



# City of Raleigh

## Special Event Application Fee Payment Form

**Event Name:**

**Name of Organization:**

**Contact Person:**

**Phone Number:**

### ALL APPLICATION FEES ARE NON-REFUNDABLE

We strongly recommend that you contact the Special Events Office at 919-996-2200 prior to submitting an application or application fee to determine whether your event as requested is feasible. Payment of application fee(s) does not guarantee issuance of a Special Event Permit.

**NOTE:** If paying in person or by mail, applicant **must** present the completed Application Fee Payment form at the time of payment.

**INSTRUCTIONS:** Please submit one form per event. Payment is due at time of application and before the corresponding deadline. Contact the Special Events Office prior to submission of payment if you are unsure about the type of event you are hosting.

**DO NOT** submit payment for late applications unless you have received specific permission from the Special Events Office to apply late. Late applications will not be reviewed, regardless of late application fee payment, unless specific permission has been granted.

#### Application Fees:

0178 Special Event Tier I - \$100

0248 Special Event Tier II - \$50

0177 Neighborhood Block Party - \$50

0179 Filming & Photography - \$50

#### Late Application Fees:

0180 Special Event Late Fee Tier I - \$250

0181 Block Party Late Fee - \$25

#### Total Fees:

#### Payment Options:

##### Pay By Credit Card Over the Phone:

CALL 919-996-3200 and SELECT OPTION #4  
Please record the authorization code and date of payment

##### Mail Form & Payment to:

CITY OF RALEIGH REVENUE SERVICES-12  
PO BOX 590  
RALEIGH NC 27602-0590

##### Pay in Person:

222 W HARGETT STREET | REVENUE SERVICES LOBBY

Make check/money order payable to City of Raleigh

**Questions?** Contact the Special Events Office:  
919-996-2200 or [specialevents@raleighnc.gov](mailto:specialevents@raleighnc.gov)

#### FOR OFFICE USE ONLY