

General Information

If you are planning an event in the City of Clayton, permits will be required to help protect the health and safety of you and your guests. This brochure will help you determine what permits are required for your particular event or activity.

Examples of the events that require an Event Permit are:

- Corporate Events
- Parish or School Picnics
- Festivals
- Block Parties/Parades
- Triathlons, Marathons, Bike & Walk-a-thons, Runs
- Art Shows & Fairs
- Fundraisers
(based on estimated attendance)

Activities at the event that require additional permits are:

- Food concessions
- Alcohol
- Amusement rides & inflatables
- Fireworks

Support facilities that require additional permits are:

- Portable Restrooms
- Canopies or tents
- Additional or expanded utility services
- Right of Way (ROW) usage



City of Clayton
10 N. Bemiston
Clayton, MO 63105
314-290-8566
314-863-0295 fax
www.claytonmo.gov

Permit Requirements for Events

City of Clayton
*10 N. Bemiston
Clayton, Mo 63105
Phone: 314-290-8566
www.claytonmo.gov*

If you have questions about requirements for an Event Permit, call 314-290-8566.

Although an Event Permit may be required for your event, it is not an all encompassing permit. Additional permits may be required depending on the activities and services you will offer.

Submission of your permit application required at least 90 days prior to your event.

Food Concessions

Food Concessions will require a Temporary Food Service Permit from the St. Louis County Health Department. For more information call 314-615-8900.

Portable Restrooms

Portable restrooms will require a Permit to Operate. For permit, contact St. Louis County Health Department 314-615-8900.

Application for Amusement Ride/Devices

Applications for an Amusement Rides/Devices Permit will also require proof of financial responsibility, proof of insurance, proof of annual state inspection and non-destructive test results. The vendor should be able to provide this information.

Amusement Rides or Devices will also require an Amusement Ride or Device Permit from the St. Louis County Public Works Department. For more information call 314-615-7784.

Parades & Block Parties

Contact Lieutenant Stewart Glenn with the Clayton Police Department at 314-290-8408.

Alcoholic Beverages

Dispensing or selling of Alcoholic Beverages will require a license from the City of Clayton, State of Missouri and St. Louis County Department of Revenue. For more information contact the City of Clayton Finance Department at 314-290-8442.

Vendors

If you are hiring a vendor to provide materials or services that require a permit, request that the vendor provide the permit as part of your agreement. Vendors that provide these services in St. Louis County or the City of Clayton should be aware of what permits are required.

Fireworks

Pyrotechnics (Fireworks) Displays will require a permit from the City of Clayton Fire Department. For more information contact the Fire Department at 314-290-8485.

General Liability Insurance

General liability insurance for bodily injury and property damage are required for events held on City property. For more information contact the Finance Department at 314-290-8443.

Right-of-Way (ROW) Permit

Any activity (runs, walks, celebrations) in the public right-of-way that is not typical use (i.e. driving a vehicle on the road, walking on the sidewalk, or parking in a permitted on-street parking zone) requires a Right-Of-Way permit. For more information contact the Public Works Department at 314-290-8540.

Blackout Dates

Throughout the year the City of Clayton holds several large events and conducts capital improvement projects. Availability for other events on these dates will be limited. To check availability prior to completing an event request, please contact the Event Specialist at 314-290-8566.

Noise Ordinance

Please note events of any size will need to conform to the City's Noise Ordinance. The noise ordinance can be viewed on the city's website under the Government section at www.claytonmo.gov.

Applications Forms and Permits

Applications Forms and Permits can be downloaded from the city's website at www.claytonmo.gov/permits