Adopted 5/21/2018
Revised 4/6/2020

City of High Point

Special Event Policy

Special events are important contributors to the quality of life for High Point citizens and are welcome activities in our community. The City of High Point is happy to assist organizations and groups in providing quality events. A special event is defined as a pre-planned event, whether publicly or privately sponsored, which is held on public property, including but not limited to parks, streets and/or sidewalks.

The costs of making such facilities available are generally recovered through fees collected for the specific event. However, the public interest is also served by reducing and/or waiving such fees for certain events that have direct community benefit to the population as a whole. Furthermore, to maintain public trust, procedures shall be established for the consistent, fair and prompt evaluation of such requests.

Categories of Events

Co-Sponsored—Co-Sponsored events are determined by the City Council and are events of general interest to the public which provide a special economic development benefit or advances the City's public image. The City will determine through the budget appropriation process the extent to which the event will be financially sponsored, either through direct appropriation or allocation of in-kind support. Any costs in excess of the support level determined by the City will be the responsibility of the other sponsoring organization(s). The City must be listed as a co-sponsor on printed materials/announcements.

Other Non-Profit Events (Charitable/Non-Profit groups, Civic/Community Groups)—permit fees and rental fees for City facilities will be charged at 50% of charges listed in the Comprehensive Fee Schedule. Rental fees for equipment and/or Public Safety personnel will be charged at regular rates.

For-Profit Events/Private Individuals or Groups —All fees associated with the event are the full and complete responsibility of the requesting party.

Additionally, any organization or group which did not meet their obligation for a previously fee-waived or reduced event will not be eligible to receive a fee waiver or reduction for subsequent events.

City of High Point
Special Event Fees

Event Permits	Non-Profit	For Profit	
Special Event Permit fee	$ 25.00	$ 50.00	per event
Street Closure fee	$ 25.00	$ 50.00	per event
Neighborhood Block Party fee	$ 25.00	n/a	per event
Parade, Walk or Run permit fee	$ 50.00	$ 100.00	per event
Trail or Greenway event usage fee	$ 50.00	$ 100.00	per event

Traffic Control Devices	Non-Profit	For Profit	
Barricade Rental	$ 12.00	$ 12.00	per day
Traffic Cone Rental (was $2.00 per cone, per day)	**$ 5.00**	**$ 5.00**	**per cone,** per day
Sign Truck (was $18.00 per hour, per truck)	**$ 25.00**	**$ 25.00**	per hour, per truck
Bicycle Rack (P&R)	$ 10.00	$ 10.00	per day

Personnel	Non-Profit	For Profit	
Fire Medic	$ 30.00	$ 30.00	per hour
Fire Light Duty Apparatus	$ 50.00	$ 50.00	per hour
Police Officer	$ 40.00	$ 40.00	**per officer,** per hour

Mendenhall Terminal	Non-Profit	For Profit	
Mendenhall Terminal rental	$ 500.00	$ 1,000.00	per day
Message Board Programming	$ 100.00	$ 100.00	per event
Over Head Lights	$ 50.00	$ 50.00	per event

Other	Non-Profit	For Profit	
Power - 20A 115v receptacle	$ 10.00	$ 10.00	per outlet
Power - 200A 208v receptacle 3-phase (sound)	$ 100.00	$ 100.00	per day
Power - 300A 208v 3 phase (lighting)	$ 125.00	$ 125.00	per day
Power - electrician for 3 phase connect/disconnect	$ 150.00	$ 150.00	per event
Roll-Off Dumpster	$ 100.00	$ 100.00	per event

City of High Point
List of events - Staff Recommendations

Recommended City Sponsored Event
CoHP Spring Fling
Police Dept. Law Enforcement Torch Run
HP PD Memorial Fitness Event
~~History Rocks @ Museum~~ **(REMOVED)**
High Fest
Uncle Sam Jam
Arts Splash
Art in the Park
Clean and Green
Coltrane Festival
~~Cycling Classic/Labonte~~ **(REMOVED)**
Furniture Market - Spring
Furniture Market - Fall
Go Far 5k - Spring
Great American Clean Up
Greater High Point Torch Run
Holiday Parade
MLK Holiday Parade
National Night Out
Picnic in the Plaza
PSA Soccer Tournament (3 day event)
Unity Festival (ADDED)
Veterans Day Parade

Not Recommended City Sponsored
5 Before the Feast
Neighborhood Block Parties
AAFE 5k for Education
Big Brothers/Big Sisters Tennis Tournament
Blue Rock Fundraiser
Brown Truck Brewery Event
CIS Picnic Fundraiser
Crop Hunger Walk
Cystic Fibrosis Foundation 5 k
East Commerce Prayer Walk
EbFest Music Festival
Feed the Homeless project
Food Truck Festival
Go Far 5k - Fall
GUSA Soccer Tournament
Hayworth Jog A Thon
Heart & Sole 5K
High Point Sprint Triathlon
HP Regional 5k
HPU Family 5k
JDRF5k
Jingle Jog 5k
Junction 311 Half Marathon/5k & Carolina Brewfest
Knights Run
Pink 1000
Run to Remember
Southside Community Event
Southwest Renewal Foundation event
Taking it to the Streets
Tour De Emerywood
Traction Two Miler
Transform High point
Tri-City Relay event
United Way Campaign kickoff
Unity Festival
Uptown Stroll
Walk for Life
YMCA Cork and Ale event
YWCA Youth Triathlon