



CITY OF EAU CLAIRE  
**2020 SPECIAL EVENT APPLICATION**

Community Services  
 910 Forest Street  
 Eau Claire, WI 54703  
 715-839-4649

**Summary of Event**

EVENT INFORMATION	<input type="checkbox"/> New Event <input type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with changes (Explain changes in the description below)	
	Event Name:	
	Event Date(s):	
	Name of Sponsoring Organization:	
	<input type="checkbox"/> Non-Profit Group-Tax Exempt #: <input type="checkbox"/> For Profit <input type="checkbox"/> Other, please describe:	

EVENT DETAILS	Event description, including changes (attach additional sheet, if necessary):	
	Estimated <b>Daily</b> Attendance:	Estimated <b>Total</b> Attendance:
	Donations, charges or entry fees:	
	Location(s) of Event:	
	Time Set Up Begins:	Time Event Begins:
	Time Event Ends:	Time Clean-up Ends:

CONTACT DETAILS	Organizer Name:	
	Address:	
	Work Phone:	Cell Phone:
	Email:	
	Please note if new organizer for 2020:	

**Hold Harmless Agreement**

The applicant agrees to hold harmless, indemnify and defend, at no cost to the City, the City of Eau Claire, its employees, agents, representatives and elected city officials, for any and all claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages, that result from the Special Event. Applicant is responsible for any and all losses or claims that are in any way connected to their Special Event.

I also certify by my signature below that I am a duly qualified representative of my organization and authorized to sign this hold harmless agreement.

Authorized Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Event Infrastructure

Check ALL items that apply to your event. All relevant items must be checked for appropriate approvals.

\*Some items require additional forms; see the last page of the application for details.

### ADMINISTRATIVE APPROVAL

- 100 or more persons are expected in a single day
- Entry fee or admission is charged
- Donations are accepted
- Merchandise or other items will be sold
- Fireworks, fires or other hazardous activities will be provided
- Overnight Camping
- Drones will be used at the event (Ordinance 9.76.110-B.2.)\*
- Requesting the use of a boat with a motor on Half Moon Lake during the event
- Putting up tents/inflatables that require stakes to be driven into the ground
- Putting up tents larger than 250 square feet\*
- Eau Claire River Lights sponsorship consideration\*
- Food/concessions will be served OR sold\*
- Selling or distributing 2+ kegs/half barrels of fermented malt beverage or wine\*
- Intoxicating liquor will be served\*

### CITY COUNCIL

- 1,000 or more persons are expected at the event
- Selling or distributing 6+ kegs/half barrels of fermented malt beverage or wine\*
- Alcohol will be served past sunset or 8:00 pm in the evening, whichever is later
- Alcohol will be served on the streets, sidewalks, alleys or boulevards
- The event will close city streets, alley, sidewalk or boulevard
- The event will require the alteration of park operational hours (Every day, 4am-11pm)

## Event Schedule Worksheet

Include set-up times, event times, race times, food service times, alcoholic beverage service times, firework times, amplified music times, clean-up times, etc. Attach additional sheet, if necessary.

Activity	Location	Date	Start Time	End Time
Set Up				
Clean Up				

## Event/Services Requested

If you need services or items from the City of Eau Claire for your special event, fill out the form below. Contact Community Services for fee information. This is NOT a comprehensive list of services that may be required for your event. (Item totals may be adjusted for safety reasons by City staff)

Service/Item	# of Items Requested
Barricades (it takes 2 barricades to close down 1 city street)	
Colored Chalk Paint ( <i>road, curb &amp; sidewalk markings</i> )	
Fire Department Services	
Installation of temporary fencing-plastic-4'	
No Parking Signs ( <i>must be posted 24 hours before event time by organizer</i> )	
Police Department Services	
Spider Box ( <i>electrical extension equipment</i> )	
Traffic control vests	
Traffic cones	
200 Amp Electrical Panels ( <i>Installed by your licensed electrician at Carson Park ONLY</i> )	
Other:	

## Emergency Action Plan

**ITEMS TO CONSIDER:** Designated “lost child” area, evacuation procedure, securing valuables, crowd control, emergency response procedures and contact information, weather conditions, etc.

Describe your first aid and emergency action plans for the event. Will you have first aid kit(s) available, and/or more advanced medical care, including AED and/or medical personnel available for participants and spectators? How will you advise participants and spectators of locations for first aid if needed?

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How will you monitor weather during the event? Who will monitor the weather? How will you notify participants and spectators of emergency situations?

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How will you provide access to ambulance and fire trucks for the event in case of medical emergencies?

## Emergency Action Plan (continued)

During an emergency, what communication tools will be available at the event and along race routes? If the event extends outside Eau Claire city limits or on UWEC property, what plans do you have in place?

## Waste Collection/Recycling

Describe the waste disposal and recycling needs/plan for your event.

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What, if any, concessions or food products will be sold OR distributed during the event? Include Food Service Application with your submission if serving any type of food at your event. (Application found on website.)

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What type of products (cups, plates, etc.) will you use during your event?

- Recyclable       Compostable (biodegradable)       Other:

## User and Traffic Impact Plan

If the event will impact neighbors and other park users, contact Neighborhood and Business Associations, Chippewa Valley Museum, or Paul Bunyan Camp. How will you notify the affected users of alternate routes and parking options? Include letters of support from associations/businesses affected.

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Describe the traffic and parking control plans for your event. How will you control traffic and parking to keep traffic and pedestrian lanes open?

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Yes    No    Will the event offer off-site parking agreements with other parties or shuttle bus services?  
        If yes, include information on those agreements.

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Yes    No    Will you contract with a private company or organization to provide such services?  
        If yes, what company will you use:

## Street Closure Worksheet

If you are requesting street closures, complete this worksheet. Attach additional sheet, if necessary.  
**Please note:** Volunteers CANNOT stop traffic; they can only control the pedestrians with your event.

Name of Street/Intersection Being Closed	Time Closing	Time Reopening	Volunteer OR Police Monitor

## Firearms Information

Wisconsin residents have the right to carry a concealed weapon upon issuance of a state permit. City of Eau Claire code section 9.32.040 prohibits firearms on certain City property. Answer the following questions to assist City staff in determining the requirements for your special event.

- Is your event being held at one or more of the following City of Eau Claire buildings, facilities, or locations? (These facilities are permanently posted “Firearms Prohibited”) Check the correct facility:
  - Carson Park Football/baseball stadium or Carson Park softball fields
  - Chippewa Valley Museum OR Paul Bunyan Museum
  - Hobbs Ice Arena
  - Fairfax Pool
  - Neighborhood Shelter – Boyd, Lakeshore, McDonough, North Riverfronts, Pinehurst, Sundet
  - None of the above OR you are using another public space for your event, answer questions below.

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- Are you charging admission/taking donations to your event AND having a controlled access area (fencing)?
  - Yes  No
  - a. If yes to #2, are you posting your special event “Firearms Prohibited”?  Yes  No

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- Will your event have a Temporary Class B picnic license to serve wine or beer?
  - Yes  No
  - a. If yes to #3, will you be posting the enclosed area (i.e., beer garden) where beer or wine is served as “Firearms Prohibited”?  Yes  No

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- If no to #2a OR #3a then you must include a written explanation that details your plan to ensure the health, safety and welfare of those attending the event.

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- If no to #3a, “Guns and Alcohol Don’t Mix” signs are required at each public entrance to the licensed area.

### OFFICE USE ONLY

- |  |   |
|--|---|
| <input type="checkbox"/> No City Requirements          | <input type="checkbox"/> Safety Plan required                       |
| <input type="checkbox"/> Posting “Firearms Prohibited” | <input type="checkbox"/> “Guns and Alcohol Don’t Mix” sign required |

## Additional Application Information

### Required:

1. Certificate of Insurance
  - The City requires that all organizers of Special Events provide liability insurance.
  - An event sponsor is required to provide a valid certificate of insurance evidencing limits of liability not less than \$1,000,000
  - Name the City of Eau Claire, 203 S. Farwell St., Eau Claire WI 54703 as an additional insured.
  - Name the City of Eau Claire as a certificate holder in the description.
2. Map of event layout or route showing use of public streets or trails
  - Include written step-by-step description of any routes
  - Include barricade drop off sites on map
3. Payments due with the application:
  - \$60 Special Event Application Fee (required)
  - \$10 Class B Application - Alcohol (if applicable)
  - \$52 Tent Permit Application Fee (if applicable)
  - Make check payable to *City of Eau Claire* or call with a credit card payment (715-839-4649)
  - All other fees will be billed to the organizer after the event takes place.

**\*If any of the items listed below are applicable to your event, complete the appropriate forms:**

- Putting up a tent over 250 square feet
- Selling or serving alcohol
- Selling or serving food
- Using a drone
- Event taking place at Phoenix Park
- Bridge Lights Sponsorship

Find these forms at [www.eauclairewi.gov/specialevent](http://www.eauclairewi.gov/specialevent)

Submit completed application, any additional forms, and payment by email, mail, or in person to:

City of Eau Claire  
Attn: Special Events  
910 Forest St  
Eau Claire, WI 54703

Email: [communityservices@eauclairewi.gov](mailto:communityservices@eauclairewi.gov)

Phone: 715-839-4649