(provide turn-by-turn route, map, and/or location/map of event [may be attached if necessary]):**

Description of Event (please briefly describe the event, including projected number of attendees):

Event Details

Please answer the following questions regarding your event:

Yes ___ No ___ Is this an annual event?
If "Yes":
In what years has the event taken place? _____
Have any changes been made from previous years? Yes ___ No ___
If yes, please describe these changes: _____

Yes ___ No ___ Does the event involve the sale or use of alcoholic beverages?
If "Yes":
Has an ABC permit been obtained? Yes ___ No ___
In what locations will alcohol be served? _____
What types of alcohol will be served? _____
What protocols/systems will be used to manage alcoholic beverage consumption?

A copy of the ABC permit is required to be submitted prior to the event

Yes ___ No ___ Does the event involve the sale of food?
If "Yes" has the Health Department been notified? Yes ___ No ___

A letter from the Health Department confirming successful completion of an inspection may be requested prior to the event

Yes ___ No ___

Will there be musical entertainment at your event?

If "Yes", please provide the following information:

Type(s) of music: _____

Number of stages: _____ Number of Bands: _____

Amplification? Yes ___ No ___

Any amplification may not occur between the hours of 11:00pm and 7:00am.

Yes ___ No ___

Will there be any tents, canopies, or temporary structures within the proposed event site?

If "Yes" please provide the following information:

Provider of tents: _____ Number of tents: _____

Size(s) of tent(s): _____

Will any tent exceed 400 square feet in area? Yes ___ No ___

Tents in excess of 400 square feet will require a Permit from the City of High Point Development Services Center (336) 883-3328, with the exception of tents open on all sides complying with the following:

- **Size less than or equal to 700 square feet**
- **Multiple tents placed side by side shall not be greater than 700 square feet in total area if a fire break clearance of 12 feet is not provided**
- **Minimum clearance from all other structures and tents of 12 feet**

Yes ___ No ___

Does the event involve the use of pyrotechnics?

If "Yes" explain: _____

- **A Pyrotechnics Permit from the Guilford County Board of Commissioners shall be obtained prior to the event**
- **The Guilford County Board of Commissioners Pyrotechnics Permit shall then be presented to the City of High Point Development Services Center to obtain a City of High Point Pyrotechnics Permit prior to the event**

Yes ___ No ___

Will you provide portable toilets for the general public? (minimum of 1 per 250 people)

If "Yes", how many ADA compliant/non-ADA compliant? _____

Location(s) _____

Yes ___ No ___

Will you require access to City of High Point water for the event?

If "Yes", explain: _____

Yes ___ No ___

Will you require electric hookups for the event?

If "Yes", explain: _____

Yes ___ No ___

Will you be using generators for the event?

If "Yes", explain: _____

Yes ___ No ___

Will admission fees be charged to attend the event?

If "Yes", explain: _____

Yes ___ No ___

Will fees be charged to vendors to participate in the event?

If "Yes", explain: _____

Yes ___ No ___

Will inflatable parade balloons be used at the event?

If "Yes" provide size and details: _____

Yes ___ No ___

Will any amusements (moon walks, bounce-houses, dunk tanks, etc.) be used at the event?

If "Yes" provide size and details: _____

Yes ___ No ___

Will you need assistance from the City of High Point with solid waste collection services?

If "Yes", explain: _____

Parking:

Please describe how overall patron parking will be accommodated for the event? _____

Advertisement:

Will the event be marked, promoted, or advertised in any manner? Yes ___ No ___

If "Yes", please describe the methods of advertisement that will be used.

Will there be live media coverage at your event? Yes ___ No ___

Does the event have a media partner? Yes ___ No ___

If "Yes", please describe:

Will any handouts/pamphlets, advertising material be handed out prior to or during the event? Yes ___ No ___

If "Yes", please describe: _____

A copy of any materials utilized in advertising the event shall be submitted prior to the event

Event Cancellation:

At this time, we do not anticipate canceling any events already permitted, however with ongoing national security concerns and the possible unavailability of city resources, this could occur. If this action is necessary, applicants will be given notice in a timely manner. New requests may be denied or adjusted for this same reason.

Cost Recovery

Fees may be charged to recover the costs associated with City of High Point services (including but not limited to provision of electrical power, barricades, and signs; solid waste management, use of the Parks and Recreation Mobile Stage, security, etc.) and materials provided relating to the event. Any such fees shall be paid prior to the date of the event.

Public Safety

Police: The Special Projects Coordinator--in consultation with the Event Commander--will determine the number of police officers needed to appropriately manage street closures and event security; as well as the beginning and ending time of such services.

A signed memorandum of the High Point Police Department's Secondary Employment Proposal shall be completed with the Special Projects Coordinator thirty (30) calendar days prior to the event. Contact the Special Projects Coordinator at special.projects@highpointnc.gov or 336-887-7819.

Fire/EMS/Medical: The Special Projects Coordinator, in consultation with the Event Commander and the City of High Point Emergency Manager will determine the number of Fire Protection and Emergency Medical assets/personnel needed as well as the time when such services shall commence and end. The applicant is required to make arrangements for Emergency Medical Services assets and pay the cost of such services upon receipt of contract and/or invoice.

Trained Crowd Managers: All events with over 1,000 persons in attendance at any given time are required to have dedicated and trained crowd managers at the ratio of one crowd manager to every 250 persons. An online training course and certificate is available through the NC Office of State Fire Marshal.

Documentation Checklist

Use this checklist to ensure the proper completion of all required documentation (check all that apply)

Insurance

- Please attach proof of insurance or applicable rider -** (Commercial General Liability-Combined Single Limits of no less than one million dollars (\$1,000,000.00) each occurrence and two million dollars (\$2,000,000.00) aggregate claims. This insurance shall include the City of High Point as additional insured with regard to any liability which may arise as result of Employer's (Insurer's) employment of any off-duty High Point Police Officer(s).
- All insurance companies must be licensed in North Carolina.
- A licensed North Carolina Agent shall sign all Certificates of Insurance.

Map of Event

- Please attach a map of the entire event area –** This map should include requested street closures, vendor location, port-a-john locations, stage & entertainment locations, and any other significant details.

Written Route Description

- Please attach a turn-by-turn description of the proposed route for any parade/run/walk/race events**

Event Security

- Please attach a copy of the High Point Police Department Secondary Employment Proposal**

ABC Permit

- Please attach a copy of the ABC Permit**

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.

Submit your notarized application as stated below.

Signature: _____ Date: _____

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

Notary Public

My Commission expires: _____

Return Application To:
KAREN RIMMER
Special Events Coordinator
High Point Theatre
220 E. Commerce Avenue
High Point, NC 27260
Phone: 336-883-3625
karen.rimmer@highpointnc.gov

Approved:

Police Department

High Point Transportation

Fire Department

North Carolina Dept. of Transportation

City Manager (or designee)



Event Notification Form

This letter is to inform you of an event that will be taking place on your street and could have an effect on your business or residence. This event is being granted a permit by the City of High Point. Please see below for details. Feel free to contact the promoter if you would like to take part in the event. Our goal is to make this a positive experience for the community.

Event Details:

Event Title: _____

Event Date: _____

Event Time: _____

Event Description:

Street Closures Involved with Event (Road Closures: starting and ending point and/or location)
(Time: starting and ending)

Event Promoter's Contact Information (please contact the event promoter with any questions about the event):

Promoter's Name: _____ Contact Number: _____

Event Website: _____

City of High Point Contact: High Point Theatre 220 E. Commerce Avenue High Point, NC 27260.

Karen Rimmer karen.rimmer@highpointnc.gov Phone: 336-883-3625