



Phone: (715) 839-5039  
CommunityServices@EauClaireWI.gov

## Special Events Committee

Agenda **Amended 06.03.24**

Wednesday, June 5, 2024 | 1:00PM

North Conference Room – City Hall, 203 S. Farwell Street, Eau Claire, WI.

1. **Call to Order**
2. **Open Public Comment Period**
  - a. The public comment period will be for 20 minutes. Each speaker shall be permitted no more than 3 minutes to speak and shall only speak once per session.
3. **Eau Claire Marathon**
  - a. 2024 Post-Race Review
  - b. 2025 Event Preview
4. **New Event Review**
  - a. **First Fridays/Sidewalk Saturdays**
5. **Repeat Event Review**
  - a. Fall Festival
  - b. Grand Evening on the Bridge
  - c. Eau Claire Fastpitch Classic
  - d. The Tusenbeiner
  - e. Eau Freedom Fun Run & Fest
  - f. HDSA Team Hope Run/Walk
  - g. North High School Husky Cross-Country Meet
6. **Discussion and Direction**
  - a. Discussion on Special Event Process and Procedure
  - b. Future Agenda Items
7. **Adjournment**

In order to accommodate the participation of persons with disabilities at this meeting, the City will provide the services of a sign language interpreter or make other reasonable accommodations on request. To make such a request, please notify the City at (715) 839-4902 at least 2 days prior to the meeting.

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Lane Berg, Community Services Director  
c: News Media



# CITY OF EAU CLAIRE

## 2024 SPECIAL EVENT APPLICATION

Community Services  
910 Forest Street  
Eau Claire, WI 54703  
715-839-8883

### Summary of Event

EVENT NAME	<input checked="" type="checkbox"/> New Event <input type="checkbox"/> Repeat Event <input checked="" type="checkbox"/> Repeat Event with changes (Explain changes in the description below)	
	Event Name: <b>First Fridays / Sidewalk Saturdays</b>	
	Event Date(s): <b>Fridays: 7/5, 8/2, 6/6, 10/4; Saturdays: 6/15, 6/22, 6/29, 7/6, 7/13, 7/20, 7/27, 8/3, 8/10, 8/17, 8/31, 9/7, 9/21, 9/28, 10/5, 10/12, 10/19, 10/26</b>	
	Name of Sponsoring Organization: <b>Downtown Eau Claire, Inc.</b>	
EVENT DETAILS	<input checked="" type="checkbox"/> Non-Profit Group <input type="checkbox"/> For Profit <input type="checkbox"/> Other, please describe:	
	Event description, including changes (attach additional sheet, if necessary):	
	Estimated <b>Daily</b> Attendance: <b>500</b>	Estimated <b>Total</b> Attendance: <b>500 / event</b>
	Donations, charges or entry fees: <b>free</b>	
	Location(s) of Event: <b>Downtown Districts (North Barstow, South Barstow, Water Street, West Grand Ave)</b>	
	Time Set Up Begins: <b>9:00 am</b>	Time Event Begins: <b>10 am</b>
Time Event Ends: <b>4pm (S.Sat) 8 pm (F.Fri)</b>	Time Clean-up Ends: <b>5 pm (S.Sat) 9 pm (F.Fri)</b>	
CONTACT DETAILS	Organizer Name: <b>Downtown Eau Claire, Inc. (Erin Klaus)</b>	
	Address: <b>203 S. Farwell Street</b>	
	Work Phone: <b>715-839-8063</b>	Cell Phone: <b>715-579-2885</b>
	Email: <b>erin.klaus@eauclairewi.gov</b>	
	Please note if new organizer: <b>Erin Klaus</b>	

### Hold Harmless and Payment Agreements

- 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.
- 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.

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

Authorized Applicant Signature: *Erin Klaus* Date: 6/2/2024

## 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\*

### 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	sidewalk in front of participating business	first friday of month July-Oct	9 am	10 am
event times (F.Fri)	sidewalk in front of participating business	first friday of month July-Oct	10 am	8 pm
set up (S.Sat)	sidewalk in front of participating business	Saturdays June - Oct	9 am	10 am
event times (S.Sat)	sidewalk in front of participating business	Saturdays June - Oct	10 am	4 pm
Clean Up (F.Fri)	sidewalk in front of participating business	first friday of month July-Oct	8 pm	9 pm
Clean Up	sidewalk in front of participating business	Saturdays June - Oct	4 pm	5 pm

## 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
Police Department Services	
Fire Department Services	
<i>Ambulance Services (please specify EC Fire Dept or outside service)</i>	
Event Panels / Fencing (please specify)	
No Parking Signs (must be posted 24 hours before event start, posts not included)	
Barricades (it takes 4 barricades to close down 1 block of city street)	
Traffic Cones	
Extra Garbage/Recycling Bins <i>(please specify)</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?

N/A

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

Each participating business will be responsible for monitoring weather and removing products and displays from the sidewalk.

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

N/A

## 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?

N/A

## Waste Collection/Recycling

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

N/A

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What, if any, concessions or food products will be sold OR distributed during the event?

N/A

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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

N/A

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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?

all traffic and parking will be as normal, nothing will be affected.

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Yes	No	Will the event offer off-site parking agreements with other parties or shuttle bus services?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.

Street Closure (Example: S. Barstow St from Gray St to Lake St)	Time Closing	Time Reopening

## 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 Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
  - 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

- No City Requirements
- Safety Plan required
- Posting “Firearms Prohibited”
- “Guns and Alcohol Don’t Mix” sign required



CANNERY DISTRICT

PHOENIX PARK

NORTH BARSTOW

SHOPS AT BANBURY P

PUBLIC LIBRARY

PABLO CENTER

SOUTH BARSTOW

WEST GRAND

OWEN PARK

CHIPPEWA RIVER

WILSON PARK

WATER STREET

UWEC CAMPUS

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

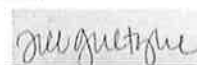
PRODUCER West Bend Mutual Insurance Company 1900 South 18th Avenue West Bend WI 53095	CONTACT NAME: Customer Care
	PHONE (A/C, No, Ext): (866) 926-4244 FAX (A/C, No): (262) 365-2200
	E-MAIL ADDRESS: customercare@wbmi.com
INSURER(S) AFFORDING COVERAGE	
INSURER A : West Bend Mutual Insurance Company	NAIC # 15350
INSURED  Downtown Eau Claire, Inc PO Box 5148  Eau Claire WI 54702	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

**COVERAGES**      **CERTIFICATE NUMBER:** CL242167849      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		0983376	03/15/2024	03/15/2025	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$
		<input type="checkbox"/> CLAIMS-MADE					\$
	DED	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder is additional insured for general liability per form CG2026.

<b>CERTIFICATE HOLDER</b>  City of Eau Claire, Dept of Parks & Recreation 915 Menomonie St  Eau Claire WI 54703-5679	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  





# CITY OF EAU CLAIRE

## 2024 SPECIAL EVENT APPLICATION

Community Services  
 910 Forest Street  
 Eau Claire, WI 54703  
 715-839-8883

### Summary of Event

EVENT NAME	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with changes (Explain changes in the description below)	
	Event Name: 2024 Fall Festival	
	Event Date(s): Saturday, September 14th	
	Name of Sponsoring Organization: Downtown Eau Claire, Inc.	
EVENT DETAILS	<input checked="" type="checkbox"/> Non-Profit Group <input type="checkbox"/> For Profit <input type="checkbox"/> Other, please describe: <b>non-profit tax id: 03-0376253</b>	
	Event description, including changes (attach additional sheet, if necessary): Fall Festival is a street festival held on South Barstow Street. The event includes exhibitors, craft vendors, food vendors, performances, and experience zones. We are planning a performance by the Blugold Marching Band. DECI is planning to partner with South Barstow and Downtown business / organizations to create "experience zones" on each 1/2 block off of Barstow Street.	
	Estimated <b>Daily</b> Attendance: 3500	Estimated <b>Total</b> Attendance: 3500
	Donations, charges or entry fees: <b>free to attend, vendor fees range from \$0 - \$250</b>	
	Location(s) of Event: South Barstow District - South Barstow Street from Eau Claire Street to Lake Street	
	Time Set Up Begins: 4 pm on 9/13	Time Event Begins: 10 am on 9/14
Time Event Ends: 4 pm on 9/14	Time Clean-up Ends: 6 pm on 9/14	
CONTACT DETAILS	Organizer Name: Downtown Eau Claire, Inc.	
	Address: 203 S Farwell Street, Eau Claire Wi 54701	
	Work Phone: 715-839-8063	Cell Phone: 715-579-2885
	Email: <a href="mailto:erin.klaus@eauclairewi.gov">erin.klaus@eauclairewi.gov</a>	
	Please note if new organizer: <b>Erin Klaus</b>	

### Hold Harmless and Payment Agreements

- 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.
- 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.

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

Authorized Applicant Signature: Erin Klaus Date: 5/31/2024

## 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\*

### 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	Four Corners Lot	9/13/2024	3 pm	8 pm
Set Up (Day of)	South Barstow Street	9/14/2024	5 am	10 am
Vendors Arrive	South Barstow Street	9/14/2024	8 am	9 am
Event Begins	South Barstow Street	9/14/2024	10 am	4 pm
Event Concludes	South Barstow Street	9/14/2024	4 pm	
Clean Up	South Barstow Street	9/14/2024	4 pm	6 pm

## 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
Police Department Services	36
Fire Department Services	
<i>Ambulance Services (please specify EC Fire Dept or outside service)</i>	
Event Panels / Fencing (please specify)	
No Parking Signs (must be posted 24 hours before event start, posts not included)	we have them
Barricades (it takes 4 barricades to close down 1 block of city street)	
Traffic Cones	25
Extra Garbage/Recycling Bins <i>(please specify)</i>	TBD
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?

A basic first aid kit will be on hand at the registration table for the event. DECI Staff will call emergency services if a more advanced medical emergency arises. Staff and volunteers can make any emergency announcements as needed.

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

Staff will monitor the weather using mobile phones. Emergency situations will be communicated using our PA System.

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

Emergency vehicles will be able to access South Barstow Street as needed. Event staff will assist the crowd control as needed.

## 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?

Event staff will communicate by phone and text during the event. PAs will be available at a few locations

## Waste Collection/Recycling

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

We will work in coordination with Parks to provide trash receptacles for the event. Event staff and volunteers will monitor and empty receptacles in a central location as needed. We ask that garbage cans be delivered to the Four Corners Lot and lined up along the conference halls, volunteers will distribute and collect cans for the event, garbage can be picked up after the event from the same location.

What, if any, concessions or food products will be sold OR distributed during the event?

Food vendors from the region will be invited to participate in the event. DECI will coordinate with the Health Department to ensure all have a license to operate in the city. A list of vendors will be provided to the Health Department.

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

Recyclable       Compostable (biodegradable)       Other: disposable food containers

## 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

The date has been shared with the South Barstow BID and downtown businesses. DECI staff has send out informational emails to businesses as well as will host event information ont their website. Physical flyers will be distributed to businesses. Street closures will also benoted on our website and social media.

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

South Barstow St. will be closed from Eau Claire Street to Lake St. Side streets will also be closed between Graham Ave and Farwell St. Patrons will be directed to park in the N & S Barstow Parking Ramp, as well as on city streets and municipal lots. DECI is also considering contracting a shuttle service to bring patrons in from surrounding parking lots to hopefully mitigate some parking congestion

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

Yes    No    Will you contract with a private company or organization to provide such services?  
        If yes, what company will you use: We are considering workingg with Right Way Shuttles to provide a shuttle service from either the University's Water Street lot and/or the County parking lot in the West Grand District.

## 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.

Street Closure (Example: S. Barstow St from Gray St to Lake St)	Time Closing	Time Reopening
South Barstow Street (EC to Lake Street)	5 am	6 pm
Gibson, East Grand, Main and Grey (Farwell to Graham)	5 am	6 pm
Four Corners Lot	4 pm (9/13)	6 pm (9/14)

## Firearms Information

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  - Carson Park Football Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
  - 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.

---

- 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

---

- 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

---

- 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.

---

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

## OFFICE USE ONLY

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER West Bend Mutual Insurance Company 1900 South 18th Avenue West Bend WI 53095	CONTACT NAME: Customer Care
	PHONE (A/C, No, Ext): (866) 926-4244 FAX (A/C, No): (262) 365-2200
	E-MAIL ADDRESS: customercare@wbmi.com
INSURER(S) AFFORDING COVERAGE	
INSURER A : West Bend Mutual Insurance Company	NAIC # 15350
INSURED  Downtown Eau Claire, Inc PO Box 5148  Eau Claire WI 54702	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

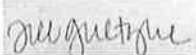
**COVERAGES**      **CERTIFICATE NUMBER:** CL242167849      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		0983376	03/15/2024	03/15/2025	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder is additional insured for general liability per form CG2026.

<b>CERTIFICATE HOLDER</b>  City of Eau Claire, Dept of Parks & Recreation 915 Menomonie St  Eau Claire WI 54703-5679	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  

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# CITY OF EAU CLAIRE

## 2024 SPECIAL EVENT APPLICATION

Community Services  
910 Forest Street  
Eau Claire, WI 54703  
715-839-8883

### Summary of Event

EVENT NAME	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with changes (Explain changes in the description below)	
	Event Name: <b>Grand Evening on the Bridge</b>	
	Event Date(s): <b>Wednesday, August 14th, 2024</b>	
	Name of Sponsoring Organization: <b>Downtown Eau Claire, Inc.</b>	
<input checked="" type="checkbox"/> Non-Profit Group <input type="checkbox"/> For Profit <input type="checkbox"/> Other, please describe:		
EVENT DETAILS	Event description, including changes (attach additional sheet, if necessary): <small>A Grand Evening on the Bridge is a fundraiser for Downtown Eau Claire, Inc. events and partners with other local organizations to help fund special downtown projects and events. This year's event will again be a ticketed event featuring a meal prepared by local restaurants with live musical entertainment and a selection of beer and wine all served on the Grand Ave Footbridge. We are requesting the Phoenix Park Pavilion as a backup spot</small>	
	Estimated <b>Daily</b> Attendance: <b>185</b>	Estimated <b>Total</b> Attendance: <b>185</b>
	Donations, charges or entry fees: <b>\$125 individual; \$600 table of 6</b>	
	Location(s) of Event: <b>Grand Ave Pedestrian Bridge</b>	
	Time Set Up Begins: <b>8 am</b>	Time Event Begins: <b>5:30 pm</b>
	Time Event Ends: <b>8:30 pm</b>	Time Clean-up Ends: <b>11 pm</b>
CONTACT DETAILS	Organizer Name: <b>Downtown Eau Claire, Inc</b>	
	Address: <b>203 S. Farwell Street, Eau Claire WI 54701</b>	
	Work Phone: <b>715-839-8063</b>	Cell Phone: <b>715-579-2885</b>
	Email: <b>erin.klaus@eauclairewi.gov; downtowneauclairedeci@gmail.com</b>	
	Please note if new organizer: <b>Erin Klaus</b>	

### Hold Harmless and Payment Agreements

- 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.
- 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.

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

Authorized Applicant Signature: Erin Klaus Date: 5/31/2024

## 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\*

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	Grand Ave Pedestrian Bridge	8/14/2024	8 am	5 pm
	Grand Ave Pedstrian Bridge	8/14/2024	5:30 pm	8:30 pm
Clean Up	Grand Ave Pedestrian Bridge	8/14/2024	8:30 pm	11 pm



## 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
Police Department Services	4
Fire Department Services	
<i>Ambulance Services (please specify EC Fire Dept or outside service)</i>	
Event Panels / Fencing (please specify)	
No Parking Signs (must be posted 24 hours before event start, posts not included)	
Barricades (it takes 4 barricades to close down 1 block of city street)	
Traffic Cones	
Extra Garbage/Recycling Bins <i>(please specify)</i>	
Other:	4 of each

## 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?

A basic first aid kit will be on hand at the registration table for the event. DECI Staff will call emergency services if a more advanced medical emergency arises. Staff and volunteers can make any emergency announcements as needed.

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

Staff will monitor the weather using mobile phones. Emergency situations will be communicated using our PA System.

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

Emergency personnel will be able to access the bridge from both East Grand Ave and West Grand Ave.

## 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?

A speaker system will be set up. We will also notify patrons in person as needed.

## Waste Collection/Recycling

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

We will have minimal waste. We will be using glass place settings, serving utensils and glasses. The waste that is generated will be collected in receptacles. We do request four Parks rolling garbage cans and four recycling cans for waste collection at the event.

What, if any, concessions or food products will be sold OR distributed during the event?

Appetizers supplied by Court N House, Salad course prepared by TBD, Main course prepared by Houligan's Steak & Seafood, Dessert course prepared by The Informalist.

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

Downtown Eau Claire, Inc and the city will post notices on social media announcing the closure of the Grand Ave. Bridge and outline alternative routes. Minimal disruption is anticipated for the neighborhood as all other sidewalks and streets will remain open. DECI has shared event dates for all events, including Grand Evening with our BIDs.

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

We will encourage participants to park in the County lot off West Grand and First (open to the public after 5 pm) and access the bridge from the West Grand Avenue side of the bridge. We will also publicize public parking options should attendees want to access from the east side of the bridge.

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

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.

Street Closure (Example: S. Barstow St from Gray St to Lake St)	Time Closing	Time Reopening
Grand Ave Footbridge	8 am	11 pm

## 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 Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
  - 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.

---

- 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

---

- 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

---

- 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.

---

- 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

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)
  - \$62 Tent Permit Application Fee (if applicable)
  - Make check payable to *City of Eau Claire* or complete credit card authorization form
  - All other fees will be billed to the organizer after the event takes place.

## Checklist

### Required for all events:

- I have submitted a “Save the Date Form”
- I have signed the “Hold Harmless Agreement” on the first page of this application
- I have filled out this application fully and accurately
- My Certificate of Insurance is being submitted with this application
- A map of my event is attached to this application, including written directions for any run/walk routes
- My application fee payment is attached to this application

### Additional items, if applicable:

Referenced forms are available at [www.eauclairewi.gov/specialevent](http://www.eauclairewi.gov/specialevent)

- My event will serve/sell food, and I have included a Temporary Food Service Application
- My event will serve/sell alcohol so I have included each of the required documents and fee.
  - Alcohol Worksheet
  - Temporary Class B License Application and fee
  - Checklist for Temporary Beer/Wine “Picnic License” applications
- My event will have a tent larger than 250 sq. ft. so I have included a Tent Permit Application and fee

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

**Address:**  
City of Eau Claire  
910 Forest St  
Eau Claire, WI 54703

**Email:**  
[specialevents@eauclairewi.gov](mailto:specialevents@eauclairewi.gov)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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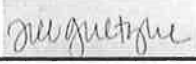
<b>PRODUCER</b> West Bend Mutual Insurance Company 1900 South 18th Avenue West Bend WI 53095	<b>CONTACT NAME:</b> Customer Care <b>PHONE (A/C, No, Ext):</b> (866) 926-4244 <b>E-MAIL ADDRESS:</b> customercare@wbmi.com	<b>FAX (A/C, No):</b> (262) 365-2200
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> West Bend Mutual Insurance Company	<b>NAIC #</b> 15350
<b>INSURED</b>  Downtown Eau Claire, Inc PO Box 5148  Eau Claire WI 54702	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL242167849      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		0983376	03/15/2024	03/15/2025	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ Excluded
							PERSONAL & ADV INJURY \$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder is additional insured for general liability per form CG2026.

<b>CERTIFICATE HOLDER</b>  City of Eau Claire, Dept of Parks & Recreation 915 Menomonie St  Eau Claire WI 54703-5679	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  



# CITY OF EAU CLAIRE

## 2024 SPECIAL EVENT APPLICATION

Community Services  
 910 Forest Street  
 Eau Claire, WI 54703  
 715-839-8883

### Summary of Event

<b>EVENT NAME</b>	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with changes (Explain changes in the description below)	
	Event Name: Eau Claire Classic	
	Event Date(s): June 14-16	
	Name of Sponsoring Organization: Eau Claire Fastpitch	
<input checked="" type="checkbox"/> Non-Profit Group <input type="checkbox"/> For Profit <input type="checkbox"/> Other, please describe:		

<b>EVENT DETAILS</b>	Event description, including changes (attach additional sheet, if necessary): 8 teams at Carson Park 30 Teams at Jeffers park	
	Estimated <b>Daily</b> Attendance: 450 at jeffers 250 at Carson	Estimated <b>Total</b> Attendance: 1000
	Donations, charges or entry fees: \$400-\$600	
	Location(s) of Event: Carson Park and Jeffers Park	
	Time Set Up Begins: June 13 5pm	Time Event Begins: June 14 5pm
	Time Event Ends: June 16 7pm	Time Clean-up Ends: June 16 8pm

<b>CONTACT DETAILS</b>	Organizer Name: Dain Wold	
	Address: 3334 Rosewood Ln	
	Work Phone:	Cell Phone: 608-406-7353
	Email: wolddain@hotmail.com	
	Please note if new organizer:	

### Hold Harmless and Payment Agreements

- 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.
- 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.

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

Authorized Applicant Signature: *Dain Wold* Date: 5-24-24

## 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\*

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	Carson Park	June 13	5pm	7pm
	Jeffers Park	June 13	5pm	7pm
Clean Up	Jeffers/Carson	June 16	5pm	7pm

## 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
Police Department Services	
Fire Department Services	
Ambulance Services (please specify EC Fire Dept or outside service)	
Event Panels / Fencing (please specify)	
No Parking Signs (must be posted 24 hours before event start, posts not included)	
Barricades (it takes 4 barricades to close down 1 block of city street)	
Traffic Cones	
Extra Garbage/Recycling Bins (please specify)	
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?

There will be first aid kits and ice packs available for common injuries placed at the concessions or pavilions

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

Site directors at each location will monitor and communicate to teams and spectators. Communications will be ran through SportsEngine tournament app.

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

There will be designated spectator parking only. All entrances to fields will be clear for emergency response teams



## 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?

SE tournament app for text and email. As well as on site communications from site directors

## Waste Collection/Recycling

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

Designated trash and recycling bins at each location

---

What, if any, concessions or food products will be sold OR distributed during the event?

Jeffers licensed full concessions and Carson Park full concessions

---

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

We do not need parking outside of the parks. Traffic will not be blocked

---

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

Each facility has a designated parking area for the park

---

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

---

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.**

Street Closure (Example: S. Barstow St from Gray St to Lake St)	Time Closing	Time Reopening
N/A		

## 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 Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
  - 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.

---

- 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

---

- 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

---

- 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.

---

- 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 checked="" 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 |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Southard Insurance Agency Inc. 2779 S. Hastings Way PO BOX 593 Eau Claire, WI 54702-0593	CONTACT NAME:		
	PHONE (A/C, No, Ext): 715-832-7927	FAX (A/C, No): 715-832-4343	
INSURED  Eau Claire Fury LTD 3334 Rosewood LN Eau Claire, WI 54703	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Secura Insurance Companies		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	3408124	04/01/2024	04/01/2025	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 10,000
						PERSONAL & ADV INJURY	\$ 1,000,000
					GENERAL AGGREGATE	\$ 2,000,000	
					PRODUCTS - COMP/OP AGG	\$ 2,000,000	
						\$	
	AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED   RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> Y <input type="checkbox"/> N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE	OTHER
						E L EACH ACCIDENT	\$
						E L DISEASE - EA EMPLOYEE	\$
						E L DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Eau Claire is listed as Additional Insured on the General Liability.

Ref: Jeffers Park Fields, Carson Park Fields & Bollinger Fields

CERTIFICATE HOLDER  City of Eau Claire 203 S Farwell St. Eau Claire, WI 54703	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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CITY OF EAU CLAIRE  
**2024 SPECIAL EVENT APPLICATION**

Community Services  
 910 Forest Street  
 Eau Claire, WI 54703  
 715-839-8883

**Summary of Event**

EVENT NAME	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with changes (Explain changes in the description below)
	Event Name: The Tusenbeiner
	Event Date(s): July 20, 2024
	Name of Sponsoring Organization: Waldemar Ager Association
<input checked="" type="checkbox"/> Non-Profit Group <input type="checkbox"/> For Profit <input type="checkbox"/> Other, please describe:	

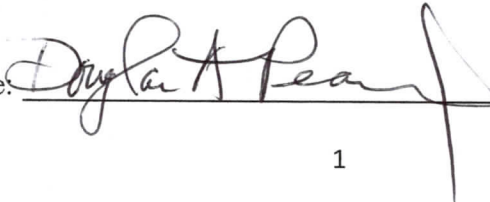
EVENT DETAILS	Event description, including changes (attach additional sheet, if necessary): 5K and 2K fun run/walk	
	Estimated <b>Daily</b> Attendance: 50 - 100	Estimated <b>Total</b> Attendance: 50
	Donations, charges or entry fees: Registration fee of \$20	
	Location(s) of Event: <small>on city trail starting at Mayo parking lot on E. Madison, carrying on to Roadside Diner, then up the hill into Carson and back to Mayo</small>	
	Time Set Up Begins: 4 p.m.	Time Event Begins: 5:30 p.m.
	Time Event Ends: 6:30 p.m.	Time Clean-up Ends: 7:00 p.m.

CONTACT DETAILS	Organizer Name: Waldemar Ager Association	
	Address: 514 W. Madison Street	
	Work Phone:	Cell Phone: 715 834 5204
	Email: pearsoda@uwec.edu	
	Please note if new organizer:	

**Hold Harmless and Payment Agreements**

- 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.
- 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.

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

Authorized Applicant Signature:  Date: March 15, 2024

## 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\*

### 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
<b>Set Up</b>	Mayo parking lot on West Madison St	July 20, 2024	4 p.m.	7 p.m.
<b>Clean Up</b>	Mayo Parking lot and route	July 20, 2024	6:30 p.m.	7:00 p.m.

## 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
Police Department Services	
Fire Department Services	
<i>Ambulance Services (please specify EC Fire Dept or outside service)</i>	
Event Panels / Fencing (please specify)	
No Parking Signs (must be posted 24 hours before event start, posts not included)	
Barricades (it takes 4 barricades to close down 1 block of city street)	
Traffic Cones	<del>8</del> 10
Extra Garbage/Recycling Bins (please specify)	
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?

First aid kit will be at start area. Race finishes where it starts. Monitors on course will have phones to call for needed help.

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

Race director will monitor weather conditions up to the moment of the start and during the race. Race director will contact race official on course if it is advisable to stop the race and seek shelter. We will also post on our website if weather conditions require stopping the race.

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

We will call 911. The start and finish of the race and the geography of the course are very close to Emergency services at the Mayo Clinic.

## 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?

Race director will have phone contact with race monitors at 3 - 4 locations along the 5K course and at the turn-around point for the 2K race/walk.

## Waste Collection/Recycling

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

We will have bins for waste and plastic and aluminum recycling.

---

What, if any, concessions or food products will be sold OR distributed during the event?

None

---

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

Parking will be in Mayo lot west of the start/finish line. A sign and cones will establish parking area.

---

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

Drivers will turn into the parking area coming from east or west on West Madison Street. We foresee no complications for traffic or pedestrians.

---

Yes	No	Will the event offer off-site parking agreements with other parties or shuttle bus services?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, include information on those agreements.

---

Yes	No	Will you contract with a private company or organization to provide such services?
<input type="checkbox"/>	<input type="checkbox"/>	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.

Street Closure (Example: S. Barstow St from Gray St to Lake St)	Time Closing	Time Reopening
No closures, but crossing Grand and Lake Streets will be	No closing	

## 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 Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
  - 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.

---

- 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

---

- 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

---

- 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.

---

- 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 checked="" 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 |





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/06/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Foresite Sports, Inc. DBA: Eventsured 3553 West Chester Pike #418 Newtown Square, PA 19073	<b>CONTACT NAME:</b> Eventsured Customer Service <b>PHONE (A/C, No, Ext):</b> 888-882-5902 <b>E-MAIL ADDRESS:</b> info@eventsured.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Waldemar Ager Association Douglas Pearson 514 W. Madison Street Eau Claire, WI 54703	<b>INSURER A:</b> Houston Casualty Company	<b>NAIC #</b> 42374
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: TM348482

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b>			H23SE00155/TM348482	07/20/2024 12:01AM	07/21/2024 2:01AM	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 1,000
	<input checked="" type="checkbox"/>						PERSONAL & ADV INJURY	\$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:	GENERAL AGGREGATE			\$ 2,000,000				
<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				PRODUCTS - COMP/OP AGG	\$ 1,000,000	DEDUCTIBLE	\$ 0	
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS							\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE	\$
	<input type="checkbox"/> OCCUR						AGGREGATE	\$
	<b>EXCESS LIAB</b>							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED							\$
	RETENTION \$							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS	OT-HER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Additional Insureds must be venue managers or municipalities and are added with respect to our insureds operations only. Waiver of Subrogation (WOS) and Primary & Non-Contributory (PNC) wording applies only when coverage is purchased by the insured, required by written contract and as indicated below. This coverage is with respect to the Run/Fun Run/Race to be held on 07/20/2024 - 07/20/2024 with 100 attendees at City Trail 514 W. Madison Street Event starts across the street from 514. Eau Claire, WI 54703. Additional Insureds include: City Trail 514 W. Madison Street Event starts across the street from 514. Eau Claire, WI 54703; City of Eau Claire.

**CERTIFICATE HOLDER****CANCELLATION**

City Trail 514 W. Madison Street Event starts across the Eau Claire WI, 54703	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CITY OF EAU CLAIRE 2024 SPECIAL EVENT APPLICATION

Community Services  
910 Forest Street  
Eau Claire, WI 54703  
715-839-8883

## Summary of Event

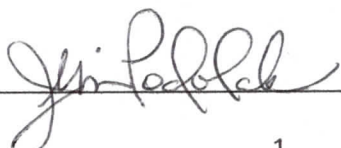
EVENT NAME	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with changes (Explain changes in the description below)	
	Event Name: <u>Eau Freedom: Fun Run and Fest</u>	
	Event Date(s): <u>July 24, 2024</u>	
	Name of Sponsoring Organization: <u>Fierce Freedom</u>	
EVENT DETAILS	<input checked="" type="checkbox"/> Non-Profit Group <input type="checkbox"/> For Profit <input type="checkbox"/> Other, please describe: <u>Tax Exempt #: 46-1001360</u>	
	Event description, including changes (attach additional sheet, if necessary): <u>Our event consists of a fun run, merchandize vendor booths, kids' games, education booths, live music by a DJ, food trucks, and a choir program. It will be very similar to our event in 2023 with the fun run course entirely within Carson Park.</u>	
	Estimated Daily Attendance: <u>500</u>	Estimated Total Attendance: <u>500</u>
	Donations, charges or entry fees: <u>Fun Run Registration is \$25/person, \$15/12+under, \$75/family</u>	
	Location(s) of Event: <u>Carson Park's Oak Pavilion and Pine Pavilion Areas for Main Event</u>	
	Time Set Up Begins: <u>Noon</u>	Time Event Begins: <u>5:00 p.m.</u>
	Time Event Ends: <u>8:00 p.m.</u>	Time Clean-up Ends: <u>9:00 p.m.</u>
CONTACT DETAILS	Organizer Name: <u>Catherine Morgan</u>	
	Address: <u>PO Box 246 Altoona, WI 54720</u>	
	Work Phone: <u>715-514-2890</u>	Cell Phone: <u>715-533-5521</u>
	Email: <u>cat@fiercefreesdom.org</u>	
Please note if new organizer: <u>New Organizer</u>		

## Hold Harmless and Payment Agreements

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.

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.

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

Authorized Applicant Signature:  Date: 5/7/24

## 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\*

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	Carson Park Oak + Pine Pavilion Areas	7-24-24	Noon	4:30 p.m.
Registration	Carson Park Oak + Pine Pavilion Areas	7-24-24	4:00 p.m.	8:00 p.m.
Food Service	Carson Park Oak + Pine Pavilion Areas	7-24-24	4:00 p.m.	8:00 p.m.
Amplified Music	Carson Park Oak + Pine Pavilion Areas	7-24-24	4:00 p.m.	8:00 p.m.
Vendor Booths, Education Booths, Kids' Games	Carson Park Oak + Pine Pavilion Areas	7-24-24	4:00 p.m.	8:00 p.m.
Fun Run	Please see Fun Run Course Sheet	7-24-24	5:00 p.m.	7:00 p.m.
Choir Program	Carson Park Oak + Pine Pavilion Areas	7-24-24	7:00 p.m.	8:00 p.m.
Clean Up	Carson Park Oak + Pine Pavilion Areas	7-24-24	8:00 p.m.	9:00 p.m.

## 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
Police Department Services	n/a
Fire Department Services	n/a
Ambulance Services (please specify EC Fire Dept or outside service)	n/a
Event Panels / Fencing (please specify)	n/a
No Parking Signs (must be posted 24 hours before event start, posts not included)	n/a
Barricades (it takes 4 barricades to close down 1 block of city street)	20
Traffic Cones	n/a
Extra Garbage/Recycling Bins (please specify)	n/a
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?

We will have a medic onsite with a first aid kit. We can use the DJ sound equipment to convey emergency information onsite, and volunteers on the race route will be asked to register their phone numbers at volunteer check-in.

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

The race director will monitor live radar and will consult with the local TV station meteorologist as needed. We also have a volunteer who is trained with the National Weather Service. Should threatening or dangerous weather occur, attendees will be notified pre-event via the website or at the event via DJ sound system and cell phone correspondence with volunteers on the route.

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

Fire lanes will be kept open. There is adequate parking for our event in the main lot, and we will not allow people to park in other areas. We will have volunteers who will monitor this.

## 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?

If an emergency situation occurs, DJ sound equipment will be used to amplify sound and make announcements at the event site. Volunteers will be asked to register their cell phone numbers at volunteer check-in so that we can communicate with them should an emergency develop during the event/ fun run.

## Waste Collection/Recycling

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

Recyclable containers will be used for food service, and garbage/recycling bins provided by the City will be placed near the food stations. Volunteers will clean up any litter after the event, both at the event site and the water station.

What, if any, concessions or food products will be sold OR distributed during the event?

The following food trucks will be selling food onsite: NeNe Tacos, Smack Daddy, Fry Bread Company, and Egg Roll Plus. There will be a variety of baked goods for sale. There will also be post-race snacks and water available.

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

The only impact will be that from noon to 9:00 pm, park users cannot park by the main playground. We will barricade the section of Pavilion Drive from the main parking lot to the intersection of Half Moon Drive. Park users can still park in the main parking lot and walk to use the park.

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

Our event is small enough that parking in the main lot will be adequate. We will have volunteers stationed near the parking lot to ensure that people do not park in unauthorized areas, including fire lanes.

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

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.**

Street Closure (Example: S. Barstow St from Gray St to Lake St)	Time Closing	Time Reopening
Part of Pavilion Drive in Carson Park	Noon	9:00 p.m.
Part of Carson Park Drive in Carson Park	Noon	9:00 p.m.
* We request that the entire fun run course be closed to traffic. Please refer to attached map.		

## 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 Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
  - 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.

---

- 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

---

- 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

---

- 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.

---

- 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 |

**2mi Loop  
Start/Stop**

**Blue Ox  
Cheer Zone**



**Non-Profit Temporary Food Service Application**

Event: Eau Freedom: Fun Run and Fest

Event Date(s): July 24<sup>th</sup> Year: 2024 Time: 4:00 p.m. - 8:00 p.m.

Location of this Event (Address): Carson Park near Oak Pavilion and Pine Pavilion  
**Reminder that if you are not part of a Licensed Special Event then you must be on Private Property.**

Name of Applicant/Organization: Fierce Freedom  
On Site Operator Name/Contact: Catherine Morgan  
Mailing Address: PO Box 246 Altoona, WI 54720  
E-mail: cat@fiercefreedom.org Phone#: \_\_\_\_\_

Is this organization a religious, fraternal, youth, patriotic, service, or civic group (non-profit)?  
Yes X or No \_\_\_\_\_

If the answer to the previous question is yes, then has this group served food to the public during the past 12 months?  
Yes \_\_\_\_\_, how many days? \_\_\_\_\_  
No X

Menu: Please list the foods that will be served and equipment used:  
The following vendors will prepare and serve food from their food trucks: Ne Ne Tacos, Smack Daddy, Fry Bread Company, and Egg Roll Plus. There will be a variety of baked good for sale. Great Harvest Bread Company will provide post-race rolls, and water will be available onsite and at the water station.

Where will foods be prepared? **No home prepared foods allowed!**  
In the food trucks, at Great Harvest Bread Company, and in private kitchens as that restriction has been lifted.  
Type of structure that will be used for food service (i.e., inside building, pop wagon, tent, a mobile unit).  
Food trucks, small tents

**Department Use:**  
Temporary restaurant license required? Yes \_\_\_\_\_ or No \_\_\_\_\_  
Discussed requirements with the Health Department: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature R.S.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Lauer Insurance Agency, Inc. 4330 Golf Terrace Suite 102 Eau Claire, WI 54701</b>	CONTACT NAME: <b>Dawn Rico</b>	FAX (A/C, No): <b>(715)835-1850</b>	
	PHONE (A/C, No, Ext): <b>(715)835-9698</b>	E-MAIL ADDRESS: <b>dawn@lauerinsurance.com</b>	
INSURED <b>Fierce Freedom Inc. PO Box 246 Altoona, WI 54720-2588</b>	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: <b>Secura</b>		
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

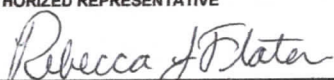
**COVERAGES**                      **CERTIFICATE NUMBER: 00002148-220380**                      **REVISION NUMBER: 11**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	CP003318493	02/11/2024	02/11/2025	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>10,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>1,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>1,000,000</b>
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			PER STATUTE      OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**City of Eau Claire is additional insured on general liability.**

**CERTIFICATE HOLDER****CANCELLATION**

<b>City of Eau Claire 203 S. Farwell St. Eau Claire, WI 54701</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  (DMR)



# CITY OF EAU CLAIRE 2024 SPECIAL EVENT APPLICATION

Community Services  
910 Forest Street  
Eau Claire, WI 54703  
715-839-8883

## Summary of Event

EVENT NAME	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with changes (Explain changes in the description below)	
	Event Name: Huntington's Disease Society of America Team Hope Run/Walk Eau Claire	
	Event Date(s): 08/17/2024	
	Name of Sponsoring Organization: Huntington's Disease Society of America - Wisconsin Chapter	
<input checked="" type="checkbox"/> Non-Profit Group <input type="checkbox"/> For Profit <input type="checkbox"/> Other, please describe:		
EVENT DETAILS	Event description, including changes (attach additional sheet, if necessary): A run/walk through Carson Park benefiting the Huntington's Disease Society of America's Wisconsin Chapter. A silent auction and music are part of the festivities.	
	Estimated <b>Daily</b> Attendance: 250	Estimated <b>Total</b> Attendance: 250
	Donations, charges or entry fees: \$20, \$25, or \$30 depending on walking or running.	
	Location(s) of Event: Carson Park Pine Pavillion	
	Time Set Up Begins: 7:30am	Time Event Begins: 9am
	Time Event Ends: Noon	Time Clean-up Ends: 1:30pm
CONTACT DETAILS	Organizer Name: Shana Verstegen	
	Address: 1021 Seminole Hwy, Madison, WI 53711	
	Work Phone: 608274-5080	Cell Phone: 608-698-8171
	Email: shana@shanaverstegen.com	
Please note if new organizer:		

## Hold Harmless and Payment Agreements

- 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.
- 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.

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

Authorized Applicant Signature: Shana L. Verstegen Date: 11/17/2023

## 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	Carson Park Pine Pavillion	8/17/2024	7:30am	9am
Registration	Carson Park Pine Pavillion	8/17/2023	9am	10am
Run/Walk + Silent Auction	Carson Park Pine Pavillion	8/17/2023	10am	Noon
Clean Up	Carson Park Pine Pavillion	8/17/2023	Noon	1:30pm

## 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
Police Department Services	
Fire Department Services	
Event Panels / Fencing <i>(please specify)</i>	
No Parking Signs <i>(must be posted 24 hours before event start, posts not included)</i>	
Barricades <i>(it takes 4 barricades to close down 1 block of city street)</i>	
Traffic Cones	
Spider Box <i>(electrical extension equipment, comes with either 25' or 100' cord)</i>	
Extra Garbage/Recycling Bins <i>(please specify)</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?

For injuries, heat issues, etc. all volunteers are instructed to call course director Peter Versteegen at 608-616-2331. 911 will be dialed for an extreme emergency. We have 1 nurse and 2 doctors on our volunteer team working at registration.

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

If there is lightning people will be brought under the shelter, depending on where they are on the course. It is a short course so sound system can alert of weather issues- we also have a vehicle that can quickly cover the course and pick people up.

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

Access should not be an issue.

## 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?  
Sound system, cell phones, vehicle to drive around.

## Waste Collection/Recycling

Describe the waste disposal and recycling needs/plan for your event.  
Receptacles at the shelter are sufficient.

---

What, if any, concessions or food products will be sold OR distributed during the event?  
Hot dog lunch for participants.

---

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  
N/A

---

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

---

Yes	No	Will the event offer off-site parking agreements with other parties or shuttle bus services?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, include information on those agreements.

---

Yes	No	Will you contract with a private company or organization to provide such services?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.

Street Closure (Example: S. Barstow St from Gray St to Lake St)	Time Closing	Time Reopening

## 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 Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
  - 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.

---

- 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

---

- 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

---

- 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.

---

- 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 checked="" 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 |

# HDSA Team Hope 1 Mile Walk Course

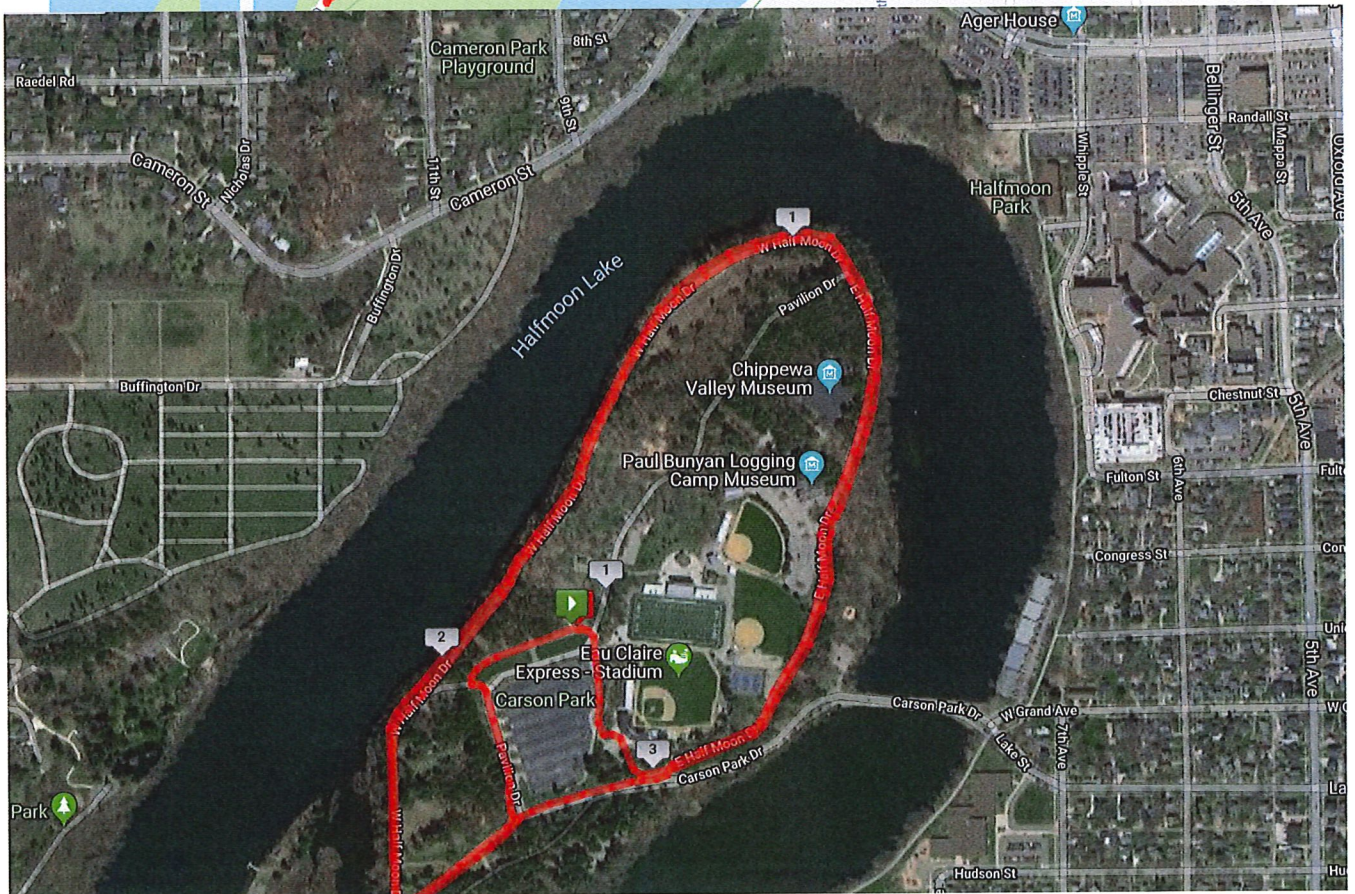
1 Clockwise loop



# HDSA Team Hope 5K Run Course

## 2 Clockwise Loops

Second loop cuts *right* in front of stadium and meets back at pavilion





## Non-Profit Temporary Food Service Application

Event: HDSA Team Hope Run/Walk Eau Claire

Event Date(s): August 17th Year: 2024 Time: 9am - Noon

Location of this Event (Address): Carson Park Pine Pavillion

***Reminder that if you are not part of a Licensed Special Event then you must be on Private Property.***

Name of Applicant/Organization: Huntington's Disease Society of America - Wisconsin Chapter

On Site Operator Name/Contact: Shana Versteegen

Mailing Address: 1021 Seminole Hwy, Madison, WI 53711

E-mail: shana@shanaverstegen.com

Phone#: 608-698-8171

Is this organization a religious, fraternal, youth, patriotic, service, or civic group (non-profit)?

Yes  or No

If the answer to the previous question is yes, then has this group served food to the public during the past 12 months?

Yes , how many days? 4

No

Menu: Please list the foods that will be served and equipment used:

Hot Dogs: Tongs and a Roaster - volunteers are gloved for serving

Chips

Water Bottles

Where will foods be prepared? **No home prepared foods allowed!**

Carson Park Pine Pavillion in the roaster

Type of structure that will be used for food service (i.e., inside building, pop wagon, tent, a mobile unit).

On a picnic table in the pavillion

### Department Use:

Temporary restaurant license required? Yes  or No

Discussed requirements with the Health Department: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
R.S.

*Signature*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/29/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, LLC 300 Madison Avenue 28th Floor New York NY 10017	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): 212-994-7100		<b>FAX (A/C. No.):</b> 212-994-7047
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Huntington's Disease Society of America, Inc. 505 Eighth Avenue New York NY 10018	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A :</b> AmGUARD Insurance Company		42390
	<b>INSURER B :</b> Travelers Casualty Insurance Co of America		19046
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		

**COVERAGES**

CERTIFICATE NUMBER: 193441529

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		C1GP303664	11/16/2022	11/16/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			C2GP302665	11/16/2022	11/16/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			C3GP301578	11/16/2022	11/16/2023	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	D&O			107735278	11/16/2022	11/16/2023	D&O \$5,000,000 Employment Practices \$2,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

City of Eau Claire is named as additional insured with respects to general liability for ongoing operations performed by named insured, as required by written contract.

Chapter/Affiliate Name: Wisconsin  
 Event: Team Hope - Eau Claire  
 Event date: 8/19/2023  
 Event Location Name: Carson Park, 100 Carson Park Drive Eau Claire WI 54703

**CERTIFICATE HOLDER****CANCELLATION**

City of Eau Claire  
 203 S. Farwell Street  
 Eau Claire WI 54703

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CITY OF EAU CLAIRE

## 2024 SPECIAL EVENT APPLICATION

Community Services  
910 Forest Street  
Eau Claire, WI 54703  
715-839-8883

### Summary of Event

EVENT NAME

New Event  Repeat Event  Repeat Event with changes (Explain changes in the description below)

Event Name: North Husky Cross Country Meet

Event Date(s): 8/31/24

Name of Sponsoring Organization: Eau Claire North High School

Non-Profit Group  For Profit  Other, please describe:

EVENT DETAILS

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

*Cross country Meet in City Wells trails.*

Estimated **Daily** Attendance: 750

Estimated **Total** Attendance: 750

Donations, charges or entry fees: none

Location(s) of Event: Eau Claire City Wells

Time Set Up Begins: 8/30/24

Time Event Begins: 9:00 am

Time Event Ends: 2:00 pm

Time Clean-up Ends: 2:00 pm

CONTACT DETAILS

Organizer Name: MICHAEL PERNSTEINER NORTH HIGH SCHOOL

Address: 1801 PIEDMONT RD

Work Phone: 715 852-6608

Cell Phone:

Email: mpernstainer@ecasd.us

Please note if new organizer:

### Hold Harmless and Payment Agreements

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.

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.

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

Authorized Applicant Signature: *[Signature]* Date: 2/14/24

## 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	City WELLS	8/31/24	9:00	2:00
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
Police Department Services	
Fire Department Services	
Event Panels / Fencing <i>(please specify)</i>	
No Parking Signs <i>(must be posted 24 hours before event start, posts not included)</i>	25
Barricades <i>(it takes 4 barricades to close down 1 block of city street)</i>	2
Traffic Cones	
Spider Box <i>(electrical extension equipment, comes with either 25' or 100' cord)</i>	1
Extra Garbage/Recycling Bins <i>(please specify)</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?

Mayo Clinic ATHLETIC TRAINERS . EC EMS

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

weather radar, Athletic Director, Radios

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

AREA FOR MEDICAL IS BLOCKED OFF

## 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?

*UTV Follows the race. Two way radios are used among event staff.*

## Waste Collection/Recycling

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

*Eau Claire North will collect and dispose of all garbage.*

What, if any, concessions or food products will be sold OR distributed during the event?

*N/A*

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

*No PARKING ALONG RIVERVIEW, SIGNS WILL BE POSTED.*

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

*Busses will drop off and park off site (NHS)*

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

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.

Street Closure (Example: S. Barstow St from Gray St to Lake St)	Time Closing	Time Reopening

## 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 Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
  - 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 |

# CERTIFICATE OF INSURANCE

ISSUE DATE: 7/1/2023

AEGIS, LLC – A CHARLES TAYLOR CO.  
18550 W. CAPITOL DRIVE  
BROOKFIELD, WISCONSIN 53045  
TEL: (800) 236-6885

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURERS(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**INSURED:**  
Eau Claire Area School District  
500 Main Street  
Eau Claire, WI 54701-3770

**COMPANY AFFORDING COVERAGE:**

COMMUNITY INSURANCE CORPORATION

**COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OF OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
LIABILITY GENERAL LIABILITY SCHOOL BOARD E&O AUTOMOBILE LIABILITY ALL OWNED AUTOS HIRED & NON-OWNED AUTOS UNINSURED MOTORISTS	SGL22095-23	7/1/2023	7/1/2024	\$5,000,000 EACH OCCURRENCE

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS:**

Certificate Holder is named as an Additional Insured with regard only to the use of all City of Eau Claire facilities for parades, concerts, run/walks etc. during the policy period.

**CERTIFICATE HOLDER:**

**City of Eau Claire Parks and Recreation**  
**Attention: Business Analyst**  
**910 Forest Street**  
**Eau Claire, WI 54703**

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

