



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

## Special Events Committee

### Agenda

Wednesday, June 26, 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. **New Event Review**
  - a. Mid-Summer Madness Softball Tournament
  - b. The Gathering of Waters Powwow
  - c. Ride Across Wisconsin 2025
4. **Repeat Event Review**
  - a. Love Eau Claire Day Camp
  - b. Walking into History
  - c. Chippewa Valley Multicultural Festival
  - d. Buckshot Run
5. **Discussion and Direction**
  - a. Discussion on Special Event Process and Procedure
  - b. Future Agenda Items
6. **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

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

Event Name: Mid-Summer Madness Fastpitch Tournament

Event Date(s): 07/19 to 07/21/2024

Name of Sponsoring Organization: G&S Sports Company LLC

Non-Profit Group    For Profit    Other, please describe:

Event description, including changes (attach additional sheet, if necessary):  
50 Team girls fastpitch tournament. ages 10U-18U.

Estimated Daily Attendance: 1000

Estimated Total Attendance: 2800

Donations, charges or entry fees: 550.00 Entry Fee

Location(s) of Event: Bohlinger Fields

Time Set Up Begins: THURSDAY 07/18/2024

Time Event Begins: 5 PM

Time Event Ends: 5 PM

Time Clean-up Ends: 7PM

Organizer Name: JON STANDIFORD

Address: 3526 CITY LINE ROAD EAU CLAIRE, WI 54703

Work Phone: 715-210-1944

Cell Phone:

Email: ecelitesb@gmail.com

Please note if new organizer: YES TO EAU CLAIRE 10 YEARS EXPERIENCE

## 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: \_\_\_\_\_

6.3.2024

## 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	BOHLINGER FEILDS	07/18/2024	5 PM	7 PM
GAMES	BOHLINGER FIELDS	07/19/2024	5 PM	9 PM
GAMES	BOHLINGER FIELDS	07/20/2024	8 AM	7 PM
GAMES	BOHLINGER FIELDS	07/21/2024	8 AM	4 PM
Clean Up	BOHLINGER FEILDS	07/21/2024	5 PM	7 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?

FIRST AID TENT WITH RN AND FIRST RESPONDER ON-SITE ON SITE.

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

WEATHER RADIO AND CELL PHONE . AIRHORN WILL BE USED FOR LIGHTING AND MESSAGING SYSTEM FOR STORM WARNING

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

PREDETERMIND ROADS AND ACCESS TO THE PARK

## 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?

WE WILL HAVE CELL PHONE ACCESS TO 911. WE WILL ALSO HAVE MEDICAL AND TRAINED STAFF ON SITE DURING GAME TIMES. MEDICAL SERVICES WILL BE AVAILABLE TO PLAYERS AND SPECTATORS

## Waste Collection/Recycling

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

WE WILL HAVE A DUMPSTER ONSITE FOR DISPOSAL

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

WALKING TACOS, HOT DOGS, BURGERS, CHIPS, CANDY, AND BEVERAGES

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

Recyclable       Compostable (biodegradable)       Other:

## User and Traffic Impact Plan

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

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

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Yes	No	Will the event offer off-site parking agreements with other parties or shuttle bus services?
<input type="checkbox"/>	<input 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 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 **Alcohol Not Permitted at Bollinger**
  - 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
- Posting “Firearms Prohibited”
- Safety Plan required
- “Guns and Alcohol Don’t Mix” sign required







## 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				
See Attached Spreadsheet				
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	1
Fire Department Services	
Ambulance Services (please specify EC Fire Dept or outside service)	1
Event Panels / Fencing (please specify)	
No Parking Signs (must be posted 24 hours before event start, posts not included)	4
Barricades (it takes 4 barricades to close down 1 block of city street)	
Traffic Cones	8
Extra Garbage/Recycling Bins (please specify)	4
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 Tent Available Onsite near sports complex
- EMT Service Members onsite

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

Project Planners will designate a communications rep to assure all are kept up to date as soon as we are able to

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

Emergency Care area will be accessible near the sport complex buildings

## 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?

- Smart Phone Group Application
- Radio Communication

## Waste Collection/Recycling

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

Need waste and recycling bins available day of event

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

Food trucks will be available to all attendees

Sponsored meal boxes will be available to registered volunteers and registered cultural participants, i.e. dancers or performers

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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

Each of the above mentioned associations will partner with us day of the event, to host artists and offer parking

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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?

The main parking lot will be the primary parking area, overflow parking information needed.

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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.

---

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

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  - 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

---

- 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
- Posting “Firearms Prohibited”
- Safety Plan required
- “Guns and Alcohol Don’t Mix” sign required

<b>Event Day Schedule:</b>
<b>9:00 AM -11:00 AM: Volunteer Check In and Setup</b>
Registration and check-in for volunteer\paid staff
Health fair booths setup for early participants.
Volunteers and organizers work area assignment
<b>11:00 AM - 3:00 PM: Health\Education Fair and Artist Stations Open to Public</b>
Concurrent activities:
Health Information, consultations, and wellness checks at the health fair.
Artist stations open for interactive art displays, demonstrations, and workshops.
Opportunity for attendees to explore both areas at their own pace.
<b>12:00 PM - 3 :00 PM</b>
Food vendors and food trucks available.
<b>3:00 PM - 4:30 PM: Music Showcase</b>
Various local and regional musicians and bands perform on the main stage.
Emphasis on diverse genres to cater to different musical tastes.
Opportunity for attendees to enjoy the performances while exploring artist stations.
<b>4:30 PM - 5:00 PM: Grand Entry Preparation</b>
Participants gather in designated areas, prepare their regalia, and receive final instructions.
Drum groups begin setting up near the dance arena.
<b>5:00 PM: Grand Entry</b>
Grand entry and traditional opening ceremony.
The powwow officially begins with the Grand Entry, a procession of all participants into the dance arena.
Dancers, singers, and dignitaries enter in a specific order, led by flags and the powwow staff.
<b>5:00 PM - 5:30 PM: Flag and Veterans' Honoring</b>
A special ceremony to honor military veterans and present flags.
Invocations and speeches may be given to express gratitude and respect.
<b>5:30 PM - 6:00 PM: Intertribal Dancing</b>
Open dancing for all participants and attendees.
Emphasis on inclusivity, allowing everyone to join in and celebrate.
<b>6:00 PM - 7:00 PM: Special Performances and Demonstrations</b>
Invited performers or special presentations showcasing cultural heritage.
Demonstrations of traditional crafts, storytelling, or other educational activities.
<b>7:00 - 8:00 PM: Closing Ceremony</b>
Final remarks, thank-yous, and expressions of gratitude to participants and attendees.
Announcements about upcoming events or important information.
<b>8:00 PM - 9:00 PM: Cleanup</b>
Volunteers and organizers work together to clean up the event space.
Vendors begin packing up their booths.

## Ride Across Wisconsin 2025

**WHAT:** Ride Across Wisconsin. A long-running cycling event with 700-900 riders from around the midwest doing courses of anywhere from 60-175 miles. <https://www.rideacrosswisconsin.com>. Sponsored by Trek, Kwik Trip, and others. Typically, this is a point-to-point (city to city) event, which most recently has rolled out from LaCrosse. But in 2025 they are experimenting with a loop event that starts and ends in the same city. That means a whole weekend of economic impact here. They would likely do this here for two years in a row, then move to a different community.

**WHEN:** Saturday August 16, 2025 (with pre-events Aug 15 and post-events Aug 17). Early morning roll out around 6am, riders returning throughout the day with an after party in the park, etc. Likely wraps up around dusk.

**WHO:** Produced by the Wisconsin Bike Fed, the leading non-profit bike advocacy group in the state with employees and board members across Wisconsin (Nick Meyer is on the board, other locals like Jeremy Gragert are also involved)

**WHERE:** Phoenix Park, most likely. Tents, food trucks, vendors, on the “great lawn” area on the south end of the park. Riverside Terrace closed for roll out of hundreds of cyclists. Police escort departure from downtown on streets/roads (not bike trail, because of the huge mass of riders). Riders would then come back IN to downtown on the trails once they are spread out.

**WHY:** Huge tourism and recreational gain for the city. Thankfully I was successful in lobbying to bring this to Eau Claire in 2025, but now we need to deliver on a great experience in working with the City, Visit Eau Claire, etc.





# 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>Love Eau Claire Day Camp</u>	
	Event Date(s): <u>July 8th - 31st 2024 *Monday-Wednesday only*</u>	
	Name of Sponsoring Organization: <u>Love Eau Claire Community Inc.</u>	
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): <u>This is a day camp for kids. Each day of camp we play outdoor games, do crafts, eat snacks, share Bible stories, sing songs and do some science experiments and go on scavenger hunts sometimes in the area.</u>	
	Estimated <b>Daily</b> Attendance: <u>12-20 or so a day</u>	Estimated <b>Total</b> Attendance: <u>25</u>
	Donations, charges or entry fees: <u>donations + entry fee for parents</u>	
	Location(s) of Event: <u>Cameron Park</u>	
	Time Set Up Begins: <u>8:30 am</u>	Time Event Begins: <u>9:00 am</u>
Time Event Ends: <u>12:00 pm</u>	Time Clean-up Ends: <u>12:15 - 12:30 pm</u>	
CONTACT DETAILS	Organizer Name: <u>Jill Wendtland</u>	
	Address: <u>1617 9th St.</u>	
	Work Phone: <u>715-214-5761</u>	Cell Phone: <u>715-214-5761 (same)</u>
	Email: <u>jillnwendtland@yahoo.com</u>	
Please note if new organizer: <u>no</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: Jill Wendtland Date: 6-8-2024

## 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
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- 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
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- Alcohol will be served past sunset or 8:00 pm in the evening, whichever is later
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## 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	Cameron Park	7-6-24	10:00am	6:00pm
Clean Up	" "	7-31-24	12:00pm	3:00pm



## Event/Services Requested

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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? We will have first aid kits in the pavilion. We will not have an AED. We will have our cell phones in the pavilion for if we need to call 911.

How will you monitor weather during the event? Who will monitor the weather? How will you notify participants and spectators of emergency situations? We will check the weather before camp starts each day and during camp if the weather looks like it could be unsafe to be outside. We have a plan to go to my basement which is across the street from the park if there is a tornado watch or warning.

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

We will call 911 if we need to.

## 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?

We, myself and the other staff person will have our cell phones with us.

## Waste Collection/Recycling

Describe the waste disposal and recycling needs/plan for your event. We will use the provided garbage bins + recycling bins in the shelter to dispose of trash + recycling.

What, if any, concessions or food products will be sold OR distributed during the event? We will have kid friendly snacks daily such as popcorn, crackers, fruit, cheese, etc.

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

Recyclable

Compostable (biodegradable)

Other: reusable cups/water bottles each day

## 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. It will not impact the neighbors.

Describe the traffic and parking control plans for your event. How will you control traffic and parking to keep traffic and pedestrian lanes open? Staff will park at the provided parking places by the pavilion. Parents will drop off and pick up their kids coming into the parking lot by the pavilion or parking near the park on 11th St.

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
None		

## Firearms Information

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- 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 *Cameron Park*
  - 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 |



### Non-Profit Temporary Food Service Application

Event: Love Eau Claire Day Camp

Event Date(s): Mon. - Wed only Year: 2024 Time: 9am - noon  
July 8 - 31st 2024

Location of this Event (Address): Cameron Park Eau Claire

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

Name of Applicant/Organization: Love Eau Claire Community Inc.

On Site Operator Name/Contact: Jill Wendtland

Mailing Address: 164 9th St. Eau Claire, WI

E-mail: jillwendtland@yahoo.com Phone#: 715-241-5761

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 X, how many days? 15 days in the summer of 2023 at the same day camp  
No       

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

Popcorn - store bought, fruit, crackers and cheese, cookies, prepackaged snacks, meat sticks, chips etc. (Kid friendly snack food. We will use cutting boards + knives as needed and use gloves when prepping and handing out food. We will store refrigerated food in coolers.

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

At the day camp pavilion.

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

Inside pavilion at the park. We rent the pavilion.

#### Department Use:

Temporary restaurant license required? Yes        or No       

Discussed requirements with the Health Department:       

Date:       

       R.S.  
*Signature*



# 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: Walking into History: CVM Guided Walking Tours along the Chippewa River and Lakeview Cemetery	
	Event Date(s): July 8, July 17, Aug 8, Aug 15 (Aug 22 as weather contingency)	
	Name of Sponsoring Organization: Chippewa Valley Museums	
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): Guided walking tours for groups limited to 25 people. Routes this year are along both sides of the Chippewa River in the downtown area (Grand Ave to UWEC), and Lakeview Cemetery.	
	Estimated <b>Daily</b> Attendance: 20	Estimated <b>Total</b> Attendance:
	Donations, charges or entry fees: \$12/\$10/\$5 Adult, Senior, Youth/Student. \$2 discount for CVM members	
	Location(s) of Event: July: Paths and sidewalks both sides Chip. River from Grand Ave. to UWEC; Aug: Lakeview Cemetery	
	Time Set Up Begins: no set up	Time Event Begins: 07/08: 6:30p; 07/17: 12p; Aug: 6p
Time Event Ends: 90 minutes after start	Time Clean-up Ends: no clean up	
CONTACT DETAILS	Organizer Name: Angela Allred - Chippewa Valley Museums	
	Address: 1204 E Half Moon Dr	
	Work Phone: 715-834-7871	Cell Phone: 801-891-3305
	Email: a.allred@cvmuseum.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:  Date: 06/09/2024

## 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	None			
Guided Walking Tour	Chip. Rvr. Paths/Walks	07/08/24	6:30p	8:00p
Guided Walking Tour	Chip. Rvr. Paths/Walks	07/17/24	12:00p	1:30p
Guided Walking Tour	Lakeview Cemetery	08/08/24	6:00p	7:30p
Guided Walking Tour	Lakeview Cemetery	08/15/24	6:00p	7:30p
Guided Walking Tour	Lakeview Cemetery	HOLD: 08/22/24	6:00p	7:30p
Clean Up	None			

## 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?

Each tour will have a guide and a CVM staff support person, one of whom will carry an extra bottled water and first aid kit as well as cell phone.

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

Radar and weather will be monitored, and calls for rain cancellation will be made within two hours of scheduled tour start. If inclement weather develops over the course of the tour, participants will be encouraged to seek appropriate shelter. Prescheduled rain dates will be used if needed.

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

Tour capacity is kept intentionally small so that no traffic disruptions should occur and emergency vehicle access will be available at any point.

## 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?

The tour group will have a leader and a lag-support to keep the group together. Tour guide (leader) and support will have cell phones. We have been in touch with UWEC about our presence on campus during the Chippewa River walking tour.

## Waste Collection/Recycling

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

no anticipated waste

---

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

no food/concession distribution

---

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 will inform participants about parking regulations and availability in the vicinity of tour start locations. Lakeview Cemetery tour participants will not park along Buffington Dr. and/or in off-street lots. We do not anticipate high impact that would hinder other uses/users along the walking tour routes.

---

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 tours will abide by traffic control and signaling already in place for public users. At tour stops, participants will be reminded to yield to public users of paths, walkways, and streets.

---

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
NONE		

## 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.

---

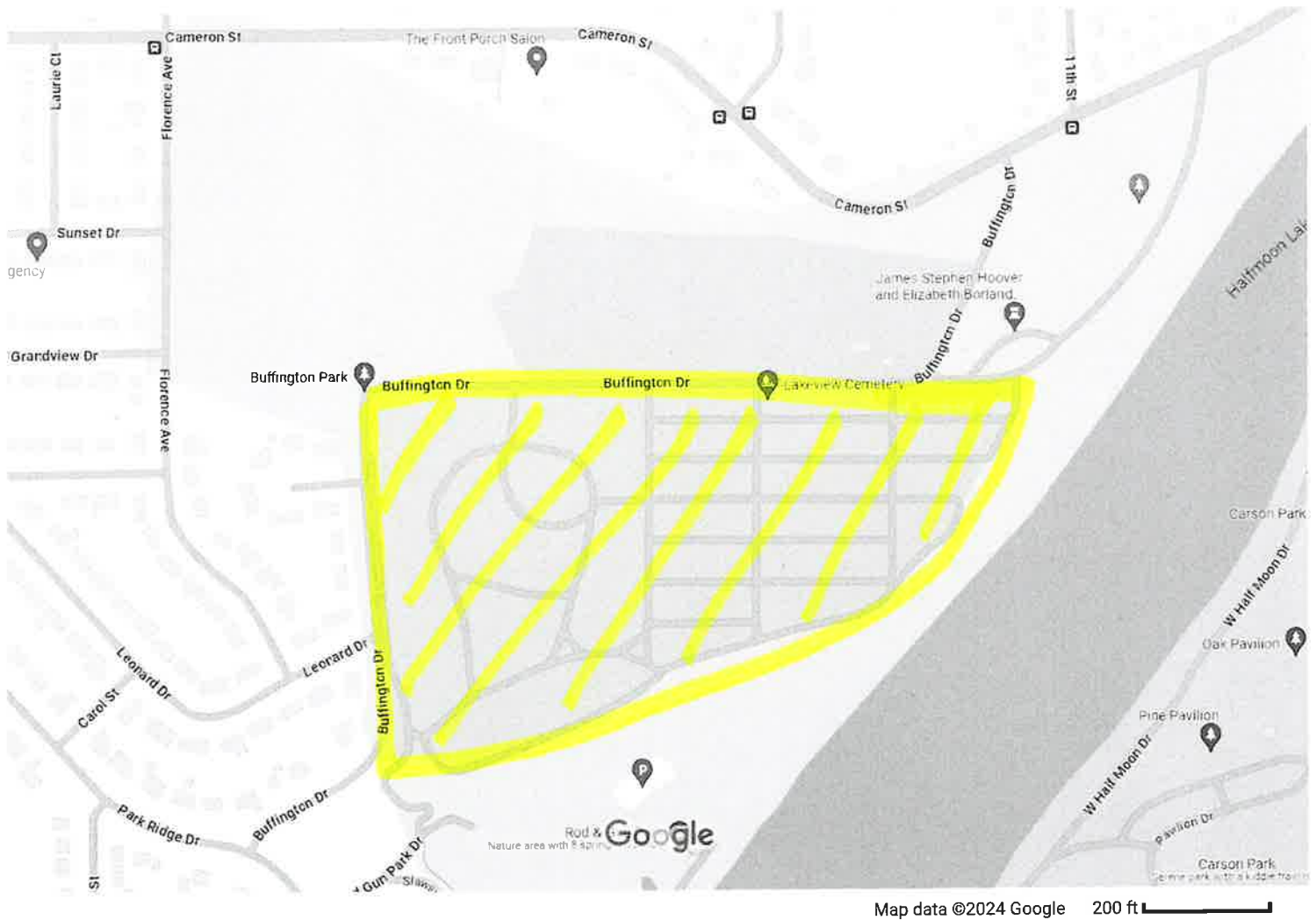
- If no to #3a, "Guns and Alcohol Don't Mix" signs are required at each public entrance to the licensed area.

## 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 |



AUG 8, 15, 22 Map/Route



Lakeview Cemetery Walking Tour Route will meander amongst highlighted markers/memorials. Exact route TBD. All other uses of the area will remain available during scheduled walking tours on Aug 8, 15 (and 22, if weather interferes with either earlier date).

WALKING INTO HISTORY: "Echoes of Eaw Claire: A Walking Tour through Lakeview Cemetery"





# 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: Chippewa Valley MultiCultural Festival

Event Date(s): Sunday, August 25, 2024

Name of Sponsoring Organization: JONAH (Immigration Task Force)

Non-Profit Group    For Profit    Other, please describe:

EVENT DETAILS

Event description, including changes (attach additional sheet, if necessary):  
A celebration of the increasing ethnic diversity of the Chippewa Valley with music, food, and vendors reflecting the various diverse cultures of our area.  
Changes: Start time is earlier.

Estimated **Daily** Attendance: 1000-1500

Estimated **Total** Attendance: 1000-1500

Donations, charges or entry fees: none

Location(s) of Event: Phoenix Park and Farmer's Market Pavilion

Time Set Up Begins: 10:30 a.m.

Time Event Begins: 11:00 a.m.

Time Event Ends: 6:00 p.m.

Time Clean-up Ends: 7:00 p.m.

CONTACT DETAILS

Organizer Name: Ray Koch

Address: 1105 Main St. #3 Eau Claire, WI 543701

Work Phone:

Cell Phone: 715-225-5907

Email: rk9561@charter.net

Please note if new organizer: **No**

## 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: Ray Koch Date: 6-17-24

## 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	Phoenix Park/Farmers Market Pavilion	8/25/24	10:30 a.m.	6:00 p.m.
Food Trucks (4-5)	Farmer's Market Pavilion	8/25/24	11:00 a.m.	6:00 p.m.
Vendors	Phoenix Park	8/25/24	11:00 a.m.	6:00 p.m.
Music/Performers	Phoenix Park	8/25/24	12:00 p.m.	6:00 p.m.
Clean Up	All above areas	8/25/24	6:00 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	
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)	6 signs
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?

Community Emergency services 911. The Eau Claire City-County Health Department will also be on sight.

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

Weather will be monitored by a member of the CVMCF committee. In case of impending weather concerns, participants and spectators will be informed by announcement from main sound system.

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

All area roads will be open and accessible.

## 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?

Loud speaker and sound system at Phoenix Park Labyrinth.

## Waste Collection/Recycling

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

Waste and recycling receptacles near food trucks along with existing receptacles.

---

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

Ethnic foods, produce, and ice cream provided by various food trucks and licensed vendors.

---

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

---

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

By adhering to the existing traffic and parking regulations that are in place at Phoenix 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

## 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.

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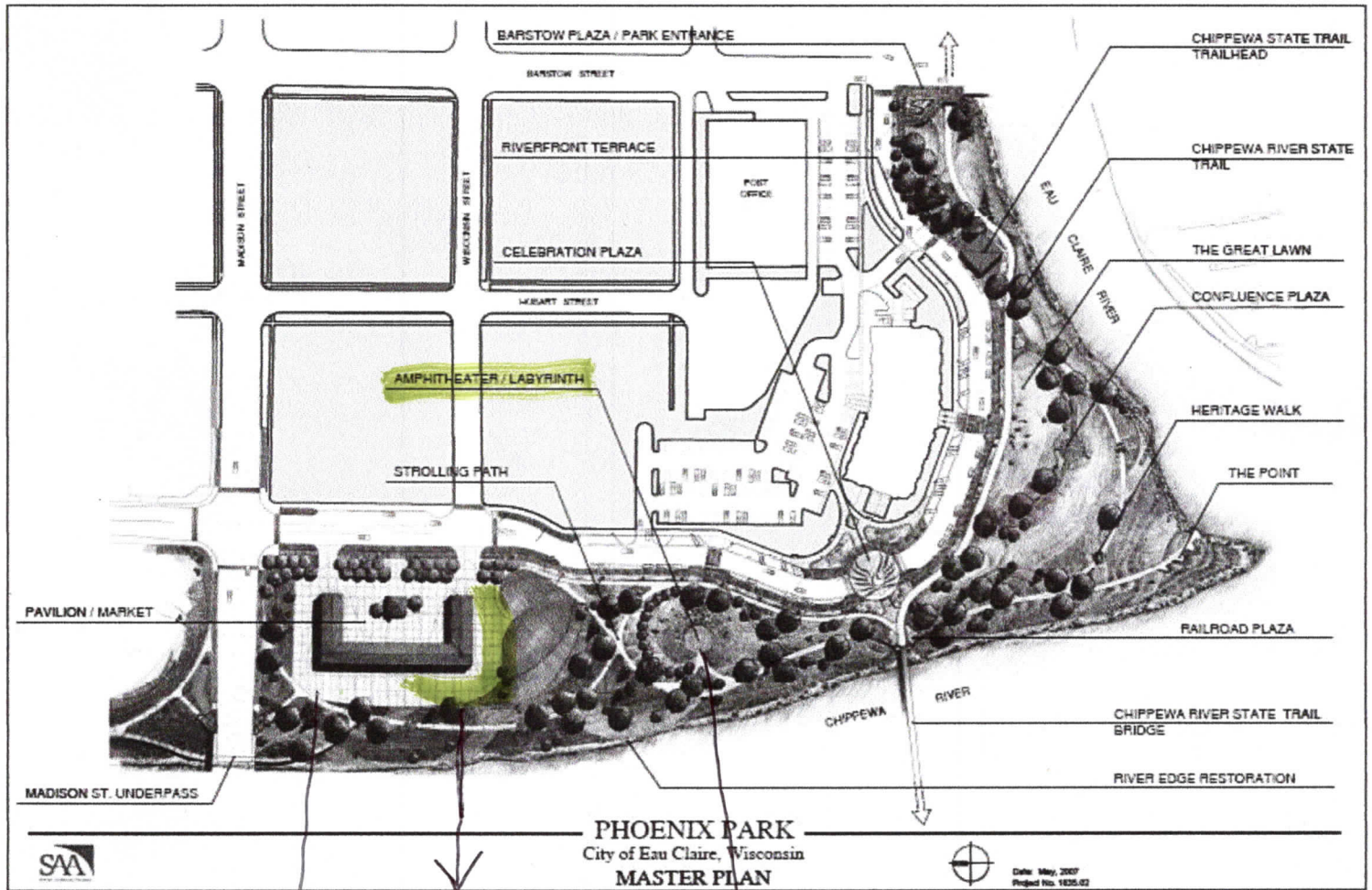
- If no to #3a, "Guns and Alcohol Don't Mix" signs are required at each public entrance to the licensed area.

## OFFICE USE ONLY

- |  |   |
|--|---|
| <input 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 |

# Chippewa Valley MultiCultural Festival

August 25, SUNDAY, 11:00 AM to 6:00 PM



Vendors

FOOD TRUCKS

Entertainment



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/10/2024

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).

<b>PRODUCER</b> Spectrum Insurance Group - Eau Claire 4233 Southtowne Dr Eau Claire WI 54701	<b>CONTACT NAME:</b> Mary Clark <b>PHONE (A/C, No, Ext):</b> 17158583128 <b>FAX (A/C, No):</b> 715-858-9866 <b>E-MAIL ADDRESS:</b> mary.clark@spectrumsingroup.com													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A : Alliance of Nonprofits for Ins</td> <td>10023</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Alliance of Nonprofits for Ins	10023	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER D :														
INSURER E :														
INSURER F :														
<b>INSURED</b> JONAH, Inc: Tenant Landlord Resource Center (TLRC), Welcoming New N 505 S Dewey St Ste 204 PO Box 10 Eau Claire WI 54701	JONAINC-01													

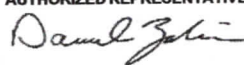
**COVERAGES**      **CERTIFICATE NUMBER:** 9544438      **REVISION NUMBER:**

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	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			2024-75024	3/28/2024	3/28/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <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			2024-75024	3/28/2024	3/28/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 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 \$ \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Directors & Officers			2024-75024-DO	3/28/2024	3/28/2025	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 City of Eau is an Additional Insured per attached endorsement

**CERTIFICATE HOLDER****CANCELLATION**

City of Eau Claire 203 S Farwell St 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 

© 1988-2015 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED  
PRIMARY AND NON-CONTRIBUTORY  
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

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**SCHEDULE**

**Name of Person or Organization:**

**A. Section II – WHO IS AN INSURED** is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- a. Your negligent acts or omissions; or
- b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

**B. Section III – LIMITS OF INSURANCE** is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

**C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is replaced by the following:

**4. Other Insurance**

**a. Primary Insurance**

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

**b. Excess Insurance**

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
  - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
  - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
  - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
  - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
  - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
  - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
  - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

**c. Methods of Sharing**

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.



# 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 Buckshot Run	
	Event Date(s): 8/31/24	
	Name of Sponsoring Organization: Special Olympics Wisconsin	
<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): Participants will run either a 5 or 2 mile route beginning in Carson park, through the City of Eau Claire. When the run is over there will be a food truck, live music, awards, and beer.	
	Estimated <b>Daily</b> Attendance: 750	Estimated <b>Total</b> Attendance: 750
	Donations, charges or entry fees:	
	Location(s) of Event: Carson Park	
	Time Set Up Begins: Aug 30 3PM	Time Event Begins: Aug 31 7:30AM
	Time Event Ends: Aug 31 1PM	Time Clean-up Ends: Aug 31 2PM
CONTACT DETAILS	Organizer Name: Ashley Lodzinski	
	Address: 6582 Ronald Reagan Ave Madison WI 53704	
	Work Phone: 715-289-6643	Cell Phone:
	Email: alodzinski@specialolympicswisconsin.org	
	Please note if new organizer: Same person, new last name	

### 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.

*Ashley Lodzinski*

6/5/2024

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

## Event Infrastructure

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

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

### ADMINISTRATIVE APPROVAL

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

### 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	Pine & Oak Pavilion	Aug 30 2024	2PM	4PM
On Site Registration	Pine Pavilion	Aug 30 2024	4PM	6PM
On Site Registration	Pine Pavilion	Aug 31 2024	7AM	9AM
5 Mile Walk/Run	Carson Park	Aug 31 2024	9AM	10:30AM
2 Mile Walk/Run	Carson Park	Aug 31 2024	10:30AM	11:30AM
Kids Dash	Carson Park	Aug 31 2024	11:30AM	11:45AM
After Race Activities	Oak Pavilion	Aug 31 2024	11:45AM	1PM
Clean Up	Carson Park	Aug 31 2024	1PM	2PM

## 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	Road closure
Fire Department Services	
<i>Ambulance Services (please specify EC Fire Dept or outside service)</i>	
Event Panels / Fencing (please specify)	40 panels
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)	20 (refer to PD)
Traffic Cones	
Extra Garbage/Recycling Bins <i>(please specify)</i>	2
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 first aid kit on tie and notify the fire department/EMTs in Eau Claire of the event.

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 will be ran rain or shine but we will be monitoring for severe weather. We will keep runners up to date through email, social media, and our website if we need to cancel the event.

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

All roads into Carson Park will remain open. We will have a clear path for ambulances/fire trucks to get into the event.



## 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?

2 way radios will be used between race coordinators and key volunteers.

## Waste Collection/Recycling

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

We will use the city provided garbage and recycling.

---

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

We will be obtaining food from a local Festival Foods to distribute at the event. Details still in the works.

---

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

Emails will be sent prior to event to notify other organizations.

---

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

Cones/barricades and police assistance will help us direct traffic into and out of the park.

---

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
Water St	9AM	10AM
Summit Ave	9AM	10AM
Lake St	9AM	10AM
2nd Ave	9AM	10AM

## 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

---

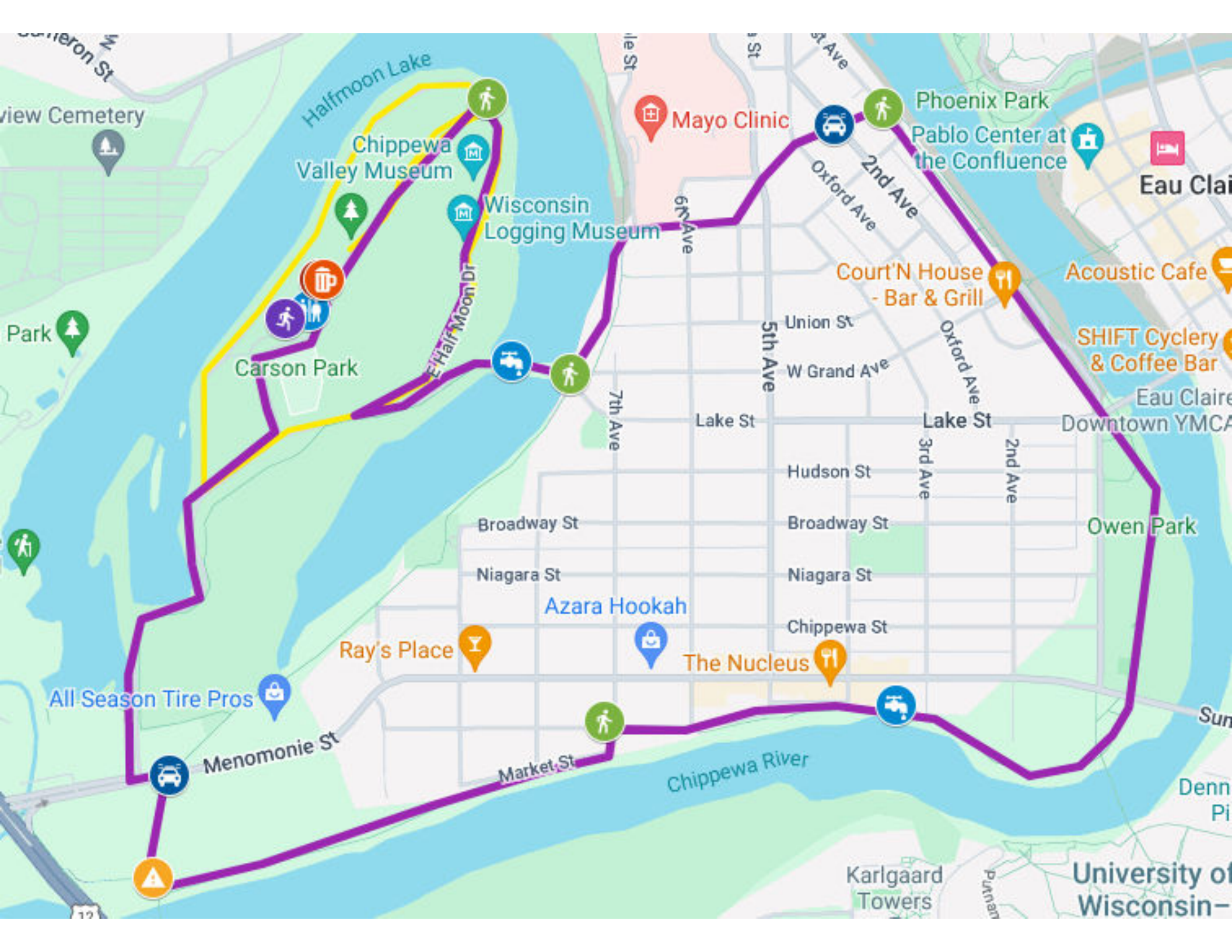
- If no to #2a OR #3a then you must include a written explanation that details your plan to ensure the health, safety and welfare of those attending the event.

---

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

## OFFICE USE ONLY

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



Halfmoon Lake

Chippewa Valley Museum



Mayo Clinic



Phoenix Park

Pablo Center at the Confluence



Eau Claire

Court'N House - Bar & Grill

Acoustic Cafe

SHIFT Cyclery & Coffee Bar

Eau Claire Downtown YMCA

Owen Park

Azara Hookah

The Nucleus

Ray's Place

All Season Tire Pros

Menomonie St

Market St

Chippewa River

Karlgaard Towers

University of Wisconsin-

**Buckshot Run Layout**

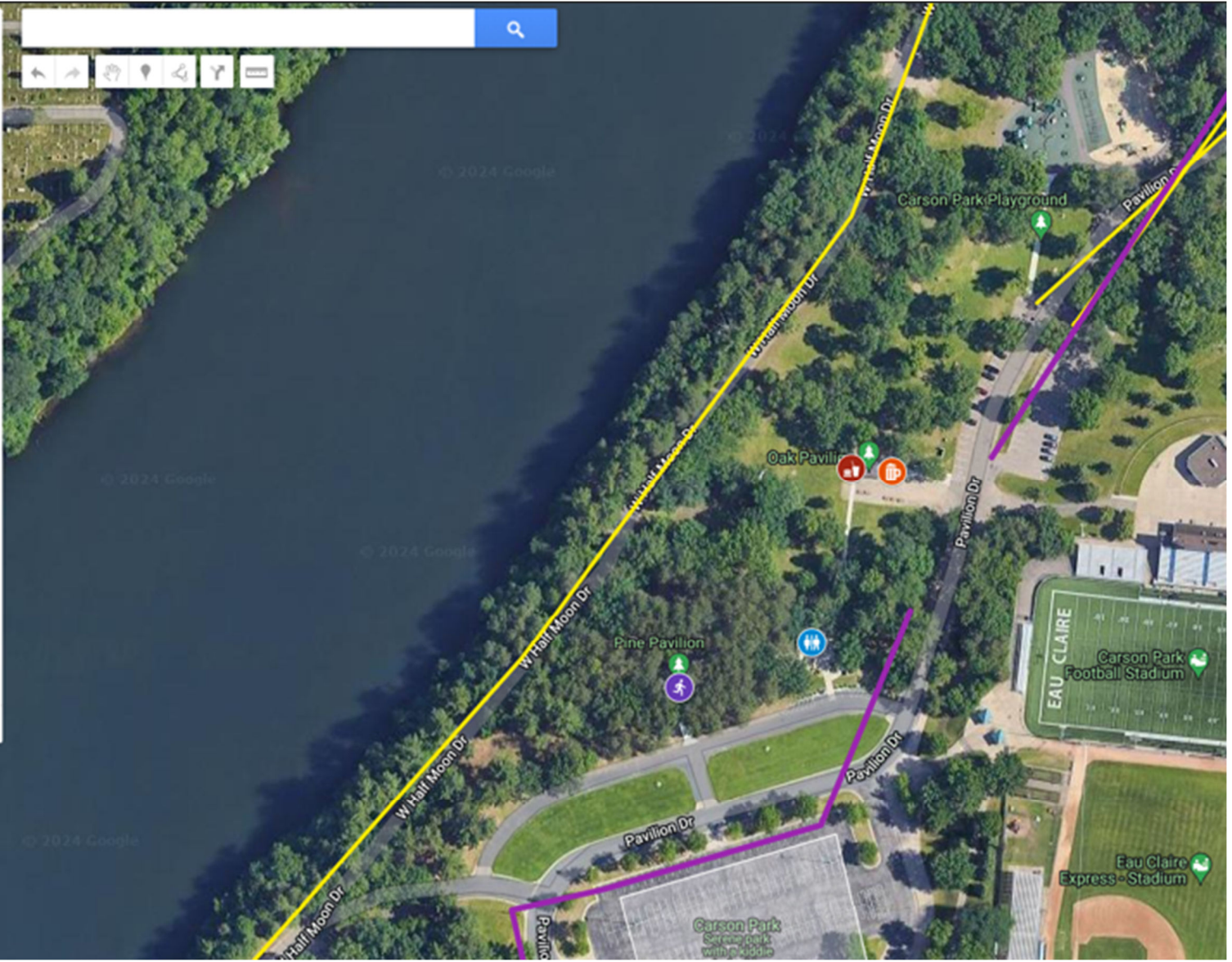
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- Individual styles
- Registration
- Beer Truck
- Food Service
- Parking
- Restroom
- 2 Mile Route
- Traffic Cones
- Squad Car 1
- SOWI Volunteer
- Water Stop 1
- SOWI Volunteer
- Squad Car 2
- SOWI Volunteer
- Water Stop 2
- SOWI Volunteer
- 5 Mile Route

Base map



## Non-Profit Temporary Food Service Application

Event: 2024 Buckshot Run

Event Date(s): Aug 31 2024 Year: 2024 Time: 9AM-2PM

Location of this Event (Address): Carson Park, Oak Pavilion

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

Name of Applicant/Organization: Special Olympics Wisconsin

On Site Operator Name/Contact: Ashley Lodzinski

Mailing Address: 6582 Ronald Reagan Ave Madison WI 53704

E-mail: ahansen@specialolympicswisconsin.org Phone#: 715-289-6643

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? approx 12

No

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

We will be getting food from a local Festival Foods. Most likely pre-made sandwiches, bananas, and chips.

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

At Festival Foods

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

Inside Park Shelter

### Department Use:

Temporary restaurant license required? Yes  or No

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

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

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

Signature



## CHECKLIST FOR TEMPORARY BEER/WINE “PICNIC” LICENSE APPLICATIONS

- Temporary Class “B”/ “Class B” Retailer’s License Application** filed with the Licensing Specialist at Customer Services counter, City Hall.

**See application deadlines on reverse side.**

- Name of organization on beer application must be the same as name registered with the Department of Revenue. If unsure check website: [www.wdfi.org/apps/cris/](http://www.wdfi.org/apps/cris/)

- \$10 fee per event must be paid at the time of filing the application.** Please make checks payable to *City of Eau Claire*

- Attend License Review Committee Meeting** for all first time events, or if changes have been made to an annual event.

- Date of meeting: \_\_\_/\_\_\_/\_\_\_ at 10:00 a.m. at City Hall, 2020 Prairie Ln., Eau Claire 54701

**Date/Time subject to change. City Attorney’s office will mail the contact person confirmation of this meeting.**

- Date of City Council meeting:** \_\_\_/\_\_\_/\_\_\_ at 4:00 p.m.  
in City Council Chambers, City Hall, 2020 Prairie Ln., Eau Claire 54701

- Is this event co-sponsored by another organization(s)? If yes, provide information listed below.

### **CO-SPONSORED EVENTS:**

- All agreements, formal or informal, between the organization requesting a temporary beer/wine license and the co-sponsoring businesses and organizations. If you do not have written documentation, please explain the agreement(s) in a letter addressed to the Licensing Specialist.
- Evidence of the financial relationship between your organization and the co-sponsoring businesses or organizations.
  - Order forms, receipts, canceled checks, deposit slips.

### **ALL EVENT APPLICATIONS MUST INCLUDE:**

- Site plan that shows:
  - Dimensions of area where beer/wine is sold and consumed
  - Brief description (letter) of your event
  - Placement of fences and tents
  - Type and placement of cooking equipment
  - Placement and projection of sound equipment
  - Emergency exits
  - Area where beer or wine is sold.
- Copies of advertisements, tickets and other promotional materials for the event.

Questions? Contact the Licensing Specialist at 715-839-4923 or via email at [licensing@eauclairewi.gov](mailto:licensing@eauclairewi.gov)

Please make an appointment to turn in your completed application, or you may mail materials to:

Licensing, City of Eau Claire  
PO Box 909  
2020 Prairie Ln.  
Eau Claire, WI 54702-0909

**See reverse for application deadlines**

# 2018

## APPLICATION DEADLINES

License may be issued the day following Council Meeting if all other requirements have been met

<b>Council Meeting</b>	<b>Application Deadline By NOON</b>	<b>License Review Date 10:00 am</b>
January 9, 2018	December 25, 2017	January 2, 2018
January 23, 2018	January 8, 2018	January 16, 2018
February 13, 2018	January 29, 2018	February 6, 2018
February 27, 2018	February 12, 2018	February 20, 2018
March 13, 2018	February 26, 2018	March 6, 2018
March 27, 2018	March 12, 2018	March 20, 2018
April 10, 2018	March 26, 2018	April 3, 2018
April 24, 2018	April 9, 2018	April 17, 2018
May 8, 2018	April 23, 2018	May 1, 2018
May 22, 2018	May 7, 2018	May 15, 2018
June 12, 2018	May 28, 2018	June 5, 2018
June 26, 2018	June 11, 2018	June 19, 2018
July 10, 2018	June 25, 2018	July 3, 2018
July 24, 2018	July 9, 2018	July 17, 2018
August 14, 2018	July 30, 2018	August 7, 2018
August 28, 2018	August 13, 2018	August 21, 2018
September 11, 2018	August 27, 2018	September 4, 2018
September 25, 2018	September 10, 2018	September 18, 2018
October 9, 2018	September 24, 2018	October 2, 2018
October 23, 2018	October 8, 2018	October 16, 2018
November 13, 2018	October 29, 2018	November 6, 2018
November 27, 2018	November 12, 2018	November 20, 2018
December 11, 2018	November 26, 2018	December 4, 2018
December 25, 2018	December 10, 2018	December 18, 2018

### OFFICE USE ONLY

- Materials copied to Attorney's Office
- Copy of this form given to applicant.
- Verify name and not-for-profit status of organization on Dept. of Financial Institution website.

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \$10.00

Application Date: 6/4/2024

Town  Village  City of EAU CLAIRE

County of EAU CLAIRE

The named organization applies for: (check appropriate box(es).)

- 1119  A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
1122  A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. **Organization** (check appropriate box) →  Bona fide Club  Church  Lodge/Society  
 Chamber of Commerce or similar Civic or Trade Organization  
 Veteran's Organization  Fair Association

(a) Name Special Olympics Wisconsin

(b) Address 6582 Ronald Reagan Ave Madison WI 53704  
(Street)  Town  Village  City

(c) Date organized 01/01/1972

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Chad Hershner 6582 Ronald Reagan Ave Madison WI 53704

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer Robin Van Fleet Bergan 6582 Ronald Reagan Ave Madison WI 53704

(g) Name and address of manager or person in charge of affair: Ashley Lodzinski 6582 Ronald Reagan Ave Madison WI 53704  
Phone #715-289-6643

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored: **A SITE PLAN MUST BE ATTACHED FOR ALL NEW OR REVISED EVENTS**

(a) Street number Carson Park, Oak Pavilion

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

## 3. Name of Event IS THIS A NEW EVENT? YES NO IF NO, DATE OF LAST EVENT? Sep 2 2023

(a) List name of the event Buckshot Run 2024

(b) Dates and starting/ending times of event Aug 31 2024 9am-2pm

### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Special Olympics Wisconsin

(Name of Organization)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Officer \_\_\_\_\_  
(Signature/date)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



## Additional Information

### May be Granted and Issued only to:

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.
- (5) Chambers of commerce or similar civic or trade organizations.

### Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:  
Class "B" (Beer):
  - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
  - b. At least 15 days prior to the granting of the license for events lasting 4 or more days."Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

**Fee:** Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

**Duration:** The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

### Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

**NOTE:** Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.



June 4, 2024  
City Council of Eau Claire  
203 S. Farwell St.  
Eau Claire WI 54703

Dear City Council of Eau Claire,

We are looking forward to the Buckshot Run August 31! We don't plan on changing much in terms of how we safely manage our beer for the event. We will be checking ID's, utilizing signage to mark the area where alcohol is being served and using wristbands to identify those of legal drinking age.

There will be 2 bartenders will be on-site to serve beer. One of those bartenders will be a current city of Eau Claire licensed bartender.

Beer will be served in 12 oz. clear plastic cups. Park Ridge Distributing is providing Beer. Beer service will be from 9am-1pm, for a charge.

Service of beer will be limited to one specified area, which is the same area where run awards will be announced and music will be played. Volunteers will be located around the perimeter of that general area to contain beer consumption. Volunteers will also be monitoring the parking lots to be sure no one leaves the park with any amount of beer. Average consumption of beer is 1.5 12 oz. cups per person 21+.

Thank you so much for your consideration.

Sincerely,

Ashley Lodzinski  
Special Events Manager  
715-289-6643  
[alodzinski@specialolympicswisconsin.org](mailto:alodzinski@specialolympicswisconsin.org)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/27/2023

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> American Specialty Insurance & Risk Services, Inc.  7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804		<b>CONTACT NAME:</b> <b>PHONE (A/C, No. Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Special Olympics, Inc.  1133 19th Street NW  Washington DC 20036		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Indemnity Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 18058	

**COVERAGES**

CERTIFICATE NUMBER: 1002197998

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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <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 type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: OTHER			PHPK2638240	12/31/2023	12/31/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <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			PHPK2638240	12/31/2023	12/31/2024	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ NON-OWNED/HIRED AUTO \$ 1,000,000
	<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	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)

- Coverage applies to the following: SPECIAL OLYMPICS WISCONSIN, 6582 RONALD REAGAN AVE, MADISON, WI 53704.

- Named Insured (cont'd): All Special Olympics Accredited U.S. Programs

**CERTIFICATE HOLDER****CANCELLATION**

SPECIAL OLYMPICS WISCONSIN

6582 Ronald Reagan Ave.

MADISON

WI 53704

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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## ADDITIONAL REMARKS SCHEDULE

<b>AGENCY</b> American Specialty Insurance & Risk Services, Inc.		<b>NAMED INSURED</b> Special Olympics, Inc. 1133 19th Street NW Washington, DC 20036	
<b>POLICY NUMBER</b> PHPK2638240		<b>EFFECTIVE DATE:</b> 12/31/2023	
<b>CARRIER</b> Philadelphia Indemnity Insurance Company	<b>NAIC CODE</b> 18058		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** ACORD 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE - Certificate #1002197998

- The Hired Auto Physical Damage limit contains a \$1,000 collision deductible and a \$100 other than collision deductible (for commercially rented vehicles only). Nonowned and Hired Auto (NOHA) liability is excess of any valid and collectible insurance.
- Coverage for property you rent or occupy, property loaned to you and property in the care, custody, or control of the Insured, \$100,000 limit subject to a \$2,500 deductible per loss, excluding watercraft, aircraft, and autos.