

APPLICATION FOR MENDENHALL STATION PERMIT  
PROCESSING FEE \$25.00

APPLICATION NO. \_\_\_\_\_  
DATE OF APPLICATION \_\_\_\_\_

**CERTIFIED** CHECK OR MONEY ORDER  
MADE PAYABLE TO: City of High Point

**CITY OF HIGH POINT**  
MENDENHALL STATION PERMIT  
220 E. Commerce Street, High Point NC 27261  
(336) 883-3401

WHEN APPROVED, THIS APPLICATION PERMIT SHOULD AUTHORIZE THE SPONSOR TO CONDUCT AN ACTIVITY AS DESCRIBED. IT IS SUBJECT TO REVOCATION IF THE SPONSOR DOES NOT COMPLY WITH ALL PERTINENT LAWS, RULES AND REGULATIONS INCLUDING ANY CONDITIONS OR RESTRICTIONS IMPOSED BY THE CITY OF HIGH POINT.

The Mendenhall Station PERMIT IS NOT VALID BEFORE 8AM OR AFTER 11:30PM

APPLICATION MUST BE SUBMITTED TO THE HIGH POINT THEATRE, AT LEAST 60 DAYS PRIOR TO THE EVENT.

APPLICATIONS FOR MULTI-DAY AND MULTI-BLOCK EVENTS MUST BE SUBMITTED AT LEAST 120 DAYS PRIOR TO THE EVENT AND MUST BE APPROVED BY THE CITY MANAGERS OFFICE.

**PLEASE DO NOT ADVERTISE OR PROMOTE YOUR EVENT UNTIL THIS PERMIT HAS BEEN APPROVED AND A SIGNED COPY RETURNED.**

APPLICATION IS HEREBY MADE BY:

\_\_\_\_\_  
(APPLICANT'S NAME) (ADDRESS) (ZIP) H: \_\_\_\_\_ W: \_\_\_\_\_  
(TEL)

ON BEHALF OF: \_\_\_\_\_  
(SPONSORING ORG.) (ADDRESS) (ZIP) H: \_\_\_\_\_ W: \_\_\_\_\_  
(TEL)

TYPE OF EVENT: BLOCK PARTY  **FESTIVAL**  RELIGIOUS CEREMONY  FARMERS MARKET  SALE   
DEMONSTRATION/PROTEST  OTHER  EXPLAIN \_\_\_\_\_

ESTIMATE ATTENDANCE OF PATRONS: \_\_\_\_\_ ESTIMATE ATTENDANCE OF VENDORS: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ START OF RENTAL: \_\_\_\_\_ SETUP TIME: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_ - TEARDOWN TIME: \_\_\_\_\_

END OF RENTAL: \_\_\_\_\_ INCLEMENT WEATHER/RAIN DATE(S): \_\_\_\_\_

DO YOU WISH THE 200 BLOCK OF EAST COMMERCE AVE. TO BE CLOSED? **YES**  NO  IF YES, TIME OF CLOSURE?  
**UNTIL** \_\_\_\_\_.

IF YOU WISH TO CLOSE ANY OTHER STREETS IN THE VICINITY OF THE TERMINAL, PLEASE INDICATE ON THE ATTACHED DRAWING – THESE CLOSURES ARE SUBJECT TO HIGH POINT TRANSPORTATION DEPARTMENT APPROVAL.

PLEASE ANSWER ALL QUESTIONS	YES	NO	YES	NO
1. WILL PLATFORMS BE USED? IF YES: - PORTABLE STAGING? - FLATBED TRAILER? - STAGEVAN?	<input type="checkbox"/>	<input type="checkbox"/>		
2. POWER USAGE – - PORTABLE GENERATOR(S) - 120V, 15A POLE RECEPTICALS - 3-PHASE SERVICE TIE-IN	<input type="checkbox"/>	<input type="checkbox"/>		
3. WILL YOU BE DISTRIBUTING POWER TO INDIVIDUALS VENDORS, LOCATIONS, ETC? IF YES, PLEASE DESCRIBE USAGE ON ATTACHED DRAWING.	<input type="checkbox"/>	<input type="checkbox"/>		
4. WILL TENTS, BANNERS, ARCHES, OR OTHER STRUCTURES BE USED? IF YES, PLEASE DESCRIBE NUMBER AND SIZE ON ATTACHED DRAWING.	<input type="checkbox"/>	<input type="checkbox"/>		
5. DO YOU PLAN TO HAVE RIDES? IF YES, PLEASE DESCRIBE NUMBER, TYPE, AND SIZE ON ATTACHED DRAWING	<input type="checkbox"/>	<input type="checkbox"/>		
6. WILL MOBILE VENDOR OR SUPPORT TRAILERS BE USED? IF YES, PLEASE DESCRIBE NUMBER AND SIZE ON ATTACHED DRAWING.	<input type="checkbox"/>	<input type="checkbox"/>		
IF YES: - DRINKS?	<input type="checkbox"/>	<input type="checkbox"/>		
7. WILL YOU HAVE CONCESSIONS? - BEER & WINE? - FOOD			<input type="checkbox"/>	<input type="checkbox"/>
8. WILL YOU HAVE GAME BOOTHS ONSITE?			<input type="checkbox"/>	<input type="checkbox"/>
9. WILL YOU HAVE FLAMMABLE LIQUIDS OR GASEOUS FUELS ONSITE?			<input type="checkbox"/>	<input type="checkbox"/>
10. WILL YOU UTILIZE CROWD CONTROL BARRIERS, FENCES, GATES, ETC? IF YES, PLEASE DESCRIBE LOCATIONS, AMOUNT, AND USAGE OF SAID CONTROLS ON ATTACHED DRAWING.			<input type="checkbox"/>	<input type="checkbox"/>
11. WILL YOU REQUIRE OFF-SITE PARKING FOR VENDORS & EXHIBITORS? IF YES, PLEASE DESCRIBE NEEDS: _____			<input type="checkbox"/>	<input type="checkbox"/>
12. WHAT SANITATION/TRASH SERVICE WILL YOU BE USING FOR YOUR EVENT? _____				
13. WHAT PORTABLE RESTROOM FACILITIES WILL YOU BE PROVIDING, AND WHAT COMPANY _____ WILL YOU BE USING? _____				
14. WILL YOU BE CONTRACTING WITH SHOWPLACE TO USE THEIR PARKING LOT?			<input type="checkbox"/>	<input type="checkbox"/>

THE APPLICANT AGREES TO PROVIDE PROOF OF INSURANCE NOT LATER THAN 48 HOURS PRIOR TO THE EVENT FOR TWO-MILLION DOLLARS THAT WILL INDEMNIFY AND HOLD HARMLESS THE CITY OF HIGH POINT FROM ANY AND ALL CLAIMS AND JUDGEMENTS FOR PERSONAL INJURY OR DAMAGE TO PROPERTY RESULTING, DIRECTLY OR INDIRECTLY, FROM THE ACTIVITIES IN CONNECTION WITH WHICH THIS PERMIT IS ISSUED. AND FROM ANY COSTS AND EXPENSES TO WHICH THE CITY MAY BE SUBJECTED OR WHICH IT MAY SUFFER OR INCUR BY REASON THEREOF. THE APPLICANT FURTHER AGREES TO COMPLY WITH THE PERTINENT PROVISIONS OF ALL FEDERAL, STATE AND LOCAL LAWS, RULES AND REGULATIONS. THE APPLICANT HAS READ THE LIST OF SPONSOR RESPONSIBILITIES ON THE BACK OF THIS APPLICATION.

\_\_\_\_\_  
(APPLICANT SIGNATURE) ON BEHALF OF (NAME OF SPONSOR) (DATE)

HIGH POINT THEATRE RECOMMENDATION:  APPROVAL  DENIAL

TRANSPORTATION RECOMMENDATION:  APPROVAL  DENIAL

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(DATE)

CONDITIONS AND RESTRICTIONS: \_\_\_\_\_

COPIES OF THIS APPLICATION HAVE BEEN FORWARDED TO THE FOLLOWING AGENCIES:

POLICE  SANITATION  PLANNING  FIRE  HEALTH  TRANSPORTATION  ADMIN (CINDY)  P & R

OTHER \_\_\_\_\_

For Administrative use only:

Copy of Liability Insurance \_\_\_\_\_

Copy of ABC Permit (if required) \_\_\_\_\_

Approval from HP Police Dept. \_\_\_\_\_

Approval from HP Fire Dept. \_\_\_\_\_

Approval from City Manager \_\_\_\_\_

Approval from High Point Theatre \_\_\_\_\_

Approval from Transportation \_\_\_\_\_

Approval from Park & Rec. \_\_\_\_\_

Approval from Sanitation \_\_\_\_\_

Approval from Planning \_\_\_\_\_

Receipt of application fee: Date \_\_\_\_\_ Amt. \_\_\_\_\_

Receipt of venue/space rental: Date \_\_\_\_\_ Amt. \_\_\_\_\_ Balance: \_\_\_\_\_

Showplace  
Parking Lot

South Hamilton St

South Wrenn St

East Commerce Ave

## SPONSOR RESPONSIBILITIES

*As a sponsor of an event on public property you share in the responsibility of safeguarding the community and the public.*

- RIDES**-All rides must be permitted by the North Carolina Department of Labor - Elevator and Amusement Device Bureau. It is the responsibility of the Sponsor to obtain any site permitting, ride inspections, liability insurance, and to complete any logs as required by the NCDOL.
- STAGES, BANNERS, ARCHES AND OTHER STRUCTURES**- Sponsor must submit staging design/requirements to the City for approval. It is recommended a flatbed trailer or portable stagevan be used whenever possible.
- SALES AND REVENUE GENERATION** – Any business entities engaged in sales or revenue collection must have an applicable City Of High Point Business Permit obtainable from the City Collection Division – Business License Section. Failure to obtain a license will result in the operator being shut down for the event and possible misdemeanor charges.
- GAMES OF SKILL** - Games of chance and gambling are **ILLEGAL** on public property.
  
- FOOD VENDORS** - No food vendor is permitted to participate in the event unless he has a proper permit from the Guilford County Health Department, 1203 Maple Street, Greensboro, NC 27405, and the High Point Fire Department 336-883-3358.
- COMPLIANCE WITH PERMITTING AND REGULATIONS** – The sponsor is responsible for all parties associated with their event. A walk-through with the sponsor and a representative of the City will be conducted prior to the event beginning to verify that all licenses, permits, and required certifications have been obtained. Any failure to obtain the correct permitting will result in the specific operation/vendor being shut down for the duration of the event.
  
- BEER AND WINE** - The Mendenhall Station has no permits for Alcohol service. When approved by City of High Point, Sponsor is responsible to ensure that all appropriate ABC permits are secured from the North Carolina Alcoholic Beverage Control Commission.
- SECURITY** - Approved security is required for all events. For multiple day events, overnight security must be provided. The City of High Point retains the right to mandate the security requirements for any events in the Mendenhall Terminal. Once the event is approved, the City will work with the Sponsor on identifying the appropriate security needs for the event. In most cases, at least one off-duty High Point Police officer will be hired to be an officer with jurisdiction onsite, and to act as a liaison between the hired security and the High Point Police Department.
- AMPLIFIED SOUND** - The sponsor must abide by any and all municipal codes that govern the volume and duration of amplified sound. This includes, but is not limited to a general noise ordinance in place from 11:00PM until 7:00AM.
- SOLICITATION OF FUNDS** – If the Sponsor intends to solicit funds during the event, they must obtain the proper permitting from the High Point Police Department.
- LIQUID OR GASEOUS FUELS** - When the total quantity of flammable liquid being stored or used in conjunction with the event exceeds ten gallons, or when the total container capacity of liquefied petroleum gas being stored or used in conjunction with the event exceeds 8 cubic feet, the sponsor must obtain a permit/approval from the Fire Department.
- ELECTRICAL POWER DISTRIBUTION** - The Terminal has 15A, 120V circuits located at each post in the facility. These may be accessed for the event for low-power consumption. If a tie-in to one of the 3-Phase power taps is required, this must be coordinated with the City and the Sponsor must secure the services of a licensed electrical contractor to perform both the service connection and disconnect. If electrical generators are utilized during an event, they must be operated in a safe manner. The City retains the right to inspect any and all power distribution and discontinue the use of any distribution it deems unsafe or illegal.
- CORD/CABLE/HOSE RUNNING** – Any cables, cords, hoses run across the ground must be located within an industry-standard cable ramp or other type of protection. If said cables, cords, or hoses are run across an area designated for motor vehicle traffic must be in appropriate protective ramps.
- GENERAL SAFETY TO THE PUBLIC** – The City retains the right to require the Sponsor to correct any issues it deems unsafe to the general public and/or event attendees. The event sponsor is required to carry or obtain liability insurance for the event in an amount set by the City upon approval of this permit. A copy of said insurance coverage must be given to the City no later than 10 business days prior to the event.
- EXTENDED AREA/MULTIPLE DAY EVENT** - events that are larger than one block or more than one day must be approved by the City Manager. These events will have an additional activity fee of \$150 plus \$75 per day. In addition to the fee, overnight security of the event area must be provided at the Sponsor's expense.
- PROCESSING FEE** - A processing fee of \$25 shall accompany this application for a Mendenhall Station permit. This fee is non-refundable.
- COMMUNITY NOTICE** – It is the responsibility of the Sponsor to notify the community of the event.
- EMERGENCY ACCESS** - One lane of every closed street, including Commerce Avenue, must be kept open for Emergency Vehicle access, unless a complete closure is requested and specifically approved.
- CLEANING DEPOSIT** – Depending on the type of event and its duration, the City retains the right to collect a Cleaning Deposit. This deposit will be refunded to the Sponsor if the Terminal area is left clean. If the area is not left clean, the City will retain this deposit for the purposes of cleaning, and may seek additional funds from the Sponsor to return the Terminal to a clean state.

Signature of Agreement: \_\_\_\_\_

Date: \_\_\_\_\_