

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 Event Specialist, Kristin Bryant, City of Clayton, at kbryant@claytonmo.gov or 314-290-8566.

### **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 tEvent Specialist, Kristin Bryant, City of Clayton, at kbryant@claytonmo.gov or 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](http://www.claytonmo.gov).

### **Applications Forms and Permits**

Applications Forms and Permits can be downloaded from the city's website at [www.claytonmo.gov/permits](http://www.claytonmo.gov/permits)

## 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/Small 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](http://www.claytonmo.gov)

# Permit Requirements for Events

**City of Clayton**  
10 N. Bemiston  
Clayton, Mo 63105  
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