



**COMPLETE APPLICATION INCLUDES**

Complete applications are required 45 days prior to any event (60 days is recommended) in order to obtain Special Events Committee, Waterways and City Council approvals. Application will not be accepted without all documentation. Complete Application Includes:

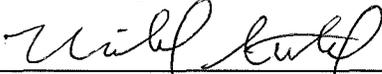
- Proof of Insurance: The City requires that all organizers of Special Events provide liability insurance. An event sponsor shall be required to provide a valid certificate of insurance evidencing limits of liability not less than \$1,000,000 and name the City of Eau Claire, 915 Menomonie Street, Eau Claire WI 54703 as an additional insured and certificate holder
- Map of the event layout or route of use of public streets or paths (use Google or Mapquest for maps describing your event), include barricade drop off sites if applicable.
- Event Schedule (include dates and times for set up and events. Form attached)
- \$60.00 Special Event Application Fee
- Concealed Carry Plan, Recycling, Emergency Preparedness, and Traffic Control worksheets
- List of Vendors (form attached)
- Tent Permit (if applicable) Form available at:  
[www.eauclairewi.gov/fire-prevention-and-inspections/tent-and-greenhouse-permits](http://www.eauclairewi.gov/fire-prevention-and-inspections/tent-and-greenhouse-permits)
- Phoenix Park Reservation/Agreement Form
- Copy of any park agreement or permit submitted if applicable to your event.

**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.

Applicant Signature:  Date: 3-13-15

**APPROVALS**

Special Events Committee/  
Parks & Recreation Director: \_\_\_\_\_ Date: \_\_\_\_\_

Waterways and Parks Commission Approval Date: \_\_\_\_\_

City Council Approval Date: \_\_\_\_\_

## WASTE COLLECTION AND RECYCLING WORKSHEET

Please describe your waste disposal and recycling plan for your event:

Garbage containers and recycling bins for aluminum, glass, and plastic are requested and will be available throughout the event areas including the race course where applicable. The Eau Claire Sports Commission will work with the event owner to ensure that the event is responsible. We are Travel Green Wisconsin certified and we pride ourselves on assisting only with environmentally responsible events. Additionally, a professional cleaning service will be contracted by The Color Run and will perform extensive clean-up post-event.

What, if any, concessions products will be sold during your event?

No concession products will be sold during the event. Water and/or energy drink will be provided for participants. Wherever possible, all products will be served in recyclable containers.

What type of container products will you use for your event?

Recyclable

Compostable (biodegradable)

Other: \_\_\_\_\_

### COLLECTION CONTAINERS

*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.*

## EMERGENCY ACTION PLAN WORKSHEET

### ITEMS TO CONSIDER

- First Aid
- Emergency response procedures
- Emergency contact information
- Designated "lost child" area
- Plan to communicate information to staff & volunteers
- Crowd control
- Weather conditions
- Evacuation
- Alcohol containment
- Securing valuables
- Protecting event participants and volunteers

Please describe your first aid and emergency action plans for your 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?

An emergency route, established for previous events, to the nearest medical facility will be established and communicated to the event owner. EMT's or otherwise qualified medical personnel will be on site during race hours. First aid kits will be available throughout the event site and a first aid area will be established and clearly marked.

How and who will monitor weather during your event? How will you notify participants and spectators of emergency situations?

The Race Director and Visit Eau Claire Director of Sales & Events will monitor the weather throughout the event and utilize a PA system to notify competitors and spectators of any emergencies.

How will you provide for access by ambulance and fire truck to all spectators and participants of your event for medical emergencies?

An emergency route will be established to/from the nearest medical facility (Mayo) of which all event staff and volunteers will be aware - including parking and traffic control staff/volunteers.

What communication tools during emergencies will be available to you at the event and along race routes? If your event extends outside Eau Claire city limits or on the UWEC property, what plans do you have in place with other local authorities?

PA systems will be located at the start & finish area in Carson Park for public notifications. Cell phones will be used by event staff and volunteers who will be located throughout the race course.

### TRAFFIC CONTROL PLAN WORKSHEET

(Attach Event Map)

Please describe your traffic and parking control plans for your event. How will you control traffic and parking to keep traffic and pedestrian lanes open.

Adequate police services are requested for the few street closures as necessary. Participant and spectator vehicles will be directed to satellite parking lots on Water Street, Menomonie Street, and along nearby streets as with most major events at Carson Park. Shuttles will maintain regular routes between parking lots and Carson Park to minimize traffic issues in the park. Traffic control volunteers will be placed at key access points to ensure clear communication.

Yes No

Will you contract with a private company or organization to provide such services?

If your event will impact neighbors and other park users, (such as Carson Park tenants Chippewa Valley Museum and the Paul Bunyan Camp) how will you notify them of alternate routes and parking options?

Roads to the museums will be open as soon as all runners clear the back portion of the route, allowing museums to open as planned on the event day.

Yes No

Will your event have off-site parking agreements with other parties or shuttle bus services? If yes, please include information on those agreements.

## 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, or to post signs indicating "Guns and Alcohol Don't Mix" at the public entrances where beer and wine is served. Please 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"? Please check the facility where your event will be held:

- 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 trailhead, Phoenix Park pavilion, Sarge Boyd Owen Bandshell, or park pavilions in Carson Park.)

*If you checked off a location above and are not using any other public space for your event, you have completed this worksheet. Otherwise, complete questions #2 & 3.*

**ADMISSION /  
DONATIONS**

2. Are you charging admission (includes donations) to your event that has a controlled access area (i.e., fenced)?

Yes  No

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**

3. Will your special event have a Temporary Class B picnic license to serve wine or beer?

Yes  No

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 Parks and Recreation Department. 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.

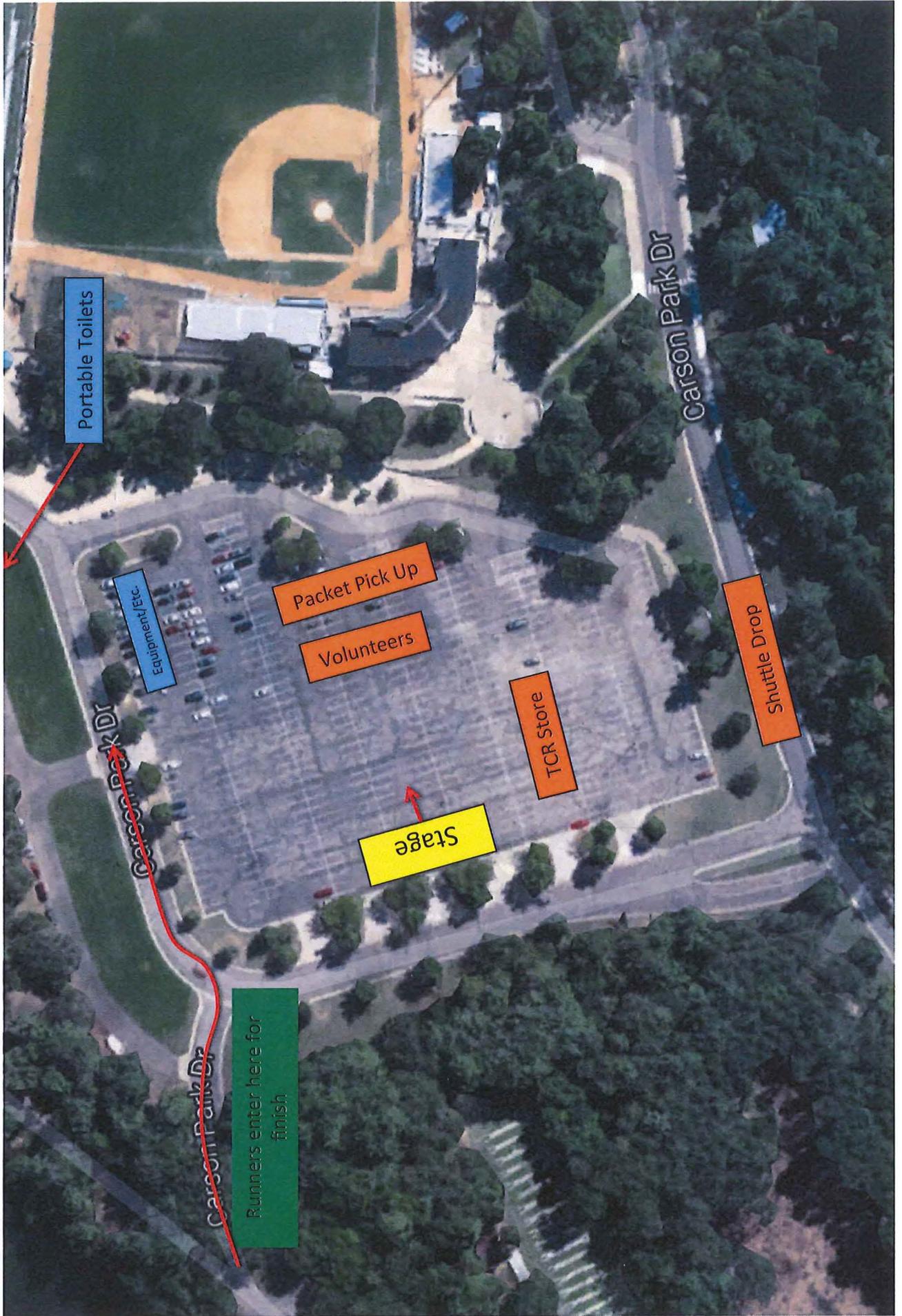
**FOR OFFICE USE  
ONLY:**

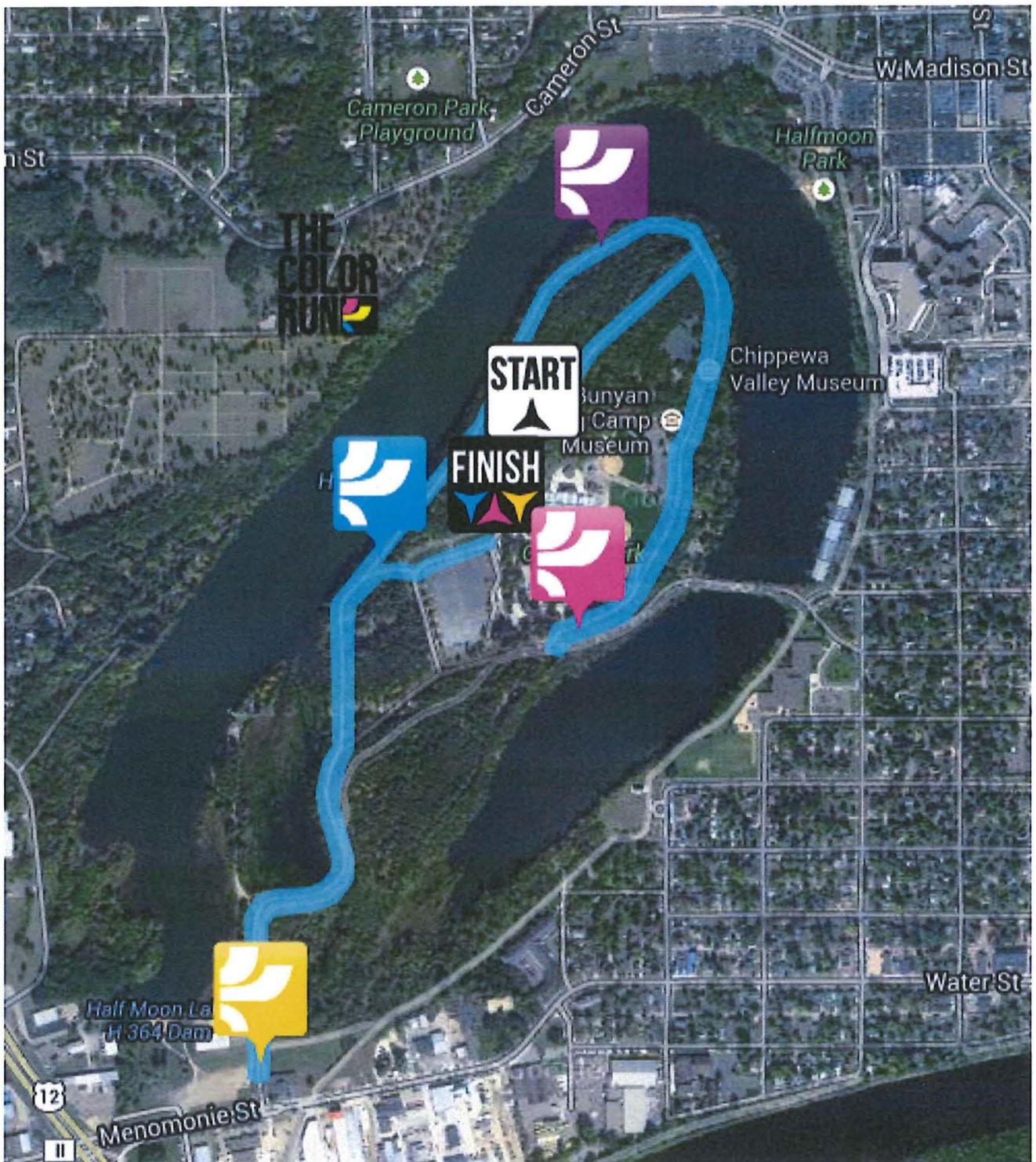
- Posting "Firearms Prohibited"
- Safety Plan required
- "Guns and Alcohol Don't Mix" sign required
- No City Requirements

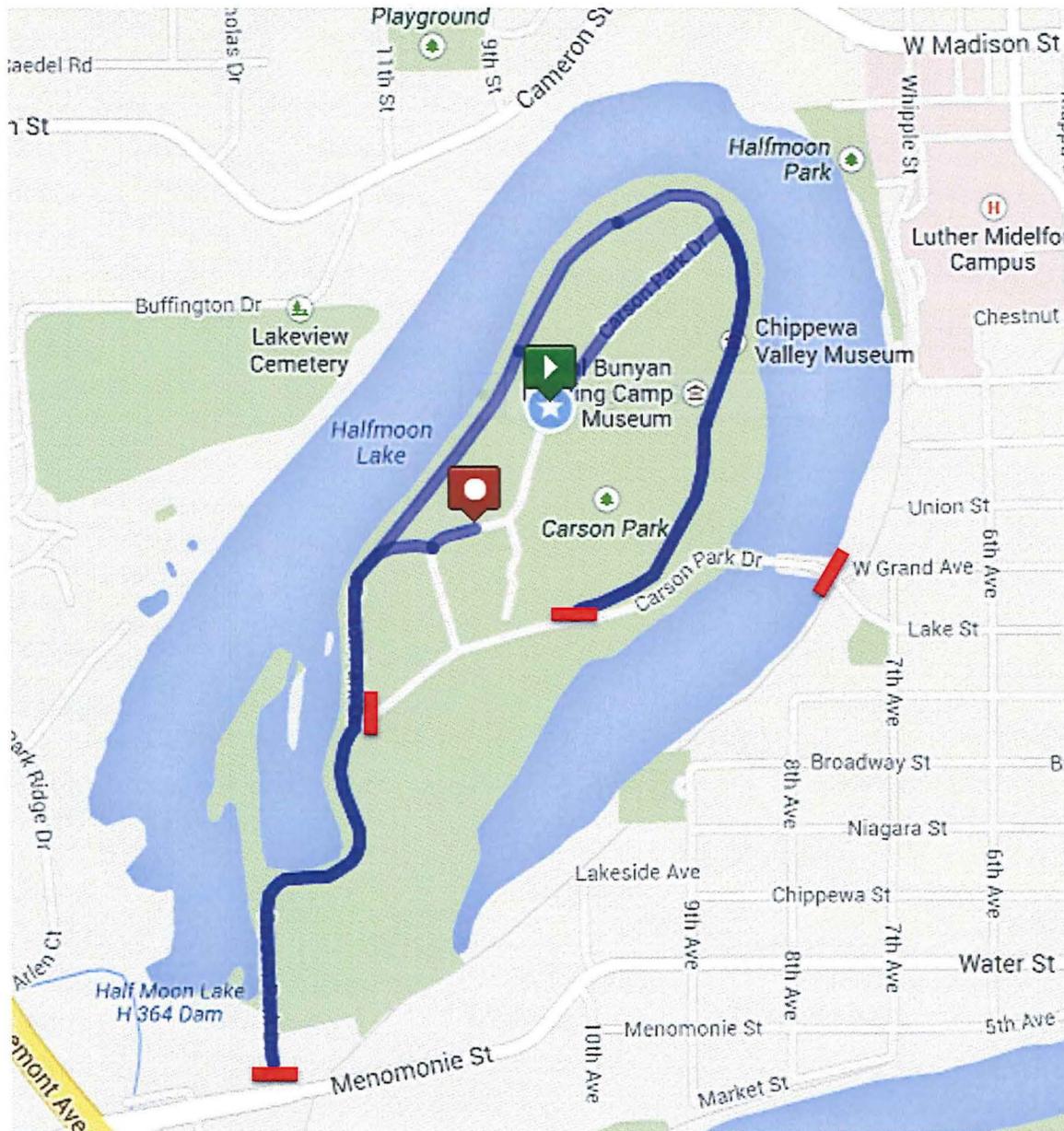
**Special Event Detailed Schedule****The Color Run - May 17, 2015**

<b>Activity</b>	<b>Location</b>	<b>Date</b>	<b>Start Time</b>	<b>End Time</b>
Event Set-Up	Carson Park	5/16/15	2:00pm	10:00pm
Packet Pick-Up Begins	Carson Park	5/17/15	7:00am	9:00am
Music Start (Ambient)	Carson Park	5/17/15	8:00am	8:30am
Music Up (Zumba/Etc)	Carson Park	5/17/15	8:30am	12:00pm
Start Sound Begins	Carson Park	5/17/15	8:50am	10:00am
Race (5K)	Carson Park	5/17/15	9:00am	11:00am
After-Party	Carson Park	5/17/15	11:00am	12:00pm
Clean-Up	Carson Park	5/17/15	12:00pm	3:00pm

# Color Run Site Plan 2015





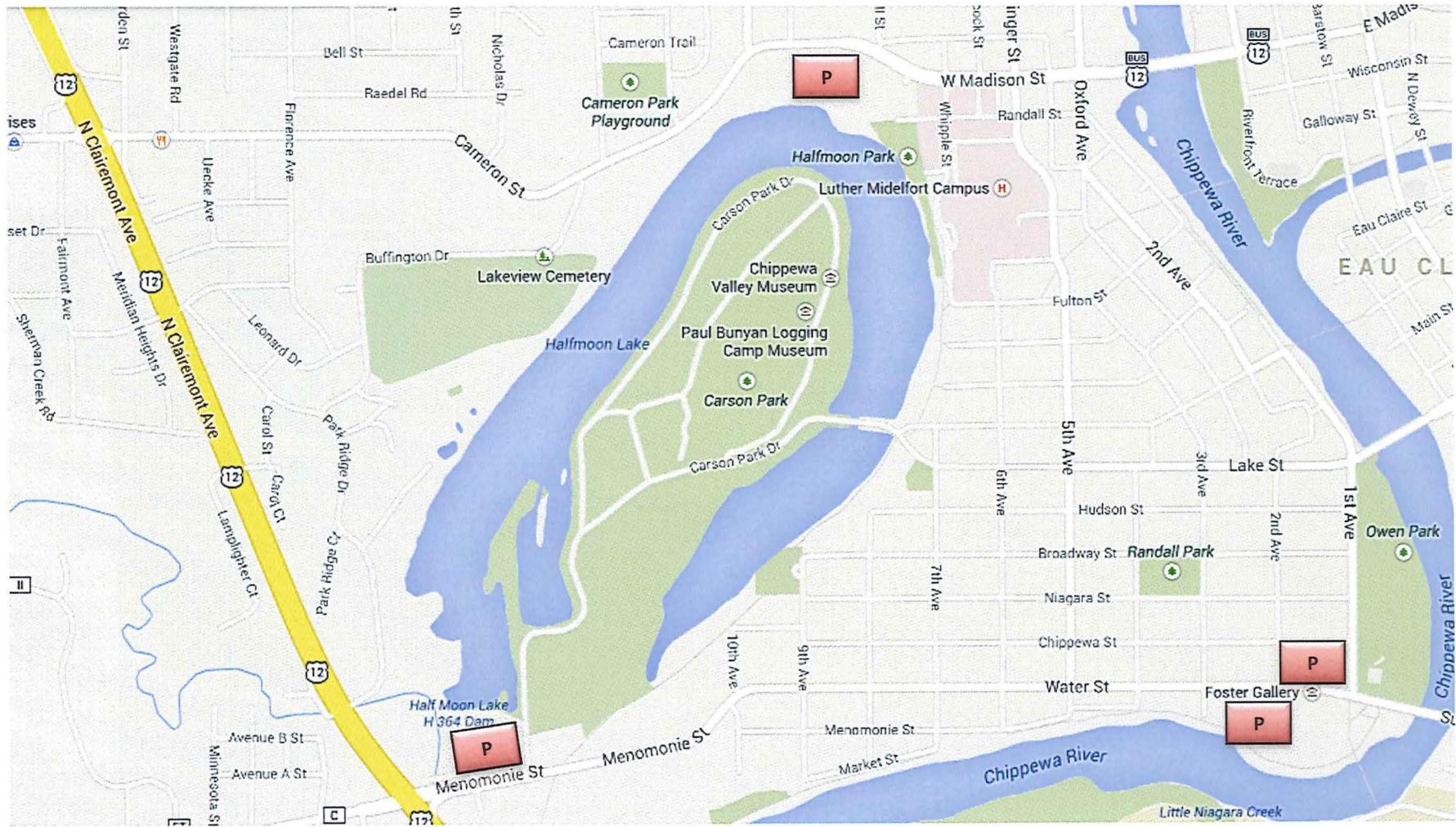


**Notes:**

1. Shuttles will enter Lake St. side and drop off in the main parking lot – no other vehicle traffic will be let in the park.
2.  = Barricade location
3. Route starts near playground
4. Route ends in main parking lot

The Color Run 2015  
Route Map

# The Color Run – Eau Claire 2015 Parking Locations





**Permit Contract**

**Eau Claire Parks and Recreation**  
 915 Menomonie Street  
 Eau Claire, WI 54703  
 Phone: (715) 839-5032  
 FAX: (715) 839-1685  
 Email: pr@eauclairewi.gov

**Permit #11180, Pending approval**  
 Nov 25, 2014 9:38 AM



**Company:** Visit Eau Claire  
 4319 Jeffers Road  
 Eau Claire, WI 54703

Customer Type: Non-Profit  
 Prepared By: Patti Keske

**Agent:** Michael Strubel  
 Email: michael@visiteauclaire.com

Work: (715) 832-0027

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$227.00	\$0	\$0	\$227.00	\$0	\$0	(\$60.00)	\$0	\$167.00

**RESERVATIONS**

Event	Resource	Center	Notes
Color Run Type: Special Event Attend/Qty: 0	Carson Baseball Stadium	Carson Park 100 Carson Park Drive Eau Claire, WI 54701 (715) 839-5032	--
Days Requested		Event Begins	Duration
Day	Date	Event Begins	Event Ends
Sunday	May 17, 2015	4:00 AM	12 hours
		Summary	Notes
Total Number of Dates: 1		--	
Total Time: 12 hours			

**RESERVATIONS**

Event	Resource	Center	Notes
Color Run Type: Special Event Attend/Qty: 0	Carson Birch Pavilion	Carson Park 100 Carson Park Drive Eau Claire, WI 54701 (715) 839-5032	*Key Required for gate access Additional tables may be brought closer to pavilion, but will not fit underneath.
Days Requested		Event Begins	Duration
Day	Date	Event Begins	Event Ends
Sunday	May 17, 2015	4:00 AM	12 hours
		Summary	Notes
Total Number of Dates: 1		--	
Total Time: 12 hours			

**RESERVATIONS**

Event	Resource	Center	Notes	
Color Run Type: Special Event Attend/Qty: 0	Carson Braun's Bay	Carson Park 100 Carson Park Drive Eau Claire, WI 54701 (715) 839-5032	Additional tables may be brought closer to pavilion, but will not fit underneath.	
<b>Days Requested</b>		<b>Event Begins</b>	<b>Duration</b>	<b>Event Ends</b>
<b>Day</b>	<b>Date</b>			
Sunday	May 17, 2015	4:00 AM	12 hours	May 17, 2015 at 4:00 PM
<b>Summary</b>				<b>Notes</b>
Total Number of Dates: 1				--
Total Time: 12 hours				

▼ RESERVATIONS

Event	Resource	Center	Notes	
Color Run Type: Special Event Attend/Qty: 0	Carson Oak Pavilion	Carson Park 100 Carson Park Drive Eau Claire, WI 54701 (715) 839-5032	Additional tables may be brought closer to pavilion, but will not fit underneath.	
<b>Days Requested</b>		<b>Event Begins</b>	<b>Duration</b>	<b>Event Ends</b>
<b>Day</b>	<b>Date</b>			
Sunday	May 17, 2015	4:00 AM	12 hours	May 17, 2015 at 4:00 PM
<b>Summary</b>				<b>Notes</b>
Total Number of Dates: 1				--
Total Time: 12 hours				

▼ RESERVATIONS

Event	Resource	Center	Notes	
Color Run Type: Special Event Attend/Qty: 0	Carson Parking Lot	Carson Park 100 Carson Park Drive Eau Claire, WI 54701 (715) 839-5032	--	
<b>Days Requested</b>		<b>Event Begins</b>	<b>Duration</b>	<b>Event Ends</b>
<b>Day</b>	<b>Date</b>			
Sunday	May 17, 2015	4:00 AM	12 hours	May 17, 2015 at 4:00 PM
<b>Summary</b>				<b>Notes</b>
Total Number of Dates: 1				--
Total Time: 12 hours				

▼ RESERVATIONS

Event	Resource	Center	Notes	
Color Run Type: Special Event Attend/Qty: 0	Carson Pine Pavilion	Carson Park 100 Carson Park Drive Eau Claire, WI	Additional tables may be brought closer to pavilion, but will not fit underneath.	

		54701 (715) 839-5032			
<b>Days Requested</b>	<b>Event Begins</b>	<b>Duration</b>	<b>Event Ends</b>		
<b>Day</b>	<b>Date</b>				
Sunday	May 17, 2015	4:00 AM	12 hours	May 17, 2015 at 4:00 PM	
<b>Summary</b>			<b>Notes</b>		
Total Number of Dates: 1			--		
Total Time: 12 hours					

**CHARGES**

Description	Event / Resource	Unit Fee	Units	Tax	Charge
SE - Special Event Permit	Color Run #11180 Carson Pine Pavilion	\$60.00	1.00	--	\$60.00
SE - Utility Locate Fee	Color Run #11180 Carson Pine Pavilion	\$30.00	1.00	--	\$30.00
SE - Off street parade/runs/festivals	Color Run #11180 Carson Pine Pavilion	\$30.00	1.00	--	\$30.00
SE - No parking signs	Color Run #11180 Carson Pine Pavilion	\$0.50	50.00	--	\$25.00
SE - Cones/Vests/Coolers/ Stop Watches	Color Run #11180 Carson Pine Pavilion	\$2.00	10.00	--	\$20.00
SE - Police Services	Color Run #11180 Carson Pine Pavilion	\$1.00	1.00	--	\$1.00
SE - Barricades	Color Run #11180 Carson Pine Pavilion	\$6.00	10.00	--	\$60.00
SE - Fire Department Services	Color Run #11180 Carson Pine Pavilion	\$1.00	1.00	--	\$1.00

**Payments and Refunds**

Receipt #	Date	Charge Description	Resource Event	Payment
1159000.002	Mar 13, 2015	SE - Special Event Permit	Carson Pine Pavilion Color Run #11180	\$60.00

**Payment Schedule for Original Balance of \$227.00**

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
May 17, 2015	\$227.00	\$60.00	\$0	\$167.00
<b>Current Balance</b>				<b>\$167.00</b>

**DISCLAIMERS**

This facility requires a key for entry to a gate or building. The deposit for the key is \$25.00. Keys must be picked up and returned by the renter during business hours, M-F, 8:00am-5:00pm.

Please lock the facility after your event.

This facility requires a key for entry to a gate or building. The deposit for the key is \$25.00. Keys must be picked up and returned by the renter during business hours, M-F, 8:00am-5:00pm.

Please Lock the facility when you leave.

If you have a problem on the day of your reservation you may call 715-577-0697.  
If you have a problem on the day of your reservation, please call 715-577-0697.

**WORKFLOW STAGES**

Description	Status	Event
Waterways Commission Review	In process (email sent)	Color Run #11180