

## Addendum A: Special Event Policy Fee Structure

### **TOWN OF APEX FEES**

The Special Event Contract will contain an estimate for projected fees based on the event organizer's application.

<i>Item</i>	<i>Description</i>	<i>Fee</i>
<b>Application Fee</b>	To be submitted with every application	\$50 per event
<b>Water Barricades</b>	Includes water. Used for streets.	\$50 per barricade
<b>A-Frame Barricade</b>	For light blockades. Not for traffic	\$10 per barricade
<b>Power</b>	Temporary and permanent electric boards	\$100 per unit / per day
<b>External Building Power</b>	If you plug into a Town building	\$100 per building / per day
<b>Water</b>	Temporary hose connection, food vendor water, dunk tank	\$50 per unit / per day
<b>Trash Cans</b>	Landfill trash and recycling trash	\$10 per can / per day
<b>Utility Sinks</b>	Includes connection	\$50 per sink / per day
<b>Large Blockade Vehicle or Police Vehicle</b>		\$200 per vehicle / per day
<b>Police Off-Duty</b>	Required for an event with alcohol	\$40.43 per hour / per officer
<b>Police Personnel</b>		\$70 per hour / per officer
<b>Public Works Personnel</b>		\$40 per hour / per person
<b>Parks Operations Personnel</b>		\$45 per hour / per person
<b>Saunders Street Lot</b>	Lot in front of the Police Station	\$100 per day
<b>Templeton Street Lot</b>	Lot near The Halle	\$100 per day
<b>Town Hall Lot</b>	Lot directly in front of Town Hall	\$100 per day
<b>Community Center Gazebo Lot</b>	Lot in front of the Community Center with the gazebo	\$100 per day
<b>Community Center ATM Lot</b>	Lot to the right of the Community Center with the ATM	\$100 per day
<b>Senior Center Lot</b>	Lot next to the Senior Center	\$50 per day
<b>Town Arc Lot</b>	Arc shaped lot between Town Hall and the Community Center	\$50 per day
<b>Park Parking Lots</b>	Any Town of Apex park parking lot	To be determined per event
<b>The Depot Lot and Plaza</b>	Depot parking lot and outdoor plaza	\$100 per day
<b>Town Campus Courtyard</b>	Does not include any parking lots	\$200 per day

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### NON-PROFIT PAYMENT FORMULA.

Events after July 1, 2024: All event organizers are required to pay 50% of their net profit (but not to exceed 50% of the Town Fee cost).

Eligible donations will be considered to reduce the total fees.

Fees are to be collected within 120 days post event.

*The event may be subject to Off-Duty Police costs.*

*Fee schedule is reviewed annually.*

### FOR-PROFIT PAYMENT FORMULA.

Events after July 1, 2024: All event organizers are required to pay 100% of their Town Fee cost.

*Fees are to be collected within 120 days post event.*

*The event may be subject to Off-Duty Police costs.*

*Fee schedule is reviewed annually.*

### NON-PROFIT PAYMENT FORMULA EXAMPLES:

EXAMPLE #1	
Organizer Revenue	\$40,000
Organizer Expenses	\$10,000
Organizer Profit	\$30,000
Town Fee	\$10,000
<b>Organizer Donations to Community</b>	
Organizer Donations to Community	\$20,000
Organizer Profit <i>(after donations)</i>	\$10,000
Town Fee	\$10,000
50% of town fee	\$5,000
<b>Total Fee for organizer to pay</b>	
	<b>\$5,000</b>

#### EXAMPLE #1:

Organization who makes a profit from their event, Town fees match their profit, and their donations are significant in summation.

EXAMPLE #2	
Organizer Revenue	\$0
Organizer Expenses	\$1000
Organizer Profit	-\$1000
Town Fee	\$3,000
<b>Organizer Donations to Community</b>	
Organizer Donations to Community	\$0
Organizer Profit <i>(after donations)</i>	\$0
Town Fee	\$3,000
50% of net profit	\$0
<b>Total Fee for organizer to pay</b>	
	<b>\$0</b>

#### EXAMPLE #2:

Organization who makes no profit from their event, Town fees are minimal but existent, and no donations to the community.

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<b>EXAMPLE #3</b>	
Organizer Revenue	\$10,000
Organizer Expenses	\$5,000
Organizer Profit	\$5,000
Town Fee	\$3,000
<b> </b>	
Organizer Donations to Community	\$5,000
Organizer Profit <i>(after donations)</i>	\$0
Town Fee	\$3,000
50% of net profit	\$0
<b> </b>	
<b>Total Fee for organizer to pay</b>	<b>\$0</b>

**EXAMPLE #3:**  
Organization who donates 100% of their profits.

<b>EXAMPLE #4</b>	
Organizer Revenue	\$10,000
Organizer Expenses	\$5,000
Organizer Profit	\$5,000
Town Fee	\$3,000
<b> </b>	
Organizer Donations to Community	\$3,000
Organizer Profit <i>(after donations)</i>	\$2,000
Town Fee	\$3,000
50% of net profit	\$1,000
<b> </b>	
<b>Total Fee for organizer to pay</b>	<b>\$1,000</b>

**EXAMPLE #4:**  
Organization who donates 60% of their profits.