City of Eau Claire

2017

SPECIAL EVENT APPLICATION

915 Menomonie Street
Eau Claire, WI 54703
715-839-5032
pr@eauclairewi.gov
www.eauclairewi.gov/specialevent

SUMMARY OF EVENT

EVENT INFORMATION

☐ New Event ☐ Repeat Event ☐ Repeat Event with changes (Write changes in the description)

Event Name:

Event Date:

Name of Sponsoring Organization:

☐ Non-Profit Group-Tax Exempt #: _____

☐ For Profit

☐ Other please describe:

EVENT DETAILS

Event Description including changes (attach additional sheet, if necessary):

Estimated **Daily** Attendance:

Estimated **Total** Attendance:

List charges, entry fees or donations to participants:

Location(s) of Event:

Time Set Up Begins: Time Event Begins:

Time Event Ends: Time Clean-up Ends:

CONTACT INFORMATION

Contact person name:

Address:

Work Phone: Cell Phone:

Email:

Contact Person on Day of Event and Cell Phone Number:

CITY CALENDAR INFORMATION

To have your event displayed on the City of Eau Claire online calendar, provide the wording and event details (day of registration, cost, website link, etc) you would like posted:

HOLD HARMLESS

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 the following applicable items regarding your event:

(For some items additional forms will need to be filled out and submitted with the application. The last page gives more detail on what is needed.)

- ☐ 100 or more persons are expected in a single day
- ☐ Entry fee or admission is charged or donations are accepted
- ☐ Concessions will be sold or served (Complete Item 9)
- ☐ Merchandise or other items are to be sold
- ☐ Selling or distributing 2 or more kegs/half barrels of fermented malt beverage or wine, or intoxicating liquor will be served. (Complete Item 10)
- ☐ Fireworks, fires and hazardous activities will be provided
- ☐ We will be putting up tents larger than 250 square feet or tents that require stakes to be driven into the ground (Complete Item 8 - Permit Required)
- ☐ Overnight Camping

Check any additional applicable items:

(If one or more of the following are expected, your event will need city council approval)

- ☐ 1,000 or more persons are expected at the event
- ☐ Selling or distributing 6 or more kegs/half barrels of fermented malt beverage or wine (Complete Item 10)
- ☐ 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

APPROVALS (Office Use Only)
Special Events Committee Date:
Waterways and Parks Commission Approval Date:
City Council Approval Date:

FIREARMS AT SPECIAL EVENT WORKSHEET

Wisconsin residents have the right to carry a concealed weapon upon issuance of a state permit. City of Eau Claire code s. 9.32.040 prohibits firearms on certain City property. In addition, special event organizers may be required to provide the City with a plan to ensure the safety of the event attendees and post signs indicating "Guns and Alcohol Don't Mix" at the public entrances where beer and wine is served. Answer the following questions to assist City staff in determining the requirements for your special event.

FIREARMS PROHIBITED LOCATIONS

1. Is your event being held at one or more of the following City of Eau Claire buildings, facilities, or locations that are permanently posted "Firearms Prohibited"? Check the correct facility.
   - ☐ Fairfax Park Pool
   - ☐ Carson Park football, softball, and baseball stadiums and facilities
   - ☐ Chippewa Valley Museum and related buildings within Carson Park
   - ☐ Paul Bunyan Museum and related buildings within Carson Park
   - ☐ Hobbs Ice Center
   - ☐ All-season enclosed shelters at neighborhood parks (this does NOT include Phoenix Park, Owen Park Bandshell, or pavilions in Carson Park)
2. If your facility is not listed above OR you are using another public space for your event, answer the questions below.

ADMISSION & DONATIONS

3. Are you charging admission (includes donations) to your event AND having a controlled access area (i.e., fenced)?
   ☐ Yes ☐ No
4. If yes, are you posting your special event "Firearms Prohibited"?
   ☐ Yes ☐ No
   If no, then you must provide the City with a plan to ensure the health, safety and welfare of those attending the event. This written plan must be provided with your completed Special Event Application.

TEMPORARY CLASS B PICNIC LICENSE

5. Will your special event have a Temporary Class B picnic license to serve wine or beer?
   ☐ Yes ☐ No
6. If yes, will you be posting the enclosed area (i.e., beer garden) where beer or wine is served as "Firearms Prohibited"?
   ☐ Yes ☐ No
   If no, then you must post a "Guns and Alcohol Don't Mix" sign at each public entrance to the licensed premises (beer garden). Signs can be obtained online, at the City Treasury, or from the Recreation Office. You must also provide the City with a written plan that will ensure the health, safety and welfare of those attending the event. This plan must accompany your completed Special Event Application.

OFFICE USE ONLY

- ☐ Posting "Firearms Prohibited"
- ☐ Safety Plan required
- ☐ "Guns and Alcohol Don't Mix" sign required
- ☐ No City Requirements

SPECIAL EVENTS CHARGES WORKSHEET (Fill out completely)

Due with the application: $60 Special Event Application Fee, $10 Alcohol License Fee (if applicable), $52 Tent Application Fee (if applicable). All other fees will be billed to the organizer after the event takes place.

Please Indicate # of Items/Services Requested *Prices are subject to change*		**Indicate # of Items**	**Amount Due**
Special Event Application Fee **(Required)**	$60/event	1	$60.00
Off Street Fee - ALL parade/runs/festivals	$30/day		
Facility Rental - community park, pavilion or area	$10/hour (Monday-Friday)		
	$15/hour (Saturday & Sunday)		
Facility Rental - neighborhood park/shelter	$10/hour (Sunday-Saturdays)		
Facility Rental - Phoenix park pavilion, amphitheater or great lawn	$10/hour (Monday-Friday)		
	$20/hour (Saturday & Sunday)		
Installation of temporary fencing-plastic-4'	$0.50/lineal ft.		
Utility Location Fee-if placing stakes in the ground	$30/event		
No Parking Signs	$0.50/each		
Traffic control vests	$2/each		
Traffic cones	$2/each		
Bleachers – Seats 50/unit *(includes delivery & return)*	$100/bleacher unit		
Colored Chalk Paint *(road, curb & sidewalk markings)*	$3/Can		
200 Amp Electrical Panels *(Installed by your licensed electrician)*	$15/day/panel		
Park Maintenance Staff	Hourly Rate - Varies		
Street Closures (parades, runs, etc.) over 5 blocks	$70/closed block		
Barricades *(mark barricade drop off sites on your map)*	$6/each for delivery & pickup		
Street Sweeping	Per Street Dept. Pay & Equipment Schedule		
Alcohol - Temporary 1 Day Class B License	$10		
Inspection for propane containers over 20 lbs.	$30		
Fire Department Staff Services *(if requested)*	Estimated $35/hour		
Stand-by for Ambulance Services *(does not include transport)*	$79/hour		
Tent Inspection Fee *(required for tents over 250 sq ft)*	$52		
Police Department Staff Services *(if requested by applicant or required by Police Department)*	Estimated $50/Hour		
Temporary Camping Permit ☐ 1-25 Sites ☐ 26-50 Sites ☐ 51-100 Sites ☐ 101-199 Sites	 $258/event $336/event $427/event $465/event		
Temporary Restaurant Permit *(over 3 events/year)*	$200/event		
Temporary Restaurant Permit *(for-profit groups)*	$200/event		
Other Item/Service Requested:			

TOTAL _____

ATTACH THE FOLLOWING ITEMS WITH YOUR APPLICATION

Items 1-8 MUST be submitted with the application. Items 9-13 are needed if applicable.

Note: Visit www.eauclairewi.gov/specialevent for more information on the items, forms or type your own.

1. Waste Collection and Recycling Plan
    - Describe your waste collection and recycling plan.
    - What concession products will be sold or distributed during your event?
    - What type of container products will you use during your event?
    - *Note: The City may provide two points of garbage collection containers: garbage (gray bins) and recycling (blue bins) at the parks for events. However, you may be asked to provide additional containers for waste or recycling items such as clear glass, plastic, cardboard, aluminum and steel.*
2. Traffic Control Plan
    - Effects on neighbors
    - Off-site parking shuttle
    - Pedestrian flow
    - Traffic flow and parking
3. Emergency Action Plan
    - Communication plan with staff and volunteers
    - Crowd control
    - Designated "Lost Child" area
    - Emergency response procedures and contact information
    - Evacuation
    - First Aid
    - Protecting event participants and volunteers
    - Securing valuables
    - Weather conditions
4. Complete Event Schedule
    - Dates, times and locations including set up, clean up and take down
    - Include specific road closure times
    - Include as much detail as possible
5. Proof of Insurance
    - The City requires that all organizers of Special Events provide liability insurance. An event sponsor shall be required to provide a valid certificate of insurance evidencing limits of liability not less than $1,000,000 and name the **City of Eau Claire, 915 Menomonie Street, Eau Claire WI 54703** as an additional insured **and** certificate holder.
6. Map of event layout or route showing use of public streets or trails
    - Include barricade drop off sites
    - Include written step-by-step instructions for any routes
7. Fees
    - Due with the application: $60 Special Event Application Fee (required), $10 Alcohol License Fee (if applicable), $52 Tent Application Fee (if applicable)
    - All other fees will be billed to the organizer and are due after the event takes place.

If applicable attach the following: (Find these forms at www.eauclairewi.gov/specialevent)

8. Tent Permit and Fee
9. Health Department Food Sales Permit
10. Alcohol Worksheet, Temporary Class B Application and Fee, Phoenix Park Alcohol form
11. Phoenix Park Agreement
12. Contact Neighborhood/Business Associations that your event may affect. Include any letters of support.