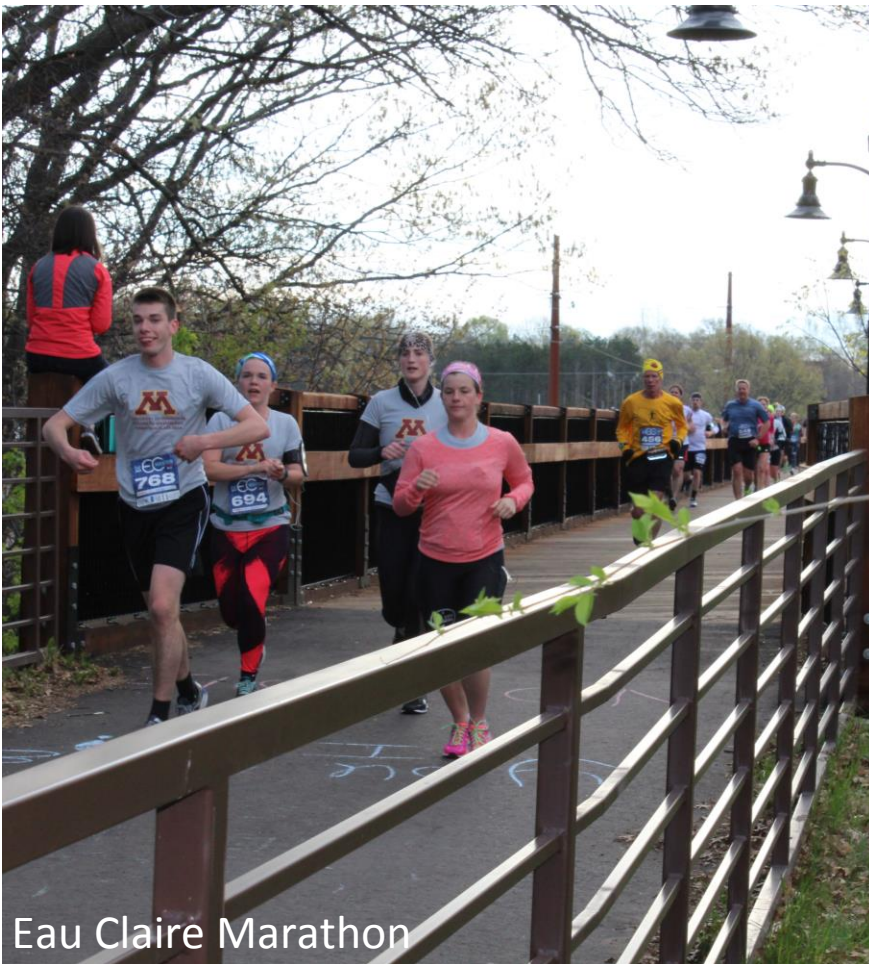


2018 SPECIAL EVENT

INSTRUCTIONS

CITY OF EAU CLAIRE



Eau Claire Marathon



Municipal Band Concert



Eau Claire Glow

910 Forest Street, Eau Claire, WI 54703
Phone: (715) 839-4649
Email: communityservices@eauclairewi.gov
www.eauclairewi.gov/specialevents

INTRODUCTION TO SPECIAL EVENTS

POLICY

It is the policy of the City of Eau Claire to encourage and support special community events, such as festivals, parades, and athletic events while regulating these events in a positive manner to promote the equitable and efficient use, and continued protection of limited public park and other lands, to allow for the efficient use of limited city staff resources through proper planning for such events and to protect the public health, safety, and welfare.

Community Services is committed to helping you obtain all appropriate City of Eau Claire permits, reservations and licenses so that your event is successful. Please be aware that the City does not provide approvals for use of any other government or private property.

QUESTIONS

Visit our Office: 910 Forest Street, Eau Claire, WI 54703

Call: (715) 839-4649 Email: communityservices@eauclairewi.gov

Go online: www.eauclairewi.gov/specialevent

WHAT KIND OF EVENT ARE YOU ORGANIZING

PAVILION RENTAL

For a family picnic, reunion, wedding or other similar events open to invitees only. The City of Eau Claire has many picnic pavilion/shelter buildings located throughout the city. Go to www.eauclairewi.gov/pavilion for more information. Please note, serving intoxicating liquor, even at a private party, may require a special event permit and/or City Council approval.

MARCH, DEMONSTRATION, PUBLIC ASSEMBLY

(Ordinance 9.60)

Make application directly to:

Eau Claire City Clerk at City Hall

203 S. Farwell Street, Eau Claire WI 54703

City Manager Office: (715) 839-4902

BLOCK PARTY

(Ordinance 9.58) A "Block Party" shall mean a neighborhood social and recreational gathering of persons residing in adjacent city blocks where a portion of a street or alley is sought to be closed and used for the residential gathering only. A block party is a privately sponsored gathering that is not sponsored by an organization or business. A block party does not involve sale of food, alcohol or concessions, or accepting donations of money or product in exchange. Go to www.eauclairewi.gov/blockparty to fill out a block party application and for more information.

SPECIAL EVENT

(Ordinance 9.59.010) A special event shall mean a scheduled public gathering of persons, on city property, to which the public is invited and one of the following: over 100 person are expected to attend in a single day; or at which concessions are to be sold, such as food or beverages; or at which merchandise or other items are to be sold, such as clothing or crafts; or at which fireworks are to be discharged; or at which an entry fee or admission is charged for participation or inclusion; or at which over 2 half barrels of fermented malt beverage or wine are to be present; or at which intoxicating liquor will be served; or which will reasonably require, based on then existing city policies and procedures, the provision of city support services to accommodate the event on public property. A special event is open to the public at a predetermined location on public property, including, but not limited to, city parks, streets, and sidewalks. Therefore, if the event is a public gathering and has one or more of the following it is considered a Special Event:

- Over 100 persons are expected to attend your event in a single day
- Concessions are to be sold
- Merchandise or other items are to be sold
- Fireworks are to be discharged

SPECIAL EVENT CONTINUED...	<ul style="list-style-type: none"> • An entry fee or admission is charged for participation or inclusion • Over 2 half barrels of fermented malt beverage or wine are to be present • Intoxicating liquor will be served • Alcohol will be served past sunset or 8:00pm whichever is later • Alcohol will be served on city streets, sidewalks, alley or boulevards • Street Closures will be needed • Where you request an alteration of park operation hours
INSTRUCTIONS/PROCESS	
SUBMIT COMPLETE APPLICATION	<p>It is important to thoroughly review this information prior to completing the attached application(s). <u>Incomplete applications will be returned to you for completion.</u> To receive timely approval your complete application needs to be submitted at least 60 days prior to your event to the City of Eau Claire, Attention: Special Events (910 Forest Street, Eau Claire, WI 54703).</p> <p>A complete application includes all items listed on page 5 of the application form.</p> <p><i>For parades, if using routes not designated as official parade routes, you will need to have your route approved by the Police Department</i></p>
ATTEND SPECIAL EVENTS MEETING	<p>The City may schedule a meeting between you and representatives of all City divisions affected by your event including, Police, Fire, Parks, City/County Health, Streets, Risk Management and the City Attorney. This meeting will be scheduled during regular weekday office hours and will be held at the Recreation Administrative Office. During this meeting you may be asked to provide additional detail or answer questions regarding your event. You may also ask questions of City staff to make your event as successful as possible.</p>
APPROVAL	<p>Your event may qualify for administrative approval or your event may need to be approved by the Waterways and Parks Commission and/or the Eau Claire City Council. City Council approval is required for events that include: 1,000 or more persons expected to attend the event; or selling or distributing 6 or more half barrels of fermented malt beverage or wine; or alcohol will be served past sunset or 8:00pm, whichever is later or will be served on city streets, sidewalks, alleys or boulevards; or the event will close city streets, alley, sidewalk or boulevard; or the event will require the alteration of park operational hours.</p>
SPECIAL EVENT CHECKLIST	
PRE-EVENT	<ul style="list-style-type: none"> <input type="checkbox"/> Determine location and dates <input type="checkbox"/> Reserve site (all requests must be received in writing) <input type="checkbox"/> Submit complete Special Event Application
APPLY FOR ALL APPLICABLE PERMITS	<p>Submit with Special Event Application:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Alcohol permits and fee <input type="checkbox"/> Tent permits and fee <input type="checkbox"/> Food permits and fee <input type="checkbox"/> Fireworks permits
EVENT LIABILITY REQUIREMENTS	<p>Secure certificate of insurance and submit to: City of Eau Claire, Attention: Special Events, 910 Forest Street, Eau Claire, WI 54703</p> <p>Note: "City of Eau Claire" must be listed as the Certificate Holder and Additional Insured.</p>