

Interested in Hosting a Special Event?

A Special Event is any event, public or private, occurring on Town of Clayton property, they generally require Town services and/or resources. This includes, but is not limited to:

- road races
- public gatherings
- competitions
- outdoor concerts
- festivals
- neighborhood events
- fundraisers
- entertainment/amusement events.



The Town of Clayton categorizes special events into 3 Classes:

Class A Events

Class A events are events that meet one or more of the following:

- A road closure that is longer than two (2) blocks is being requested, for any amount of time.
- Significant impact to traffic and/or emergency services.

Applications for Class A events must be submitted a minimum of 90 days prior to the special event.

There shall be no more than ten (10) Class A events per calendar year.

Class B Events

Class B events are events that meet one or more of the following:

- A road closure that is less than two (2) blocks is being requested, for any amount of time
- Parking lot closure is being requested
- Limited impact to traffic and/or emergency services
- Alcohol is present on Town property

Applications for Class B events must be submitted a minimum of 60 days prior to the special event.

There shall be no more than fifteen (15) Class B events per calendar year.

Class C Events

Class A events are events that meet one or more of the following:

- Exclusive use of Town Property
 - No impact to traffic and/or emergency services
- Applications for Class C events must be submitted a minimum of 30 days prior to the special event.

There shall be no more than twenty-five (25) Class C events per calendar year.



What's Required?

All Event Organizers are required to provide:

- Special Event Application
- Site Map
- Special Event Fees
- Liability Insurance naming the Town of Clayton as additionally insured.
- Indemnification Agreement

Based on the details of the event, the following may be required:

- ABC Permit
- Off Duty Officers
- Temporary Food Establishment Permit
- Temporary Sign Permit

What is the Cost of Hosting an Event?

There are various costs associated with hosting a Special Event, including but not limited to:

- Application Fee
- Damage & Sanitation Deposits
- Trash Can & Barricade Rental
- Space Rental
- Street Closures
- Off Duty Officers

*Please note that the The Town does not rent amenities such as stages, portable toilets, sound equipment, tables, tents or fencing.



Ready to get started?

Contact Amy Shearin,

Community Events

& Engagement Coordinator

ashearin@TownofClaytonNC.org

919-553-5002

The Special Event process does not apply to the rental of The Clayton Center, nor does it generally apply to the rental or use of Town parks operated by the Parks and Recreation Department. The Parks and Recreation Department may require applicants to submit to the special event process if the proposed event is deemed to have significant impact on Town resources.

The Clayton Center 919-553-3152
Parks & Recreation 919-553-1550