



CITY OF EAU CLAIRE

2025 SPECIAL EVENT APPLICATION

Community Services Department | 910 Forest St., Eau Claire | specialevents@eauclairewi.gov

Thank you for considering hosting a Special Event in Eau Claire. Before submitting this application, make sure you've completed all requirements. If you are not able to provide a required element at the time of submission, please explain in the space provided. Events requiring City Council approval (see checklist on page 2) are required to be submitted at least 60 days prior to the event. For administrative approval, applications must be submitted at least 30 days prior to the event. Untimely applications may be denied. Event organizers may be required to meet with the Special Events Committee prior to approval.

Please utilize the checklist to ensure completeness. **Incomplete applications will be returned.**

CHECKLIST	
REQUIRED	<ul style="list-style-type: none"> <input type="checkbox"/> I have submitted a Save the Date form <input type="checkbox"/> I have signed the Hold Harmless and Payment Agreements <input type="checkbox"/> I have filled out this application fully and accurately <input type="checkbox"/> A map of my event is being submitted with this application <input type="checkbox"/> My application fee is being submitted with this application <input type="checkbox"/> My Certificate of Insurance will be provided <u>no later than</u> 30 days prior to my event <ul style="list-style-type: none"> o Evidencing limits of liability not less than \$1,000,000 per occurrence o Names the City of Eau Claire, 203 S Farwell St., Eau Claire, WI 54703 as an additional insured o Names the City of Eau Claire as a certificate holder in the description.
ADDITIONAL FORMS, IF APPLICABLE	<ul style="list-style-type: none"> <input type="checkbox"/> My event includes a walk/run/bike/parade route <ul style="list-style-type: none"> o I have included maps and written directions for all routes NOTE: If you are unsure of a route for your event, feel free to reach out to SpecialEvents@eauclairewi.gov for suggested routes before submitting this application. <input type="checkbox"/> My event will serve/sell food prepared by for-profit food trucks/stands <ul style="list-style-type: none"> o I have provided a list of potential and confirmed food vendors o I understand that food vendors at my event must have valid permits and inspections as required by the Health Department and Fire Department <input type="checkbox"/> My event will serve/sell food prepared by a non-profit group <ul style="list-style-type: none"> o I have included a Non-Profit Temporary Food Service Application <input type="checkbox"/> My event will serve/sell alcohol <ul style="list-style-type: none"> o I have included a Temporary Class B License Application and the required supporting documents (safety plan, worksheet, service and monitoring plan) o I have included the Temporary Class B License Application fee of \$10 <input type="checkbox"/> My event will have a tent larger than 250 square feet <ul style="list-style-type: none"> o I have included a Tent Permit Application o I have included the Tent Permit Application fee of \$62 o My tent will have electricity (additional permits – see Tent Permit Application) <input type="checkbox"/> My event will impact neighboring businesses/residences <ul style="list-style-type: none"> o I have included letter(s) of support from impacted BIDs, business owners, and/or homeowners
<p>Please explain any pending documentation:</p>	

CITY OF EAU CLAIRE 2025 SPECIAL EVENT APPLICATION

EVENT SUMMARY			
EVENT DETAILS	<input type="checkbox"/> New Event	<input type="checkbox"/> Repeat Event	<input type="checkbox"/> Repeat Event with changes (explain changes in description)
	Event Name:		
	Event Date(s):		
	Event Times:		
	Sponsoring Organization:		
	Event Description, including changes (attach additional sheet, if necessary)		
	Estimated Daily Attendance:		Estimated Total Attendance:
	Location(s) of Event:		
	When will you begin event set-up?		When will you complete event clean-up?
	Comments:		
CONTACT	Organizer Name:		Organizer Address:
	Phone:	Email:	
	Day-of-Event Contact Name:		Day-of-Event Contact Phone:
HOLD HARMLESS AND PAYMENT AGREEMENTS			
<p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> The applicant agrees to be billed for any City services at the conclusion of their event. Events cancelled with less than 36 hours' notice may be responsible for the cost of planned services.</p> <p>I also certify by my signature below that I am a duly qualified representative of my organization and authorized to sign this agreement.</p>			
Authorized Applicant Signature:			Date:

Application continues next page

CITY OF EAU CLAIRE 2025 SPECIAL EVENT APPLICATION

APPROVAL REQUIREMENTS

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

ADMINISTRATIVE APPROVAL	<ul style="list-style-type: none"> <input type="checkbox"/> 100 or more persons are expected in a single day <input type="checkbox"/> Entry fee or admission is charged <input type="checkbox"/> Donations are accepted <input type="checkbox"/> Merchandise or other items will be sold <input type="checkbox"/> Food/concessions will be served or sold <input type="checkbox"/> Putting up tents/inflatables that require stakes greater than 6” in length to be driven into the ground <input type="checkbox"/> Putting up tents <u>larger</u> than 250 square feet <input type="checkbox"/> Selling or distributing 2+ kegs/half barrels of fermented malt beverage or wine <input type="checkbox"/> Fireworks, fires or other hazardous activities will be provided <input type="checkbox"/> Overnight Camping <input type="checkbox"/> Drones will be used at the event (Ordinance 9.76.110-B.2.) <input type="checkbox"/> Requesting the use of a boat with a motor on Half Moon Lake during the event
CITY COUNCIL	<ul style="list-style-type: none"> <input type="checkbox"/> 1,000 or more persons are expected over the course of the event <input type="checkbox"/> Selling or distributing 6+ kegs/half barrels of fermented malt beverage or wine <input type="checkbox"/> Alcohol will be served past sunset or 8:00 pm in the evening, whichever is later <input type="checkbox"/> Alcohol will be served on the streets, sidewalks, alleys or boulevards <input type="checkbox"/> The event will close city streets, alley, sidewalk or boulevard <input type="checkbox"/> The event will require the alteration of park operational hours (4am-11pm)

CITY SERVICES REQUESTED

There are fees associated with city services for special events. View current fee information on the website at www.eauclairewi.gov/specialevents or request an estimate for city services. This is not a comprehensive list of city services. Requests for service may be adjusted for safety reasons.

<input type="checkbox"/> Police Department Services. If yes, please describe desired level of service:	
<input type="checkbox"/> Fire Department / EMS Services. If yes, please describe desired level of service:	
<input type="checkbox"/> 8’ Event Panels - Drop-Off/Pick-Up Number of panels: <input type="checkbox"/> 8’ Event Panels - Set-Up/Tear-Down Number of panels:	<i>If yes for either, indicate desired location(s) on the event map. Drop-off/pick-up cost reflects rental price per panel. Utilizing Parks Staff for set-up or tear-down will incur additional labor charges to be invoiced after the event.</i>
<input type="checkbox"/> Barricades Number of barricades requested:	<i>If yes, indicate barricade location(s) on the event map. Count and placement are subject to adjustment for safety reasons.</i>
<input type="checkbox"/> Number of Garbage Bins Needed: <input type="checkbox"/> Number of Recycling Bins Needed:	<i>Up to 6 of each type are available at no cost. Cost for any additional bins will be invoiced after the event.</i>
<input type="checkbox"/> Utility Locate (for stakes over 6” in length)	<i>If yes, indicate tent/inflatable location on map.</i>
<input type="checkbox"/> No Parking Signs (posts not included). Number of No Parking Signs requested:	
<input type="checkbox"/> Other requests <i>Please describe:</i>	

CITY OF EAU CLAIRE 2025 SPECIAL EVENT APPLICATION

EMERGENCY ACTION PLAN

Items to consider: designated “lost child” area, evacuation procedure, securing valuables, crowd control, emergency response procedures, weather conditions, etc. Please attach additional sheet if necessary.

Describe your first aid and emergency action plans for the event:

- | | | |
|---|--------------------------------------|--|
| <input type="checkbox"/> On-site first aid kit(s) | <input type="checkbox"/> On-site AED | <input type="checkbox"/> On-site medical personnel |
|---|--------------------------------------|--|

How will you monitor weather and notify participants and spectators of emergency situations?

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

During an emergency, what communication tools will be available at the event and/or along race routes?

If your event extends outside the city limits of Eau Claire or onto UWEC property, what plans do you have in place?

STREET CLOSURES

Include all requested street and intersection closures. Attach additional sheet, if necessary. Include letters of support from affected neighbors and/or businesses.

Street Closed	From	To	Closing	Reopening
<i>Example: S Barstow St</i>	<i>Gray St</i>	<i>Lake St</i>	<i>8:00am</i>	<i>4:00pm</i>

CITY OF EAU CLAIRE 2025 SPECIAL EVENT APPLICATION

TRAFFIC IMPACT PLAN

Describe the traffic and parking control plans for your event:

If your event will close streets, how will you notify the affected users of alternate routes and parking options?

If your event will offer off-site parking, detail any agreements with other parties and/or shuttle services:

If closing roads or restricting access inside Carson Park, event organizers must notify Chippewa Valley Museums at (715) 834-7871 or info@cvmuseum.com

I have notified Chippewa Valley Museums of my event.

FOOD SERVICE PLAN

My event will not serve or sell food or beverages

My event will include for-profit food vendors.

If yes, all for-profit food vendors are required to have a Transient Food Permit through the Health Department. Inspection requirements may also apply.

My event will include non-profit food vendors

If yes, a Non-Profit Temporary Food Service Application is required.

Please provide a list of food vendors for your event. Attach additional sheet if needed.

Describe your plan for food service:

ALCOHOL SERVICE PLAN

My event will not serve or sell alcohol

My event is requesting a Temporary Class B picnic license to serve wine or beer

If yes, include picnic license application, fee, alcohol worksheet, safety plan, service and monitoring plan.

My event will serve alcohol using an existing license or expansion.

Describe:

Additional notes on alcohol service:

CITY OF EAU CLAIRE 2025 SPECIAL EVENT APPLICATION

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.

My event is 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 Stadium
- Carson Park Baseball Stadium
- Carson Park Hobbs or Gelein Softball Fields
- Hobbs Ice Arena
- Fairfax Pool
- Neighborhood Shelter (ex: Boyd, Lakeshore, McDonough, North Riverfronts, Pinehurst, Sundet)
- None of the above - please answer the questions below**

My event will not have a controlled access area nor serve alcohol

I am charging admission/accepting donations AND having a controlled access (fenced/enclosed) area
If yes, will you post “Firearms Prohibited” at your special event?

- Yes
- No

If no, a written explanation that details your plan to ensure the health, safety, and welfare of those attending the event is required.

I am requesting a Temporary Class B picnic license and serving wine or beer at my event
If yes, will you post “Firearms Prohibited” at the enclosed service area?

- Yes
- No

If no, “Guns and Alcohol Don’t Mix” signs are required at each public entrance to the licensed area and a written explanation that details your plan to ensure the health, safety, and welfare of those attending the event is also required.

SUBMISSION

Submit completed applications and all supporting materials by email, postal mail, or in-person. Utilize the checklist at the front of the application to ensure you include all required elements.

Incomplete applications will be returned for completion.

E-Mail:

specialevents@eauclairewi.gov

Mail/Drop-Off Address:

910 Forest St.
Eau Claire, WI 54703