



# TOWN OF CLAYTON

## Special Event Application

A special event is a happening or social activity such as a festival, concert, sporting event, parade, walk or run bringing people together in a defined area on Town property, public right-of-way, or private property. Special events generally require Town services. Events at public parks may or may not need to go through the Special Event Application process– at the discretion of the Parks and Recreation Department. Applications and events are prioritized based on a first-come, first-serve basis and the Town may approve or disapprove an event’s requested date based on availability of Town resources. Events that occur successfully on an annual basis will receive priority consideration the following year.

In accordance with the Special Event Policy, applications for class A events must be submitted 90 days before the event. Class B events must be submitted 60 days prior to event. Class C events must be submitted 30 days prior to event. Special Event Applications may be submitted up to two years in advance. Please do not advertise or assume approval of a Special Event Application until you have approval.

Please contact Emergency Management Coordinator Amy Shearin to turn in your application. Call 919-553-1520 or email [ashearin@TownofClaytonNC.org](mailto:ashearin@TownofClaytonNC.org)

An approval/denial decision will be provided to the applicant(s) once all criteria has been met. Only once all applicable fees have been paid will a Special Event Permit be issued.

### Event and Applicant Information

**Applicant Name and Title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**Event Location (with address):** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Set up Time:** \_\_\_\_\_ **Clean up Ends:** \_\_\_\_\_

Are you requesting a road closure?    YES            NO

**Description of Event:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Section One

Will tents be used at the event? YES NO

If so, how many and what size? \_\_\_\_\_

Are there multiple tents without sidewalls being placed side by side? YES NO

Will membrane or air-supported structures (also known as domes or bubbles) be used? YES NO

If yes, how many and what size? \_\_\_\_\_

Will the event include mechanical rides, inflatables or other similar attractions? YES NO

If yes, how many? \_\_\_\_\_

\*\*If you answered yes to any of the above questions please see section one of page 5 attached.

## Section Two

Will you use generators? YES NO If yes, what kind? (*gas, electric, etc.*) \_\_\_\_\_

Will you use a Town of Clayton power source? YES NO

Will the event have amplified sound? YES NO

If yes, what kind? DJ Live Band other \_\_\_\_\_

Will a temporary stage be utilized? YES NO If yes, how many and what size? \_\_\_\_\_

Will roll-out trash/recycle cans be needed? YES NO

If yes, how many? Trash \_\_\_\_\_ Recycle \_\_\_\_\_

Delivery & pick up location (must be the same): \_\_\_\_\_

Will portable toilets be used during the event? YES NO

If yes, what date will portable toilets be delivered/picked up? \_\_\_\_\_

If the event is occurring on Town or Horne Square, will water be needed? YES NO

\*\*If you answered yes to any of the above questions please see section two of page 5 attached.

## Section Three

Will food vendors be present? YES NO

Will the event have any hazardous materials such as propane, butane, gasoline, diesel tanks, helium cylinders or other upright tanks? YES NO

Will there be any portable heaters? YES NO Will there be any deep fat fryers? YES NO

Will there be any fireworks, lasers, torches, candles or pyrotechnics? YES NO

What is the clean-up plan for the event? \_\_\_\_\_

\*\*If you answered yes to any of the above questions please see section three of page 5 attached.



Before submitting your application, please make sure to attach:

**1. Site Plan:**

Provide a detailed sketch of your site plan for the event. Include maps, outlines or diagrams of the entire event venue and include the names of all streets or areas that are part of the venue and the surrounding area. The site plan should include the following information (if applicable):

- Location of the event/activity on the property. Showing adjacent streets/roads and boundaries.
- Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
- Identify how each temporary structure will be used. Example: type of vendor, food preparation, alcohol sales, etc.
- If alcohol is being served, please defined the area in which alcohol will be consumed and what physical barrier system you will use to separate it from the rest of the event.
- Identify location of all cooking devices and open flames. (Grills only)
- Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
- Identify all designated parking areas.
- Identify location of any generators and fuel storage.

**2. Road Closure Map, if applicable**—See Section 5

**3. Signed & Notarized copy of the Indemnification Agreement**

**4. Non-Refundable Application Fee \$100 for Clayton Residents, \$200 for Non-Residents**

**5. Upon preliminary approval- Liability Insurance and Event Fees will be required. Other forms may be required, upon review.**

*I, the undersigned, do hereby submit this application and petition to the Town of Clayton for their consideration. I certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Town of Clayton, and will not be returned to me. I have read and agree to the policies and procedures on of this applications and in the Special Events Policy. I understand that it is my responsibility to follow all regulations set forth by the Town of Clayton.*

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

# Special Event Rules and Regulations.

Please also see the Town of Clayton Special Events Policy

***Pursuant to the Special Event Policy, proposed Special Events must apply for a Special Event Permit. A Special Event Permit is subject to the fees established by the Town Council. These fees must be paid no later than 30 days prior to issuance of the approved permit. Off-duty officer fees are paid directly to the officers the day of the event.***

## **Section 1**

Tents greater than 240 square feet require a building permit and associated inspections.

Twelve feet of separation is required between all tents larger than 700 square feet.

Tents of all sizes must be anchored with weights.

Applicants contracting with amusement ride companies are required to provide the Town of Clayton with a certificate of insurance, naming the applicant and the Town of Clayton as additional insured on general liability.

No staking of tents and/or structures is allowed in Town Square.

## **Section 2**

No direct wiring to any power source is permitted.

The use of Town of Clayton Public Power is at your own risk. The Town of Clayton is not responsible for any damage to the applicant's or event vendor's equipment.

The Town of Clayton does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment. The applicant is responsible for arranging and providing services such as solid waste, event clean-up, traffic control, etc.

Stages placed at Town Square must be placed on the designated stage pad which is located between the two ramps on the Second St. parking lot side.

The Town of Clayton's noise ordinance will be enforced.

## **Section 3**

All tanks must be secured in a manner to prevent accidentally being knocked over. All helium tanks not being used shall have their caps in place. If the event involves fireworks, lasers, torches, candles or pyrotechnics, please contact the Clayton Fire Marshal for more information. A separate permit will be required. 919-553-1520

If the event includes food concessions and/or cooking areas, event organizers will be required to submit a Temporary Food Event Sponsor Form to Johnston County Environmental Health (919-989-5180) at least 14 days prior to the event. A copy of the application must be submitted to the Emergency Management Coordinator at the same time. Clayton Fire Code requires a fire extinguisher at each cooking location.

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans and event marketing signs. Any cost incurred by the Town due to the failure of an applicant to clean and/or restore the site following the event will be the responsibility of the applicant. If you believe litter will not be generated during your event, please state this in your application.

## **Section 4**

ABC permits must be secured by the applicant and provided to the Emergency Management Coordinator. The area in which alcohol is served and consumed must be secured with a physical barrier provided by the applicant.

Applicant may be required to hire off-duty Town of Clayton Police Officers to provide security and protect public safety. The Town of Clayton Police Department will determine the number of security personnel required on site, based on the approved site plan for the event.

## **Section 5**

All road closure requests are reviewed by the Town of Clayton. Approval, denial, or modification of road closure requests is at the sole discretion of the Town, including the route, placement and number of all barricades, signage and police/volunteer locations. State maintained roads require additional approval from the North Carolina Department of Transportation (NCDOT). The Clayton Police Department will secure the necessary permissions from NCDOT related to the affected state-maintained roadways.

It is the applicant's responsibility to notify every resident affected by road closures at least 4 weeks prior to the event in writing. Please see Special Event Policy for more information.

Only white temporary water-based paint or chalk can be used to make event markings on the street pavement.