



# City of Raleigh

## Special Event Application Fee Payment Form

**Event Name:**

**Name of Organization:**

**Contact Person:**

**Phone Number:**

### ***ALL APPLICATION FEES ARE NON-REFUNDABLE***

**Payment of application fee(s) does not guarantee issuance of Special Event Permit**

**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 - \$100
- 0177 Neighborhood Block Party - \$50
- 0179 Filming - \$50

**Late Application Fees:**

- 0180 Special Event Late Fee - \$250
- 0181 Block Party Late Fee - \$25

**Total Fees: \$**

**Credit/Debit card payments complete the following:**

**Card Type:**    

**Card Number:**

**Expiration Date (mm/yy):**      /      **CVV Code (3 - 4 digit code on back of card):**

**Cardholder Signature:**

*Payment Options:*

**Pay 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