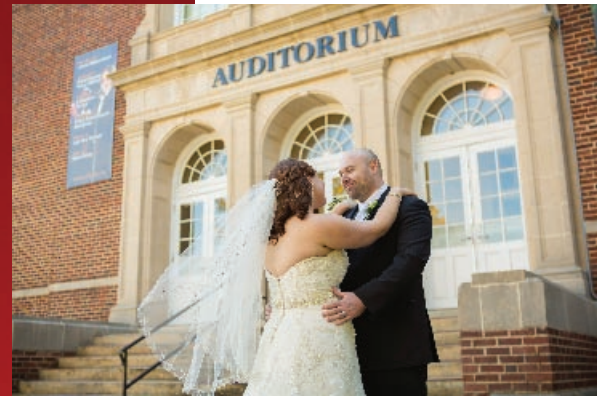


**The Clayton Center** is a premier venue located in the heart of western Johnston County. Our unique, multifunction spaces offer the perfect setting for business meetings and conferences, while providing a timeless and elegant backdrop for your once-in-a-lifetime celebrations and special events.



## Conference Center

Our Conference Center combines versatility and comfort in a professional setting. Seven meeting rooms – which offer from 600 to more than 2,300 square feet of space – can be used for most any type of business meeting from training sessions to staff development meetings and team building events.



When not being used to host business meetings, our Conference Center rooms make a great backdrop for smaller special events. Bridal showers, rehearsal dinners, reunions, birthday and anniversary parties – and just about any other gathering you can think of – have been celebrated at The Clayton Center.

## Auditorium

The Center's flagship space is the beautifully renovated 600-seat auditorium. This performance space is the perfect stage for concerts, plays, and other entertainment productions. The auditorium also is an impressive venue for large assembly presentations, featured speakers, and formal ceremonies. In fact, numerous couples looking to add a dramatic flair to their wedding day have stepped into the spotlight of The Clayton Center stage to take their vows.



## Lobby Gallery

Our open, atrium-like Lobby Gallery is a unique area that can be used in tandem with one of our other rooms or as a stand-alone event space. Gather a small group here for an impressive intimate setting or use this space to accommodate up to 350 people for mingling, hors d'oeuvres, and dancing.



If the main floor is not enough space, or if you're looking for a unique way to present your event, we have four terraces that overlook the main floor. The addition of the terraces to your rental will allow you to take your event to new heights.

## Professional Service

The Clayton Center staff fully understands the importance of well planned meetings and events. Our knowledgeable and attentive event managers will help you to coordinate your event to ensure that everything goes smoothly and successfully.



## Facility Features

- Convenient to Raleigh and its neighboring Wake County communities, with easy access from I-40 and I-95.
- A variety of space combinations to accommodate your meeting needs – use one space or use them all!
- A/V equipment and Wificonnectivity.
- Knowledgeable and professional event managers coordinate all aspects of special events.
- No preferred vendors. Catering and other event services suggestions can be provided.
- Room set-up, including use of tables and chairs, is included with all rentals.
- Catering prep kitchen available for client use.
- Free parking.



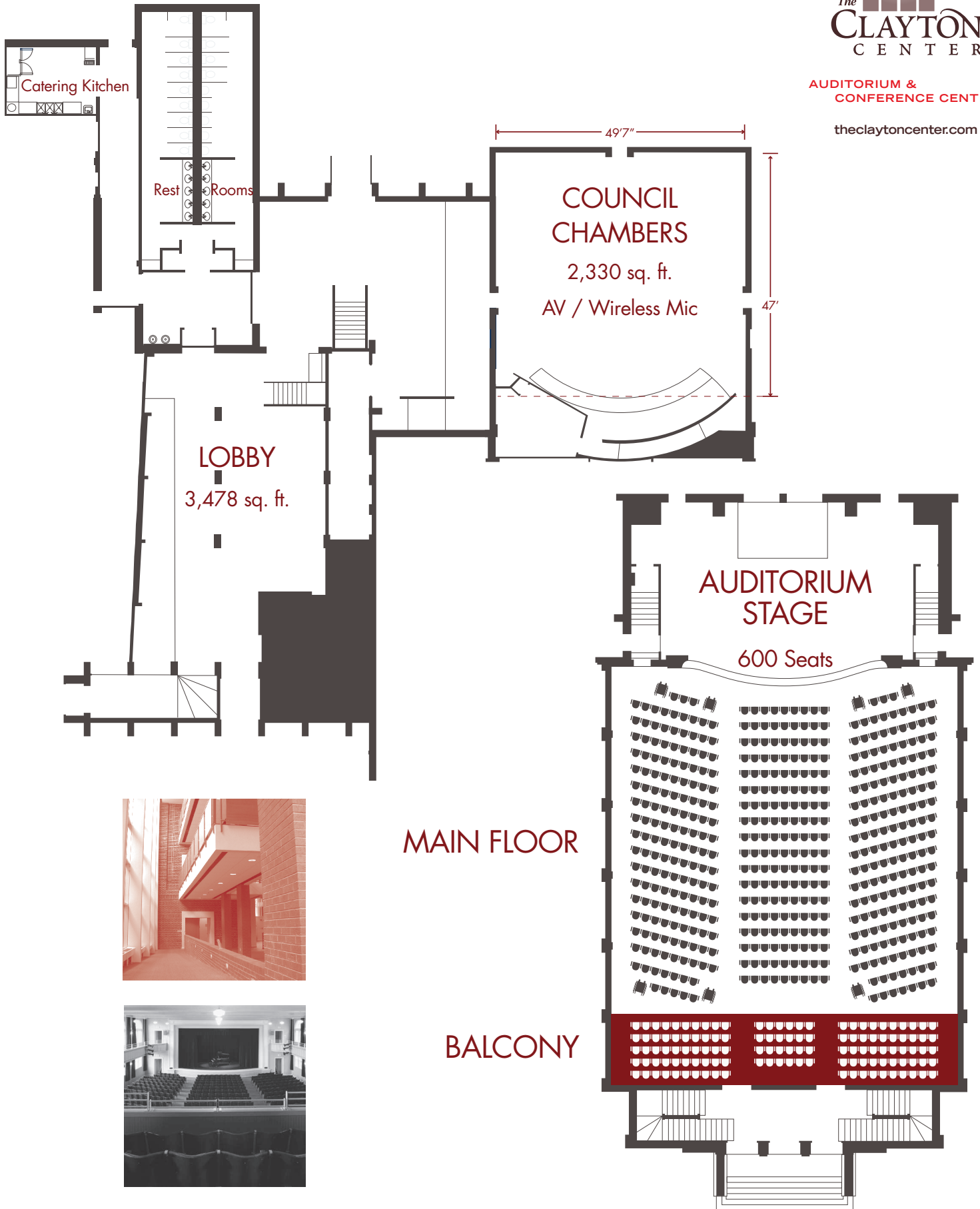
919-553-1737 | [theclaytoncenter.com](http://theclaytoncenter.com)  
PO Box 879 | Clayton, NC 27528

# FLOOR PLANS: LOBBY, COUNCIL CHAMBERS & AUDITORIUM



AUDITORIUM &  
CONFERENCE CENTER

[theclaytoncenter.com](http://theclaytoncenter.com)

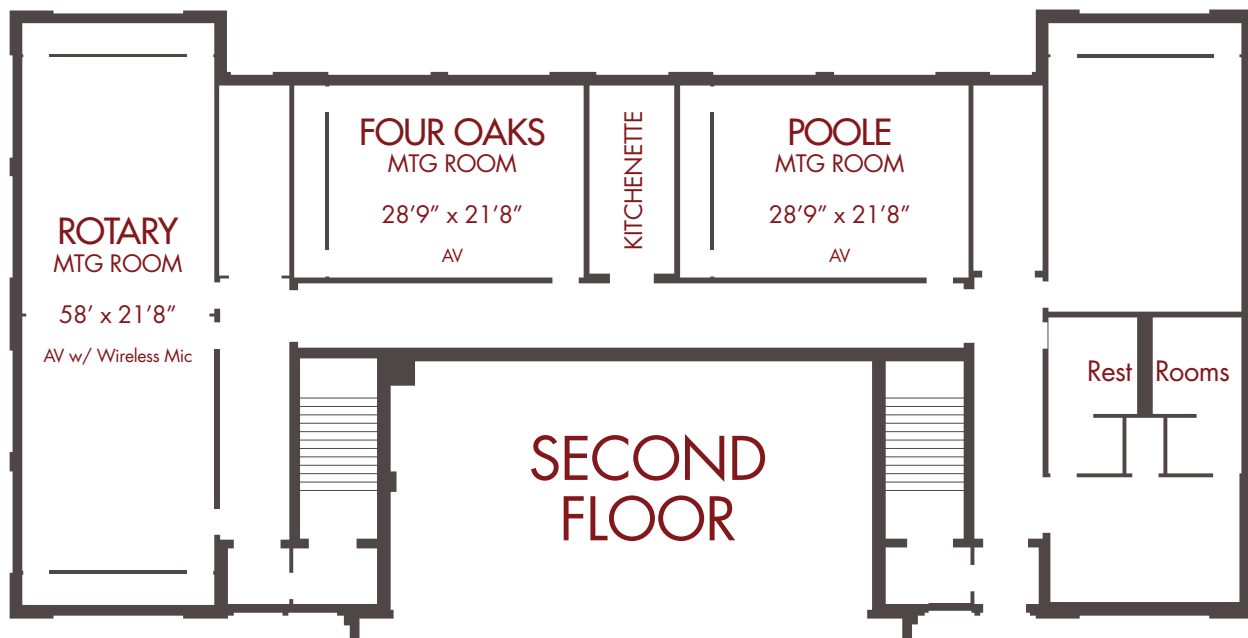


# FLOOR PLANS: MEETING ROOMS



AUDITORIUM &  
CONFERENCE CENTER

[theclaytoncenter.com](http://theclaytoncenter.com)



Below are the maximum numbers of people that can be accommodated in the various set-up arrangements:

	Council Chambers	Lobby & Terraces	Rotary (21' x 58')	Others (21' x 28')
<b>Theatre Style</b>	160	n/a	100	50
<b>Classroom Style</b>	90	n/a	66	36
<b>U-Shape/Conference Style</b>	46	n/a	32	24
<b>Dining</b>	136	200	80	40

# DIRECTIONS



AUDITORIUM &  
CONFERENCE CENTER

[theclaytoncenter.com](http://theclaytoncenter.com)

## From Raleigh and Points West:

Take I-40 East from Raleigh. From I-40, merge onto U.S. 70 Business East via Exit 306 toward Clayton/Smithfield/Goldsboro. Continue for approximately 7 miles and turn left at the stoplight onto Robertson Street (Rite Aid Drugs and Walgreens are on the left). Go two blocks and turn right onto Second Street. Continue for 3 blocks. The Clayton Center is on the right at the intersection of Second and Fayetteville Streets.

## Parking

There is parking adjoining the back and side of the facility, which offers handicapped accessibility. Parking is also located in the Town Square at the corner of Second and Fayetteville Streets (diagonally across from The Clayton Center). Additional parking can be found along the streets surrounding The Clayton Center. Parking at the center and on the surrounding streets is complimentary.

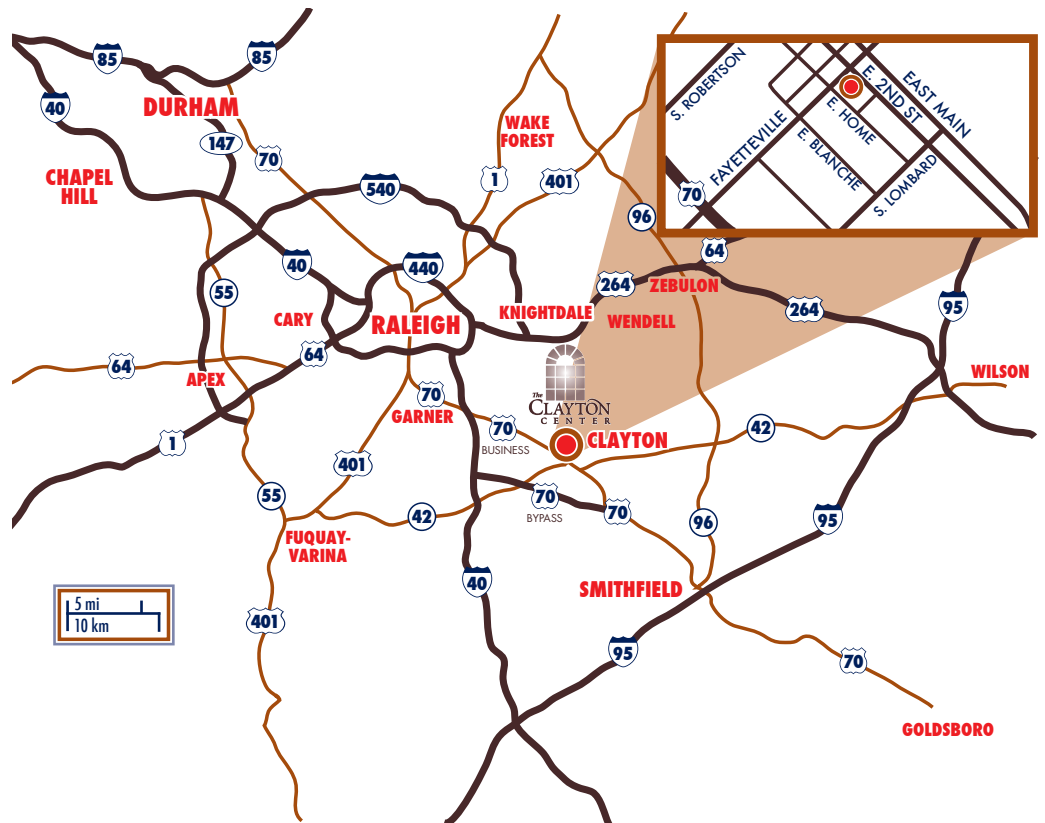
## From Points East:

### FROM I-40

Take I-40 West to Exit 312. Turn right off the exit ramp onto N.C. 42 and continue approximately 6 miles into Clayton. N.C. 42 becomes Lombard Street just past the U.S. 70 bridge. Continue on Lombard Street to the stoplight at Second Street. Turn left on Second Street and continue for 3 blocks. The Clayton Center is on the left.

### FROM U.S. 70 AND SMITHFIELD

From the East on U.S. 70, stay in the right lane past N.C. 42 East. At the stoplight at Main Street, turn right into Downtown Clayton. Continue on Main Street for 8 blocks and turn left onto Fayetteville Street. Go one block. The Clayton Center is on your left.





## Wedding Packages

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### *Reception Packages*

- ◇ Up to 10 hours of access to the rented space, Lobby restrooms, and catering kitchen
- ◇ Facility staff on site for event
- ◇ Custodial clean-up fee
- ◇ Tables and chairs needed for event, and set up and break down of furniture
- ◇ AV connection to monitor display in rented space - must be coordinated **2 weeks before** event
- ◇ Real wood dance floor, any size up to 18'x21'

#### **Lobby Gallery Reception Package: \$2,635**

Lobby Gallery accommodates up to 200 guests seated or 300 guests with partial seating.

#### **Council Chambers Reception Package: \$2,385**

Council Chambers accommodates up to 96 guests seated or 130 guests with partial seating.

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### *Ceremony Package*

- ◇ Up to 6 hours of access to the Auditorium
- ◇ Access to backstage and dressing rooms for ceremony
- ◇ A/V technician for the ceremony
- ◇ Facility staff on site for event
- ◇ Custodial clean-up fee

#### **Auditorium Ceremony Package: \$1,575**

Auditorium seats up to 600.

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### *Ceremony & Reception Packages*

All ceremony & reception packages include everything from the packages above.

#### **Auditorium Ceremony and Lobby Gallery Reception Package: \$3,760**

Auditorium seats up to 600; Lobby Gallery can accommodate up to 200 guests seated or 300 guests with partial seating.

#### **Auditorium Ceremony and Council Chambers Reception Package: \$3,510**

Auditorium seats up to 600; Council Chambers accommodates up to 96 guests seated or up to 130 guests with partial seating.



## Wedding Packages

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### *Rehearsal Add-On Package*

- ◇ Up to 2 hours of access to the Auditorium
- ◇ A/V technician for the rehearsal
- ◇ Facility staff on site for the rehearsal
- ◇ Rehearsal options include:
  - On a Sunday-Thursday anytime between 7am and 9pm, or
  - On a Friday or Saturday between 7am and noon, or
  - On a Friday or Saturday between noon and 9pm **IF** available. (*Availability for this time period can only be confirmed up to two weeks in advance.*)

### **Auditorium Rehearsal: \$430**

A 2-hour rehearsal block can be purchased as an add-on.

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### *Other Fees/Information*

- ◇ To confirm rental space and date, a security deposit of 50% of the package price is required along with a signed lease agreement.
- ◇ A \$300 damage deposit is required in advance for all wedding events. It is refundable approximately 2 weeks after the event date provided the facility suffers no damage as a result of the event, there are no overages in time for the event, and there is no excessive clean up required as a result of the event. Should damages/overages occur, an itemized statement of repairs will be provided along with any refund due. Should damages exceed \$300, an invoice for any overage will be sent with an itemized statement of repairs.
- ◇ Alcoholic beverage packages are available at an additional cost. Please see The Clayton Center's Alcohol Policy for rates and other detailed information.
- ◇ Additional time may be added to any package. **Customized packages and pricing are available upon request.**



## RENTAL POLICIES & PROCEDURES FOR FACILITIES MANAGED BY THE CLAYTON CENTER (TCC)

### DEPOSIT/PAYMENT POLICY:

The following deposit/payment policy applies to all TCC contracted events unless otherwise stated in the lease agreement:

1. A **50% security deposit** (based upon the contracted rental fees) is due along with a signed lease agreement to confirm any event date/space. The security deposit is applied to the total event rental fees.
2. An additional **\$300.00 damage deposit** may be required for any rental. This deposit will be refunded approximately two weeks after the event date provided the lessee does not exceed the rental time frame per the lease agreement, and the facility suffers no damage as a result of the event. Should damages or time overages occur, an itemized statement of charges will be provided along with any refund due. Should damages/overages exceed \$300.00, an invoice for any overage will be sent with an itemized statement of charges. If damages are not covered by the lessee's liability insurance, the lessee is responsible for damages to TCC's premises or property caused by any individual associated with the event (attendees, guests, vendors, etc.).
3. The remaining balance of the space use fee, staffing fees, incidental charges, and damage deposit is **due 5 business days** prior to the event. TCC reserves the right to cancel the lease/reservation if payment is not made on time. No refunds will be issued post-event for time not used.

### CANCELATION POLICY:

TCC strictly adheres to the following schedule unless otherwise stated in the lease agreement:

1. There is no penalty for cancellations occurring more than **90** days in advance of the event date.
2. If the event is canceled **5-89** days in advance, the security deposit will be forfeited.
3. If the event is canceled **less than 5 days** in advance, 100% of the contracted fees (including space use, staffing, and any other incidental or value-added services) will be forfeited.

### GENERAL LIABILITY INSURANCE POLICY:

TCC may require proof of General Liability insurance from the lessee for the event. This can be a one-time event policy.

A Certificate of Insurance must be provided for events that involve:

1. The service/consumption of **alcohol**.
2. The service/consumption of **food**.
3. Large **numbers** of attendees.
4. **Activities** that may be considered high risk or dangerous or have the potential to cause injury to individuals or damage to property.

The General Liability insurance policy MUST:

1. Cover **\$1,000,000 in liability**.
2. Be current and **cover the date of the event**.
3. **Belong to the contracted lessee or a subcontracted vendor** (i.e., caterer) for the event in question.
4. Name **The Clayton Center (and, if alcohol is being served, the Clayton Cultural Arts Foundation) as additionally insured**.
5. Be on file with TCC **two weeks** in advance of the event.

### CATERING POLICY:

TCC allows lessees to make their own catering arrangements under certain guidelines:

1. At the discretion of TCC staff, the caterer you choose may be requested to provide a copy of their business license, sanitation grade, proof of liability insurance, and Alcoholic Beverage Control (ABC) permit, if applicable. These documents must be on file with TCC two weeks in advance of the event.



2. Events may be catered by the lessee; however, TCC staff reserves the right to request proof of general liability insurance.
3. TCC has a prep kitchen that the lessee/caterer may use upon availability; however, no actual cooking may take place inside the building. Lessee/caterer agrees to leave the kitchen in its same condition as when first accessed. Ice and refrigeration is available for use.
4. TCC will not be held liable for illness or injury related to the consumption or service of food on premises.

#### **GENERAL POLICIES:**

The following general policies apply to all TCC rental events:

1. A member of TCC staff, for safety and security reasons, must be present during all activity in the Center. Notify staff upon arrival and departure.
2. Space usage, including load in and load out, must fall between the hours of **7am and midnight**.
3. Lessees **may not** use the premises for **any other purpose** other than what is specified in the lease agreement or **sublet** the premises or any part of it to any other individual or group without written consent from TCC.
4. TCC's **alcohol policy** will be provided to lessee if alcohol is to be served at an event. The alcohol policy applies to any event at TCC involving the service/consumption of alcoholic beverages.
5. Lessees **may not advertise** events to the public until TCC confirms receipt of a signed lease agreement and a deposit for the event.
6. Lessees must comply with all statutes, ordinances, rules, and regulations set forth by federal, state, county, and municipal governments and departments including the Clayton Fire and Police Departments. TCC reserves the right to control and manage the facility and enforce all applicable rules and regulations. TCC also reserves the right to eject any objectionable individual(s) from the premises. Lessees waive all claims for damages against TCC or any of its staff, officers, or agents resulting from the exercise of this authority.
7. In the event that the facility or any portion thereof is destroyed/damaged by fire or any other casualty or unforeseen occurrence, rendering the fulfillment of the agreement by TCC impossible, the lease will be terminated, and the lessee will waive any claim against TCC for damages by reason of such termination. In that event, the security deposit will be returned to the lessee along with any other fees collected for the event in question.
8. TCC assumes **no responsibility for property** placed on the premises before, during, or after an event. Lessees shall hold harmless TCC, the Town of Clayton, and any employees, agents, or officers for any such damage.
9. Lessees shall **release, indemnify, and hold harmless TCC**, the Town of Clayton, and any employees, agents, or officers from any responsibility for any and all damages, or injury of any kind or nature (including death) to all persons whether agents or employees of the lessee or attendees of the event in question unless caused by gross negligence or intentional misconduct by TCC, the Town of Clayton, or TCC/Town employees or agents.
10. With the exception of events scheduled for the Lobby, Council Chambers, or Auditorium, TCC reserves the right to re-assign event space based upon the most suitable accommodation.
11. **Wedding ceremony rehearsals** on a Friday or Saturday afternoon or evening may not be guaranteed more than two weeks in advance. Within two weeks of the wedding, space can be reserved, if available.
12. A complete **list of all contracted vendors** (i.e. caterer, florist, musicians, rental company, etc.), including contact names and numbers, should be provided to the Conference Center Coordinator's office at least **two weeks** in advance of the event date.
13. Children attending events must be supervised at all times. Running is not allowed inside the facility. Playing on the elevator, stairs, or balconies can be dangerous and will not be permitted.
14. Food and beverages are allowed in all spaces in TCC except the Auditorium.
15. In cases when **excessive cleaning** is required following a contracted event, TCC reserves the right to charge custodial services at the current hourly rate for custodial support, post-event.
16. TCC is a **NO SMOKING** facility. Smoking stations are just outside the Main Lobby doors along Second and Horne Streets.

17. Due to fire and safety regulations, use of the following **items is NOT allowed inside the building**: smoke/fog machines, oil lamps, sparklers, birdseed, and rice. Enclosed flames are permitted for indoor decor (i.e. votive candles, tea lights, tapers with hurricane globe shades).
18. **Helium balloons** are not permitted in the Auditorium or Council Chambers.
19. Lessees may not use **adhesives** of any type without prior permission from TCC staff. Blue painter's tape is the only adhesive approved for use on Conference Center surfaces including glass windows and doors. Post-event, all signs, decoration and materials must be removed from the premises.
20. Only string, soft plastic (zip-ties) or coated wire may be used for **hanging banners or props**. Post-event, all such materials should be completely removed and disposed of appropriately.
21. All **signs, decorations, use of equipment**, etc., shall be approved by TCC staff ahead of time. Any damages to the facility surfaces or equipment will be assessed and the lessee will be billed for the cost of repairs and/or replacements.
22. TCC provides standard connections to in-house **AV equipment**. It is the **responsibility of the renter** to coordinate with TCC staff to ensure that their specific device(s) can connect to TCC equipment two weeks in advance of the event.
23. **Animals** are not allowed in TCC with the exception of ADA-compliant service animals.
24. TCC can **receive packages** for lessees Monday through Friday from 8am until 5pm at 111 East Second Street, Clayton, NC 27520. Prior notification to a staff member of TCC is required. Packages may not be left at TCC for pick-up from any service.
25. All decorations, equipment, food, and other **personal belongings** brought into the facility must be removed immediately following the event. TCC will not be responsible for items left on the premises after the event.
26. **WiFi** is available for lessees and their guests; however, you may not connect wireless access devices, switches, routers, or hubs to the Town's network. Use of the Town's Public WiFi network is entirely at the user's risk. It is the responsibility of each user to ensure that their equipment has appropriate virus protection when connecting to the Town's Public WiFi network. The Town assumes no responsibility for any user's hardware, software, or data or for actions or conduct while utilizing the Town's Public WiFi network.
27. **Force Majeure**: In the event that the performance of any of the covenants, duties, or obligations of the agreement on the part of TCC or the lessee shall be prevented, interrupted, delayed or suspended by any force majeure event, as defined herein, either party may terminate the lease agreement without any liability on either party for any damages arising from such termination, provided, however, that the lessee shall pay to TCC any expenses incurred as of the date of the force majeure event (including rental fees for prior dates of a multi-date event). If, as a result of any force majeure event, TCC is able to perform only a portion of the contracted services, then the contracted fees shall be reduced on a pro-rata basis. Termination for a force majeure event shall not be deemed a breach of the agreement. If the agreement is cancelled due to a force majeure event, neither the lessee nor TCC shall be under any obligation to reschedule the event at a different time.

"Force Majeure" shall mean severely inclement weather; death or incapacitation of the lessee or death or life threatening illness of an immediate family member of the lessee or key members related to the event; any present or future statute, law, ordinance, regulation, order, judgment or decree; act of God; earthquake; flood; fire; epidemic; accident; explosion; casualty; lockout, boycott, strike, or labor controversy (including, but not limited to, threat of lockout, boycott or strike); riot, civil disturbance, war or armed conflict (whether or not there has been an official declaration of war or official statement as to the existence of a state of war), invasion, occupation, intervention of military forces, act of public enemy, embargo, or act or threat of terrorism; delay of a common carrier; disruption of air traffic; any inability without fault on TCC's part to obtain sufficient material, labor, transportation, power or other essential commodity required in the conduct of its business or services; or any other similar or dissimilar cause or causes outside the reasonable control of a party hereto.

**ALCOHOL POLICY**  
**Alcoholic Beverage Packages and Requirements for ALL Renters**

The Clayton Center (TCC) contracts with the Clayton Cultural Arts Foundation (CCAF) for bar services. Proceeds from the sale of alcoholic beverage packages and bar sales go directly to CCAF to benefit its programs.

The following regulations must be followed to serve any type of alcoholic beverages at TCC. These beverages include but are not limited to beer, wine, champagne, liquor and liqueurs.

**General Alcohol Policies:**

1. Arrangements for alcoholic beverage service at any rental event held at TCC should be made a minimum of **30 days prior to the event**. Requests for alcoholic beverage service made less than 30 days prior to the event will be approved at the discretion of TCC management and will be subject to an additional **\$100 late fee**.
2. All alcohol must be **bartended** by TCC/CCAF staff. No self-service alcohol by event guests is permitted.
3. At events where individuals under 21 are present and alcohol is served, the lessee is responsible to establish a system of **checking IDs** and identifying minors with the bartender.
4. **Bar service fees** (security/bar personnel and coordination) are **NON-REFUNDABLE** within **14 days** of the event.
5. Lessees must submit a copy of all applicable **ABC permits two weeks prior** to the event for TCC's files.
6. Alcohol brought on TCC's premises by the lessee (purchased from a third party) for an event must be taken **off the premises at the conclusion** of the event. Alcohol left behind by a lessee will be disposed of immediately.
7. Under no circumstances may a **raffle nor any other activity that could be deemed gambling** be conducted while alcohol is being sold, served, or consumed at an event except what is allowable under NC General Statute 14-309 (<https://www.ncleg.gov/Sessions/2019/Bills/House/PDF/H130v9.pdf>). In such cases, the client must provide a copy of the organization's gaming permit for the event a minimum of two weeks in advance of the event date.
8. At the discretion of TCC/CCAF staff, bars may be closed before the agreed upon time in the lease agreement.
9. TCC/CCAF reserves the right to refuse service of alcohol to any guest/attendee for any reason.
10. An 18% gratuity will automatically be assessed for all tabs or drink ticket tabs at the end of the event.

**Security/Bar Personnel**

Security and bar personnel will be provided by CCAF for any event involving the service of alcohol at TCC. Alcoholic beverage packages include the coordination of bars for the event, one security officer, and two bartenders for each bar. Additional bartenders and/or security officers may be requested by the client or required by TCC Management at the lessee's expense.

**1 Bar: \$350 for the first 3 hours** of bar service; \$65/hr for each additional hour.

**2 Bars: \$500 for the first 3 hours** of bar service; \$95/hr for each additional hour.

**Bar Options/ABC Permit Requirements**

**Individual/Corporate Clients** have 3 options to choose from for bar service:

1. **Cash Bar, CCAF provides product**
  - CCAF will offer a selection of beer, wine, and/or mixed drinks from its regular inventory.
  - Drinks will be sold at a cash bar at prices set by CCAF.
  - All proceeds from the bar will remain with CCAF.
  - ABC permit provided by CCAF.

2. **Open Bar, CCAF provides product**

- CCAF will offer a selection of beer, wine, and/or mixed drinks from its regular inventory.
- Drinks will be served at an open bar; CCAF bar staff will run a tab throughout the event.
- At the conclusion of the event, CCAF bar staff will reconcile with client representative and payment for drink tab will be due.
- ABC permit provided by CCAF.

3. **Open Bar, Lessee provides product**

- Lessee will purchase products from a third party (ex: grocery store) for the event and serve at an OPEN BAR.
- No exchange of money for drinks or service of drinks may take place between guests and the bar. (Tips are allowed.)
- Under no circumstances may the event be ticketed or may an admission fee be charged to guests.
- An ABC permit is not required for the service of beer and/or wine. However, if lessee wants to serve liquor and/or mixed drinks, they MUST ACQUIRE THE APPROPRIATE ABC PERMIT FROM THE NC ABC COMMISSION. We suggest you begin this process 30 days prior to your event. For more information (including permit fees) and to download the permit application, go to <http://abc.nc.gov/Permit> and click on "One Time Permits".

**Nonprofit (NP) Organizations** have the following options to choose from for bar service:

(\*Nonprofits must provide documentation of nonprofit status and must be the contracted lessee for the rental event.)

**TICKETED EVENTS** (admission fee required for any and/or all attendees):

1. Cash Bar, CCAF provides product – see option #1 under individual/corporate client section.
2. Open Bar, CCAF provides product – see option #2 under individual/corporate client section.
3. Cash Bar OR Open Bar, Nonprofit CLIENT provides product
  - Lessee will purchase products from a third party (ex: grocery store, etc.) for the event and serve at the event.
  - An ABC permit is required for the service of alcoholic beverages. Lessee MUST ACQUIRE THE APPROPRIATE ABC PERMIT FROM THE NC ABC COMMISSION. We suggest you begin this process 30 days prior to your event. For more information (including permit fees) and to download the permit application, go to <http://abc.nc.gov/Permit> and click on "One Time Permits".

**FREE EVENTS** (no admission fee required or donation requested for any individual to attend):

1. Cash Bar, CCAF provides product – see option #1 under individual/corporate client section.
2. Open Bar, CCAF provides product – see option #2 under individual/corporate client section.
3. Cash Bar, Nonprofit CLIENT provides product – see option #3 under Nonprofit TICKETED EVENTS section.
4. Open Bar, Nonprofit CLIENT provides product – see option #3 under individual/corporate client section.

### **Liability Insurance**

Neither TCC nor CCAF will be held liable for illness or injury related to the consumption or service of alcohol on or off the premises. All renters serving alcohol must have a general liability insurance policy that meets the following requirements:

1. The policy must cover **\$1,000,000 in liability.**
2. The policy must be current and **cover the date of the event.**
3. The policy must **belong to the contracted lessee or a subcontracted vendor** (i.e., caterer) for the event in question.
4. The certificate of insurance must name **The Town of Clayton (dba The Clayton Center) and the Clayton Cultural Arts Foundation as additional insured parties.**
5. A certificate of insurance must be on file with TCC **two weeks** in advance of the event.