



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

Special Events Committee

Agenda

Wednesday, July 24, 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. Oktoberfest
 - b. Eaum Yoga + Fitness Anniversary Celebration
 - c. The EC Unity Groove
4. **Repeat Event Review**
 - a. US Open Chainsaw Sculpture Championships
 - b. Zumba in the Park
 - c. We Care Eau Claire Back to School Event
 - d. Comedy in the Park
 - e. NAMI Walks Chippewa Valley
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.

Lane Berg, Community Services Director
c: News Media



CITY OF EAU CLAIRE

2024 SPECIAL EVENT APPLICATION

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

Summary of Event

EVENT NAME	<input checked="" type="checkbox"/> New Event <input type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with changes (Explain changes in the description below)	
	Event Name: Oktoberfest Eau Claire	
	Event Date(s): 9/14/2024	
	Name of Sponsoring Organization: The Phoenix Taproom & Kitchen	
<input type="checkbox"/> Non-Profit Group <input checked="" type="checkbox"/> For Profit <input type="checkbox"/> Other, please describe:		
EVENT DETAILS	Event description, including changes (attach additional sheet, if necessary): <small>Oktoberfest Eau Claire will take place during Fall Fest in downtown Eau Claire and feature a live band, themed activities, and themed food and beverages. It will temporarily close the dead-end part of Main Street next to our building on Graham Ave.</small>	
	Estimated Daily Attendance: 2500	Estimated Total Attendance: 2500
	Donations, charges or entry fees: No entry fee	
	Location(s) of Event: 402 Graham Ave. First Floor, Eau Claire, WI 54701; Dead-end part of Main Street next to our building on Graham Ave.	
	Time Set Up Begins: 7am	Time Event Begins: 10am
	Time Event Ends: 6pm	Time Clean-up Ends: 8pm
CONTACT DETAILS	Organizer Name: The Phoenix Taproom & Kitchen	
	Address: 402 Graham Ave. First Floor, Eau Claire, WI 54701	
	Work Phone: 715-514-0948	Cell Phone: 715-214-4736
	Email: courtney@thephoenixec.com	
	Please note if new organizer: new event, 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: Courtney Hanson Date: 7-12-2024



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	Dead-end of Main St. West of the Chippewa River	9-14-2024	7am	10am
Oktoberfest			10am	6pm
Clean Up			6pm	8pm

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)	possibly
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?

A basic first aid kit will be on hand and all staff will be equipped with cell phones and emergency contact lists. Additional staff will be located on the street closure with the ability to contact emergency services and open the street for access of emergency vehicles.

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

Staff will monitor weather via mobile phones and alerting patrons to any emergency situations.

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

Emergency personnel will be able to access the closed off street at the beginning of the closure on Main Street.

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?

All staff will have mobile phones and be able to verbally communicate with attendees.

Waste Collection/Recycling

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

We will have minimal waste and utilize glassware and cutlery from our restaurant. All waste created will be disposed of via The Phoenix Taproom & Kitchen.

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

Elevated tapas will be sold by The Phoenix Taproom & Kitchen

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

Recyclable Compostable (biodegradable) Other:

User and Traffic Impact Plan

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

The Phoenix Taproom & Kitchen will post on our social media about the road closure. Minimal disruption is anticipated for the neighborhood as all other sidewalks and streets will remain open.

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

We will encourage attendees to park in the Graham Riverside parking garage's upper and lower lots.

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
Dead-end of Main St. (West of Graham)	7am	6pm

Firearms Information

Wisconsin residents have the right to carry a concealed weapon upon issuance of a state permit. City of Eau Claire code section 9.32.040 prohibits firearms on certain City property. Answer the following questions to assist City staff in determining the requirements for your special event.

- Is your event being held at one or more of the following City of Eau Claire buildings, facilities, or locations? (These facilities are permanently posted “Firearms Prohibited”) Check the correct facility:
 - Carson Park Football Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
 - Chippewa Valley Museum OR Paul Bunyan Museum
 - Hobbs Ice Arena
 - Fairfax Pool
 - Neighborhood Shelter – Boyd, Lakeshore, McDonough, North Riverfronts, Pinehurst, Sundet
 - None of the above OR you are using another public space for your event, answer questions below.

- Are you charging admission/taking donations to your event AND having a controlled access area (fencing)?
 - Yes No
 - a. If yes to #2, are you posting your special event “Firearms Prohibited”? Yes No

- Will your event have a Temporary Class B picnic license to serve wine or beer?
 - Yes No
 - a. If yes to #3, will you be posting the enclosed area (i.e., beer garden) where beer or wine is served as “Firearms Prohibited”? Yes No

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

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

OFFICE USE ONLY

- | | |
|--|---|
| <input type="checkbox"/> No City Requirements | <input type="checkbox"/> Safety Plan required |
| <input type="checkbox"/> Posting “Firearms Prohibited” | <input type="checkbox"/> “Guns and Alcohol Don’t Mix” sign required |



THE PHOENIX
TAPROOM & KITCHEN
OKTOBERFEST
SAT. SEPT. 14, 2024

Plan for Eau Claire's First Oktoberfest

Business/Organization Description

Located in the heart of Eau Claire, The Phoenix Taproom & Kitchen is the Midwest's Largest Self-Pour Taproom, featuring 72 taps of diverse craft beers, cocktails, wines, and a culinary-focused tapas menu. We are also proud to be Eau Claire's only riverside restaurant, offering a unique dining experience with scenic views and a vibrant atmosphere. Our mission is to create a welcoming space for the community to gather, enjoy exceptional food and drinks, and build lasting memories.

Description of Event:

The Phoenix Taproom & Kitchen is excited to present Eau Claire's First Oktoberfest, strategically scheduled for the same day as Fall Fest on September 14th to drive more people and keep them downtown. This 1-day event will feature a live band, themed activities, and will temporarily close the dead-end part of Main Street next to our building up to Graham Ave. Our goal is to create a festive atmosphere that draws residents and visitors to downtown Eau Claire, fostering community spirit and supporting local businesses. We plan to grow this event next year to include all of Graham Ave.



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: **Eaum Yoga + Fitness Anniversary Celebration**

Event Date(s): **09/07/2024**

Name of Sponsoring Organization: **Eaum Yoga + Fitness**

Non-Profit Group For Profit Other, please describe:

EVENT DETAILS

Event description, including changes (attach additional sheet, if necessary):
Please see attached sheet.

Estimated **Daily** Attendance: **250**

Estimated **Total** Attendance: **250**

Donations, charges or entry fees: **Free of charge**

Location(s) of Event: **E Grand Ave between S Barstow St & Graham Ave**

Time Set Up Begins: **5:30 am**

Time Event Begins: **7:00 am**

Time Event Ends: **1:00 pm**

Time Clean-up Ends: **2:00 pm**

CONTACT DETAILS

Organizer Name: **Malia Markquart**

Address: **220 S Barstow St Suite 2 Eau Claire, WI**

Work Phone: **(715) 227-3632**

Cell Phone: **612-710-1396**

Email: **eaumstudio@gmail.com**

Please note if new organizer: **First time event**

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: *Malia Markquart* Date: **07/11/2024**

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	E Grand Ave (between S Barstow St & Graham Ave)	09/07/2024	5:30 AM	7:00 AM
Sauna & Cold Tubs	E Grand Ave (between S Barstow St & Graham Ave)	09/07/2024	7:00 AM	1:00 PM
Face Painting	E Grand Ave (between S Barstow St & Graham Ave)	09/07/2024	7:00 AM	1:00 PM
Coffee Cart	E Grand Ave (between S Barstow St & Graham Ave)	09/07/2024	8:00 AM	1:00 PM
Ice Cream Cart	E Grand Ave (between S Barstow St & Graham Ave)	09/07/2024	10:00 AM	1:00 PM
Dunk Tank	E Grand Ave (between S Barstow St & Graham Ave)	09/07/2024	10:00 AM	1:00 PM
Music/DJ	E Grand Ave (between S Barstow St & Graham Ave)	09/07/2024	10:00 AM	1:00 PM
Clean Up	E Grand Ave (between S Barstow St & Graham Ave)	09/07/2024	1:00 PM	2:00 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	Not required
Fire Department Services	Not required
<i>Ambulance Services (please specify EC Fire Dept or outside service)</i>	Not required
Event Panels / Fencing (please specify)	Not required
No Parking Signs (must be posted 24 hours before event start, posts not included)	5
Barricades (it takes 4 barricades to close down 1 block of city street)	4
Traffic Cones	Not required
Extra Garbage/Recycling Bins (<i>please specify</i>)	Not required
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?

Eaum Yoga + Fitness has first aid kits on site and multiple staff members who are CPR-certified. With the nature of this event, it is not expected that more advanced medical care would be required. With that being said, should it be needed, there will be easy access for all necessary medical personnel on both ends of E Grand Ave. Even though we are requesting the street to be closed, activities will be positioned in such a way that a fire truck, ambulance, or police car could enter and exit. Staff members will be stationed around the event at various activities. They will be able to point attendees inside should basic first aid be required.

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

Eaum Yoga + Fitness member Charlie Johnson will be onsite and in charge of monitoring the weather. Similar to what is noted below, should an emergency announcement need to be made, we will utilize our member messaging system and onsite speakers to notify attendees.

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

As mentioned above, activities will be set up in such a way that an ambulance or fire truck will be able to enter and exit E Grand Ave from either direction.

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?

As this event takes place within such a small area, any emergency announcements can be made over the DJ speakers. Additionally, a lot of the attendees at this event will be Eaum + Yoga and Fitness members. Should an emergency take place, a mass text message can be sent to all members.

Waste Collection/Recycling

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

Reboot Social and Eaum Yoga + Fitness share waste disposal bins. We will have a number of these bins staggered around the event and near the two food trucks/carts.

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

- Kates Coffee Koop
- Olson's Ice Cream Cart

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

Recyclable

Compostable (biodegradable)

Other:

Olson's Ice Cream and Kates Coffee Koop products.

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

This event will not block access to any neighboring businesses, nor will it shut down or block access to a major downtown thoroughfare.

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

Sidewalks will not be blocked and access will remain open to any members of the public who wish to attend the event or walk through. We do not expect this event to have an impact on traffic as S Barstow and Graham Ave will not be blocked.

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
E Grand Ave from S Barstow St to Graham	5:00 AM	2:00 PM

Firearms Information

Wisconsin residents have the right to carry a concealed weapon upon issuance of a state permit. City of Eau Claire code section 9.32.040 prohibits firearms on certain City property. Answer the following questions to assist City staff in determining the requirements for your special event.

- Is your event being held at one or more of the following City of Eau Claire buildings, facilities, or locations? (These facilities are permanently posted "Firearms Prohibited") Check the correct facility:
 - Carson Park Football Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
 - Chippewa Valley Museum OR Paul Bunyan Museum
 - Hobbs Ice Arena
 - Fairfax Pool
 - Neighborhood Shelter – Boyd, Lakeshore, McDonough, North Riverfronts, Pinehurst, Sundet
 - None of the above OR you are using another public space for your event, answer questions below.

- Are you charging admission/taking donations to your event AND having a controlled access area (fencing)?
 - Yes No
 - a. If yes to #2, are you posting your special event "Firearms Prohibited"? Yes No

- Will your event have a Temporary Class B picnic license to serve wine or beer?
 - Yes No
 - a. If yes to #3, will you be posting the enclosed area (i.e., beer garden) where beer or wine is served as "Firearms Prohibited"? Yes No

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

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

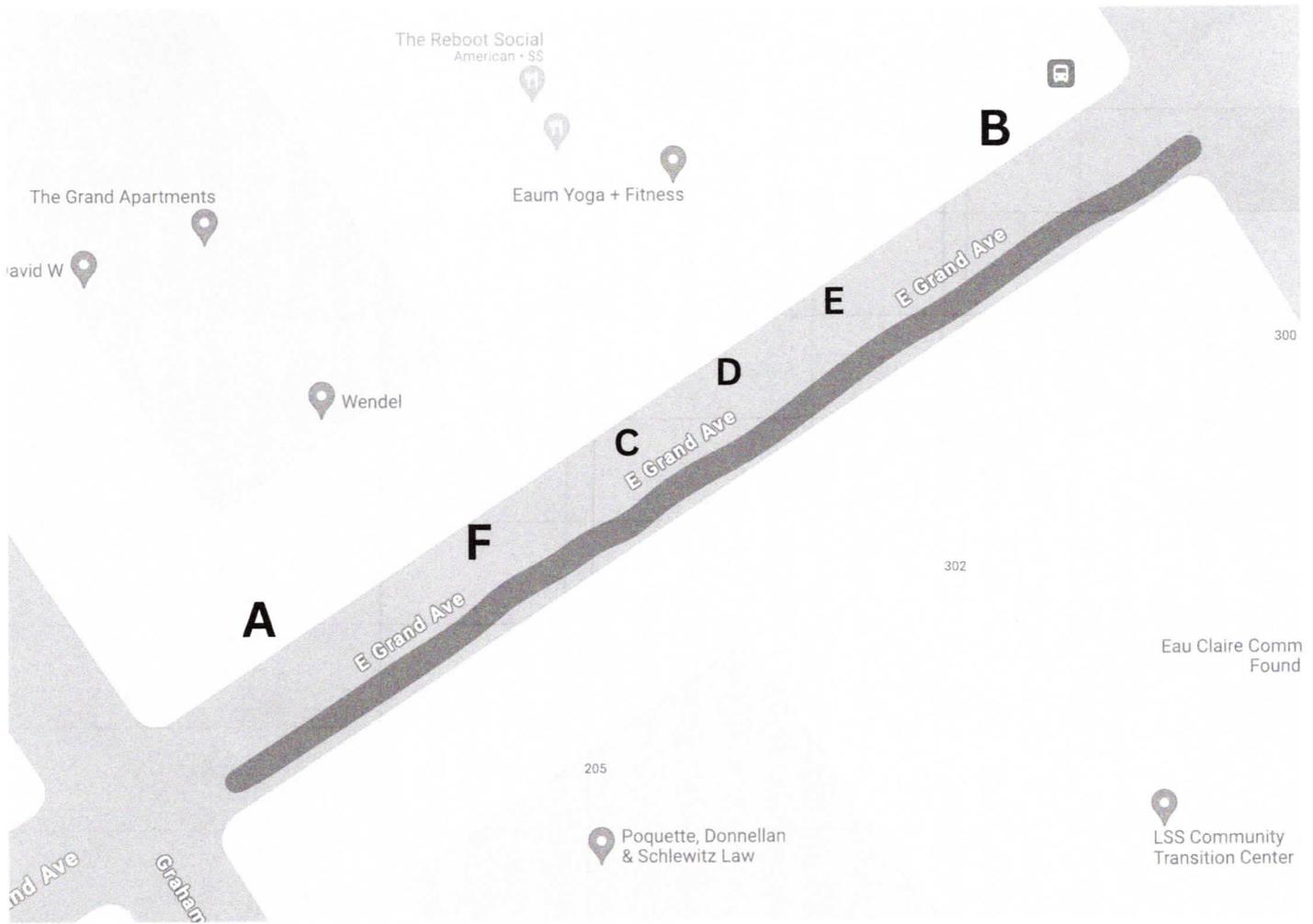
OFFICE USE ONLY

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

Eaum Yoga + Fitness Anniversary Celebration Event Description

Saturday, September 7th, 2024, marks one year since Eaum Yoga + Fitness opened its doors, and we want to celebrate with friends, members, and the general public. At Eaum, we believe in a family-friendly experience. This is why we will have activities tailored to all ages. Starting bright and early, mom and the kids can enjoy mommy-and-me yoga (inside). Afterward, take a dip in a cold tub or warm up in the sauna and grab a coffee from Kates Coffee Koop parked out front. Various yoga and strength classes will be offered (inside) for the rest of the morning and early afternoon. Outside, we will have face painting, a dunk tank, a build-your-own trucker hat, Olson's ice cream, and a DJ. The event will end at 1 PM, clean up will be complete by 1:45 and the barricades will be down by 2 PM sharp.

Event Map



A - Drop off spot for 1st set of barricades. Corner of Graham & E Grand Ave

B - Drop off spot for 2nd set of barricades. Corner of S Barstow St & E Grand Ave

C - Sauna

D - Olsons Ice Cream

E - Kates Coffee Cart

F - Cold Tubs

 - Emergency Vehicle Lane



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

Event Name: US Open Chainsaw Sculpture Championship

Event Date(s): August 1-4th, 2024

Name of Sponsoring Organization: Chippewa Valley Museums

Non-Profit Group For Profit Other, please describe:

EVENT DETAILS

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

See top chainsaw carvers from around the world spend 4 days touring 8-foot logs into masterpieces. Guests have four chances to bid and take home one-of-a-kind piece of art. Event also includes family activities, food, drinks, vendor fair, museum admission and more.

Estimated **Daily** Attendance: 1000-1500

Estimated **Total** Attendance: 5000

Donations, charges or entry fees: \$12/\$18 (day/weekend), presale - \$18/\$25 (day/weekend) Day of

Location(s) of Event: Chippewa Valley Museums - Carson Park

Time Set Up Begins: July 31, 8am

Time Event Begins: Aug 1, 10am

Time Event Ends: Aug 4, 6pm

Time Clean-up Ends: Aug 5, 4pm

CONTACT DETAILS

Organizer Name: Dustyn Dubuque

Address: 1204 E Half Moon Dr. Eau Claire, WI

Work Phone: 715-598-2662

Cell Phone: 715-505-1735

Email: d.dubuque@cvmuseum.com

Please note if new organizer: Former organizer, Benny Anderson, Visit Eau Claire. CVM worked closely with VEC last year.

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: _____

6/26/24

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				
Tents, blachers, bar, tables, chairs	Parking lot near WI Logging Museum	7.31	8am	5pm
Food vendors, additional set up	Parking Lot near WI Logging Museum	8.1 - 8.4	8am	event end
Clean Up		8.5	8am	4pm

Event/Services Requested

If you need services or items from the City of Eau Claire for your special event, fill out the form below. Contact Community Services for fee information. This is NOT a comprehensive list of services that may be required for your event. (Item totals may be adjusted for safety reasons by City staff)

Service/Item	# of Items Requested
Police Department Services	4
Fire Department Services	
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)	Same as previous years unless road closed
Barricades (it takes 4 barricades to close down 1 block of city street)	
Traffic Cones	
Extra Garbage/Recycling Bins (please specify)	
Other: Bleachers as used in previous years	

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 have walkies, cell phones, P.A., and landline as a fallback. Camp is equipped with emergency weather radio. Museum and carvers tent are equipped with a first aid kit. There is a safety monitor enforcing safety rules for carving. There is a security officer on site through the event in case of emergency. There are gates for ambulance access. Fire extinguishers rented through A1.

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 through weather channels by cell and local weather radio. Public address system will be used to alert attendees.

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

Main entrance can be opened and there are cattle gates which open near carvers tent.

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 have a 24 hour security on site and ECPD will be informed of our schedule and security planning. We have multiple forms of communication, cell, walkies, PA system.

Waste Collection/Recycling

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

We are planning to continue the garbage collection plan of past years, which is to have garbage and recycling around grounds collected by the City.

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

Ice cream, soda, pie, popcorn, chips, hamburgers, hot dogs, brats.

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

All neighborhood partners have been included in operation of event as partners.

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

We will be shuttling guests from locations by bus and golf cart for mobility issues. Admission gates by ball fields to use parking lots as well. Additional handicap spots will be located near pickleball courts in Carson 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
E Half Moon Drive (beginning at Pickleball courts) to Pavilion Dr.	8.1 - 8am	8.4 - 6pm

Firearms Information

Wisconsin residents have the right to carry a concealed weapon upon issuance of a state permit. City of Eau Claire code section 9.32.040 prohibits firearms on certain City property. Answer the following questions to assist City staff in determining the requirements for your special event.

- Is your event being held at one or more of the following City of Eau Claire buildings, facilities, or locations? (These facilities are permanently posted "Firearms Prohibited") Check the correct facility:
 - Carson Park Football Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
 - Chippewa Valley Museum OR Paul Bunyan Museum
 - Hobbs Ice Arena
 - Fairfax Pool
 - Neighborhood Shelter – Boyd, Lakeshore, McDonough, North Riverfronts, Pinehurst, Sundet
 - None of the above OR you are using another public space for your event, answer questions below.

- Are you charging admission/taking donations to your event AND having a controlled access area (fencing)?
 - Yes No
 - a. If yes to #2, are you posting your special event "Firearms Prohibited"? Yes No

- Will your event have a Temporary Class B picnic license to serve wine or beer?
 - Yes No
 - a. If yes to #3, will you be posting the enclosed area (i.e., beer garden) where beer or wine is served as "Firearms Prohibited"? Yes No

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

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

OFFICE USE ONLY

- | | |
|---|---|
| <input type="checkbox"/> No City Requirements | <input type="checkbox"/> Safety Plan required |
| <input checked="" type="checkbox"/> Posting "Firearms Prohibited" | <input type="checkbox"/> "Guns and Alcohol Don't Mix" sign required |

Football field

Chainsaw & Co. 2024

THE KICKS
LEAGUE

2024
US OPEN
CHAINSAW
CHAMPIONSHIPS
MAP OF
GROUNDS

LAKE
FIELD

Gelein
Base
FIELD

EXHIBITIONAL CARVERS TENT

SCORE BOARD

DINING TENT

EXHIBIT



BLANCHARD

INFO

AUCTION AREA

THE BIG
SHOW
(CARVERS' TENT)



BEER GARDEN | KINAMIS CONCESSION

AMULET
BEER
PERSI

LIONS

CARVERS
HOSPITALITY
TENT



ATM

WOOD TURNERS

WLM
Volunteer
check-in

PARTY
POTTIES

Ticket
Gate

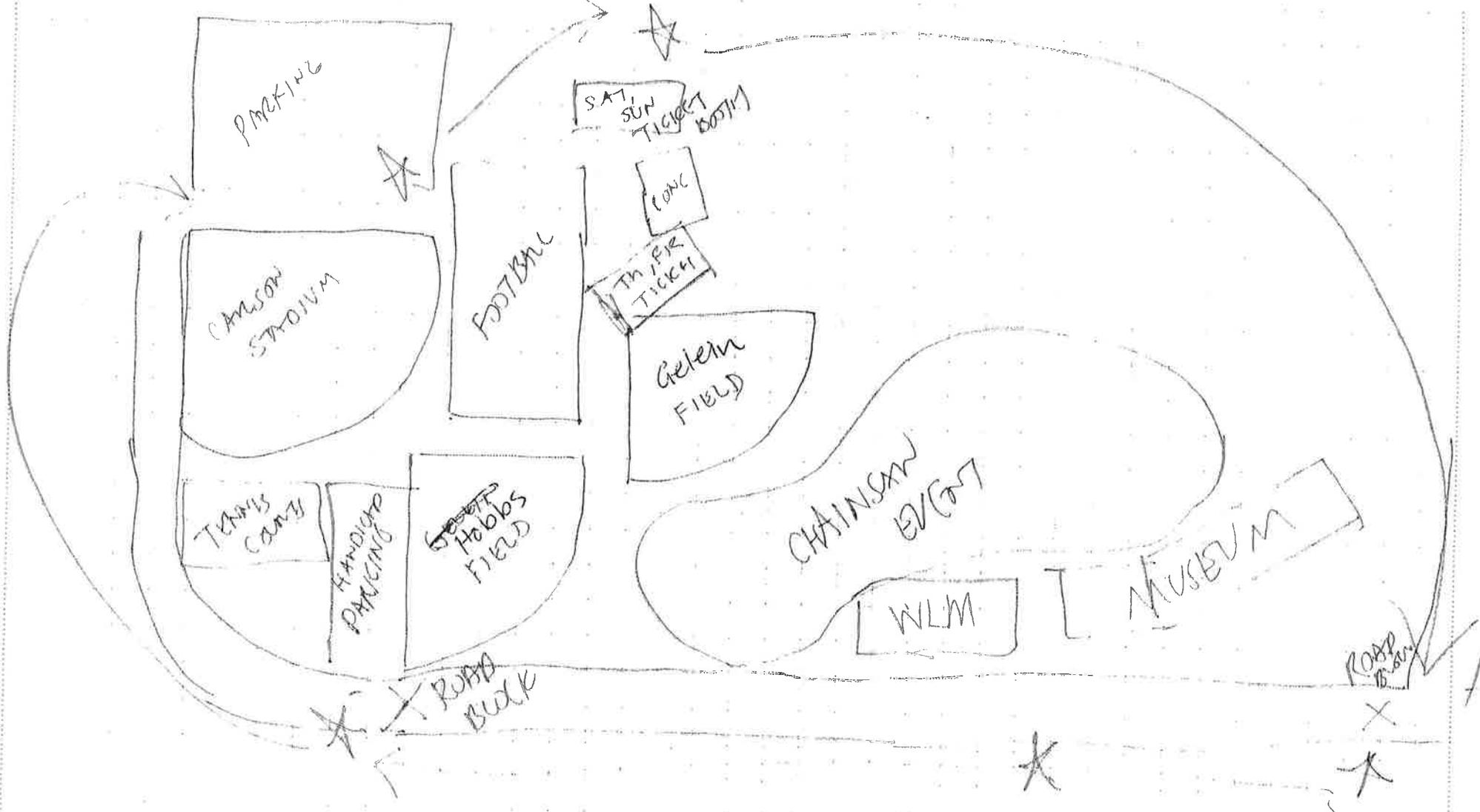
on
CVM
Grounds
BAND STAGE

Elk Lake Moon Dr

SHUTTLE MAP ON REVERSE SIDE

+ FAMILY DAY STATIONS

CHAINSAW 2024



Shuttle does not
run Thursday!

Shuttle service ends
at 5p daily.

SHUTTLE
STOPS 

→ Golf carts will shuttle people from
shuttle stop to gate as needed.



Non-Profit Temporary Food Service Application

Event: US Open Chainsaw Competition

Event Date(s): Aug 1-4 Year: 2024 Time: 8:00am - 9:00pm

Location of this Event (Address): 1204 E Half Moon Dr

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

Name of Applicant/Organization: Chippewa Valley Museums

On Site Operator Name/Contact: Dustyn Dubuque

Mailing Address: 1204 E Half Moon Dr

E-mail: d.dubuque@cvmuseum.com Phone#: 715-598-2663

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? _____
No

Menu: Please list the foods that will be served and equipment used:
Pie, Popcorn, Ice Cream, Brats, Hot Dogs, Chips, Soft drinks and Hamburgers

Where will foods be prepared? **No home prepared foods allowed!**
Food is purchased from ready prepared vendor or made in lions club trailer.

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

Department Use:

Temporary restaurant license required? Yes _____ or No _____

Discussed requirements with the Health Department: _____

Date: _____

Signature R.S.



2024 TENT & GREENHOUSE PERMIT APPLICATION

Required 10 Days Prior to Inspection Date

APPLICATION FEE – \$62

NOTE: Any structure that is erected for longer than 180 days is considered permanent therefore not authorized by this permit

Permit Applicant Contact Information:

Name: Chippewa Valley Museums Phone: 715-598-2663
Address: 1204 E Half Moon Dr. Eau Claire, WI

Tent/Greenhouse Information:

Group/Organization using the Tent: Chippewa Valley Museums
Location of Tent: WI Logging Museum Parking Lot
Number of Tents/Greenhouses: 4 (A single permit is required for each site but not each tent/greenhouse)
Purpose or Use of Tent/Greenhouse: Shade, Seating Expected maximum occupancy: 225
Company Erecting Tent/Greenhouse: A1

*****INSPECTION OF THE TENT/GREENHOUSE IS REQUIRED PRIOR TO OCCUPANCY*****

Date Tent will be Set-Up: 7/31/24 Date Tent will be Taken Down: 8/5/24

Approximate Date & Time of Inspection: 7/31/24 - 5:00pm

*****PLEASE CALL AHEAD TO SCHEDULE AN INSPECTION 715-839-4825*****

Applicant agrees to abide by the Eau Claire Fire Department Fire Prevention Code Requirements as they relate to this permit.

Signature: [Handwritten Signature] Date: 6/26/24

PLEASE ATTACH A SITE PLAN/MAP INDICATING THE LOCATION OF THE TENT(S) IN RELATION TO BUILDINGS, PARKING AND ACCESS ROADS

If using electricity please call 715-839-4947 to apply for an electrical permit

Mail completed form with payment to:
Eau Claire Fire and Rescue, 216 South Dewey Street, Eau Claire, WI 54701
Check Payable to: City of Eau Claire Treasurer

If erected on City Property a Special Events application must also be completed
That application can be found online at: www.eauclairewi.gov/recreation/special-events
OR in person at 910 Forest Street, Eau Claire, WI 54703

OFFICE USE ONLY

Permit Number: _____ Received By: _____
Payment: \$62 Cash _____ Check _____ Ck Number _____ Treasury Use #2524



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: Zumba in the Park
	Event Date(s): August 12, 2024
	Name of Sponsoring Organization: YMCA of the Chippewa Valley
	<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):	
	Dance fitness class	
	Estimated Daily Attendance: 75	Estimated Total Attendance: 75
	Donations, charges or entry fees: \$10	
	Location(s) of Event: Phoenix Park Pavilion	
	Time Set Up Begins: 5:45 PM	Time Event Begins: 6 PM
Time Event Ends: 7:30 PM	Time Clean-up Ends: 7:45 PM	

CONTACT DETAILS	Organizer Name: YMCA of the Chippewa Valley-Cindy Peterson & Suzie Slota	
	Address: 700 Graham Ave.	
	Work Phone: 715-839-4631	Cell Phone: 715-559-3800
	Email: sslota@ymca-cv.org	
	Please note if new organizer: Cindy has run this event in the past under her own private business. This is the first year it has been sponsored by the YMCA.	

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: Suzanne B. Slota Date: 6/10/24

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 Pavilion	8/12/24	5:45 PM	6:00 PM
Dance class	Phoneix Park Pavilion	8/12/24	6:00 PM	7:30 PM
Clean Up	Phoneix Park Pavilion	8/12/24	7:30 PM	7:45 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	
Ambulance Services (please specify EC Fire Dept or outside service)	
Event Panels / Fencing (please specify)	
No Parking Signs (must be posted 24 hours before event start, posts not included)	
Barricades (it takes 4 barricades to close down 1 block of city street)	
Traffic Cones	
Extra Garbage/Recycling Bins (please specify)	
Other:	

Emergency Action Plan

ITEMS TO CONSIDER: Designated “lost child” area, evacuation procedure, securing valuables, crowd control, emergency response procedures and contact information, weather conditions, etc.

Describe your first aid and emergency action plans for the event. Will you have first aid kit(s) available, and/or more advanced medical care, including AED and/or medical personnel available for participants and spectators? How will you advise participants and spectators of locations for first aid if needed?

All dance instructors are first aid/CPR certified.

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

YMCA staff will monitor the weather via cell phone. If weather causes us to cancel the event, we will announce via social media. If dangerous weather issues arise once on site, we will use our portable P.A. system to notify attendees.

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

YMCA staff will use cell phones to call 911.

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?

Portable public address system.

Waste Collection/Recycling

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

No waste is expected.

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

n/a

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

Recyclable Compostable (biodegradable) Other:

User and Traffic Impact Plan

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

n/a

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

Participants will use on-street parking or nearby parking ramp.

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.

- 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 |



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: We Care Eau Claire - Back to School Event
	Event Date(s): Monday, August 19th (rain out date of Tuesday, August 20th)
	Name of Sponsoring Organization: We Care Eau Claire (various churches)
<input checked="" type="checkbox"/> Non-Profit Group <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Other, please describe: 86-3014334	

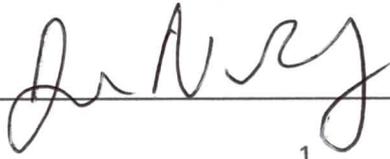
EVENT DETAILS	Event description, including changes (attach additional sheet, if necessary): We will be using Phoenix Park (Farmer's Market & Labyrinth) for a back to school event that supports families of the Eau Claire Area School District that are in need of school supplies.	
	Estimated Daily Attendance: 900	Estimated Total Attendance: 900
	Donations, charges or entry fees: None	
	Location(s) of Event: Phoenix Park Farmer's Market & Labyrinth	
	Time Set Up Begins: 2pm	Time Event Begins: 4pm
Time Event Ends: 7pm	Time Clean-up Ends: 9pm	

CONTACT DETAILS	Organizer Name: Jordan Van Proosdy (We Care EC / Haven Church)	
	Address: 2725 Mall Dr. Suite 2	
	Work Phone: 920-540-7721	Cell Phone: 920-540-7721
	Email: jordan@myhavenchurch.org	
	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: 07/07/24

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	08/19/2024	2pm	4pm
Event	Phoenix Park	08/19/2024	4pm	7pm
Clean Up	Phoenix Park	08/19/2024	7pm	9pm

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	1-2 Officers
Fire Department Services	1-2 Firefighters
<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 (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 medical staff present to administer any emergency medical care. We will have first aid kits present. Visitors will be able to clearly see where the medical help will be located. Our medical volunteers will be located in the square stage area of the farmer's market.

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 be watching the weather and making decisions of cancelling the event for Monday, August 19th. We have reserved a rain-out date of Tuesday, August 20th just in case.

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

The streets won't be blocked so emergency vehicles will be able to access the streets around Phoenic Park. They will be able to enter into the Farmer's Market if necessary.

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?

Our staff will have walkie-talkies and cell-phones in order to communicate more effectively with each other. These will be used during the event to communicate any changes.

Waste Collection/Recycling

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

There will be some cardboard and garbage at our event. However, it should be a minimal amount of waste.

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

At this time, we don't plan to have food products or cups/plates. If this changes, we will communicate it to you.

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

Recyclable Compostable (biodegradable) Other: None

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

This event should be similar to the farmer's market or music in the park. The neighbors should be very familiar with the amount of traffic that is expected.

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

Our event shouldn't block traffic and should be similar to other events that are held at Phoenix 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

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 |

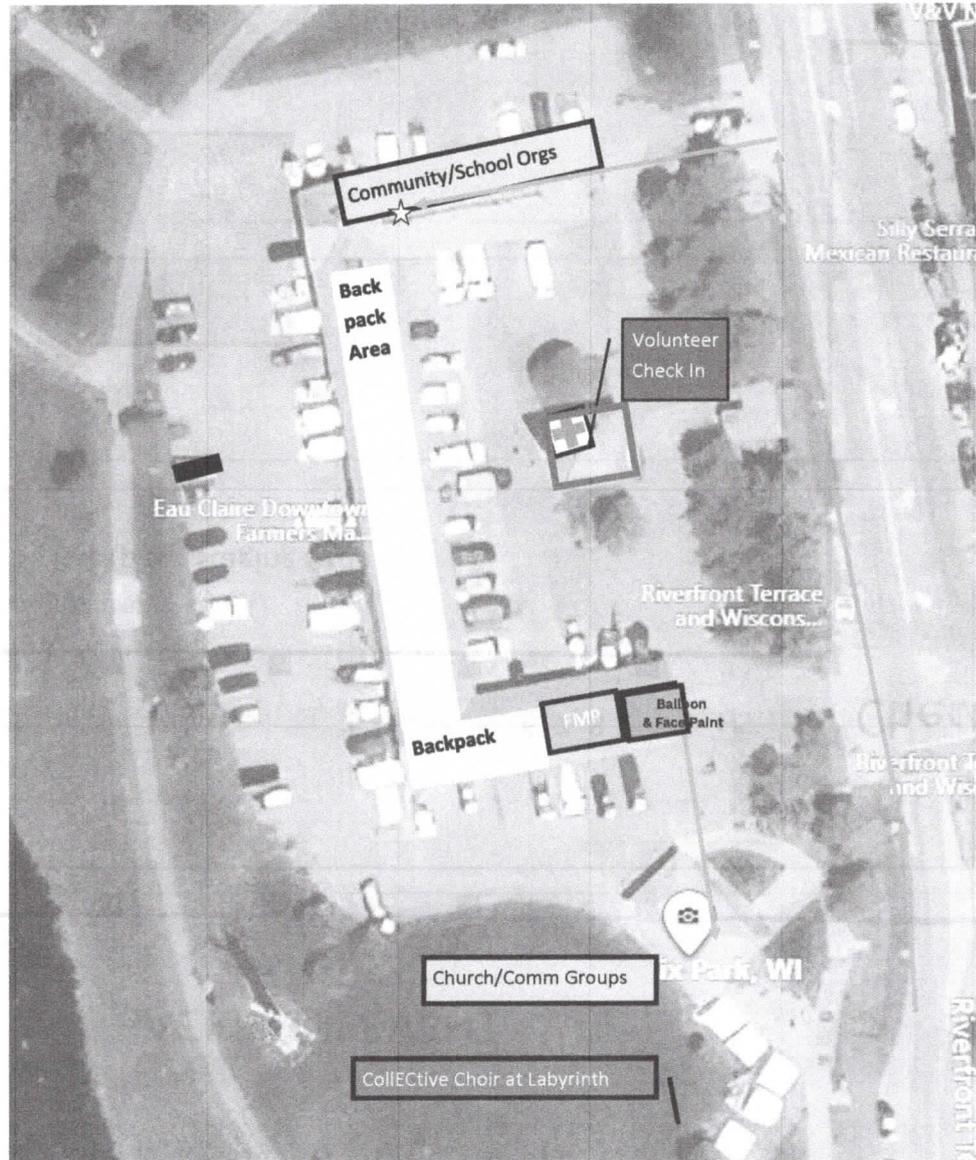
WECARE

EAU CLAIRE

BACK TO SCHOOL EVENT

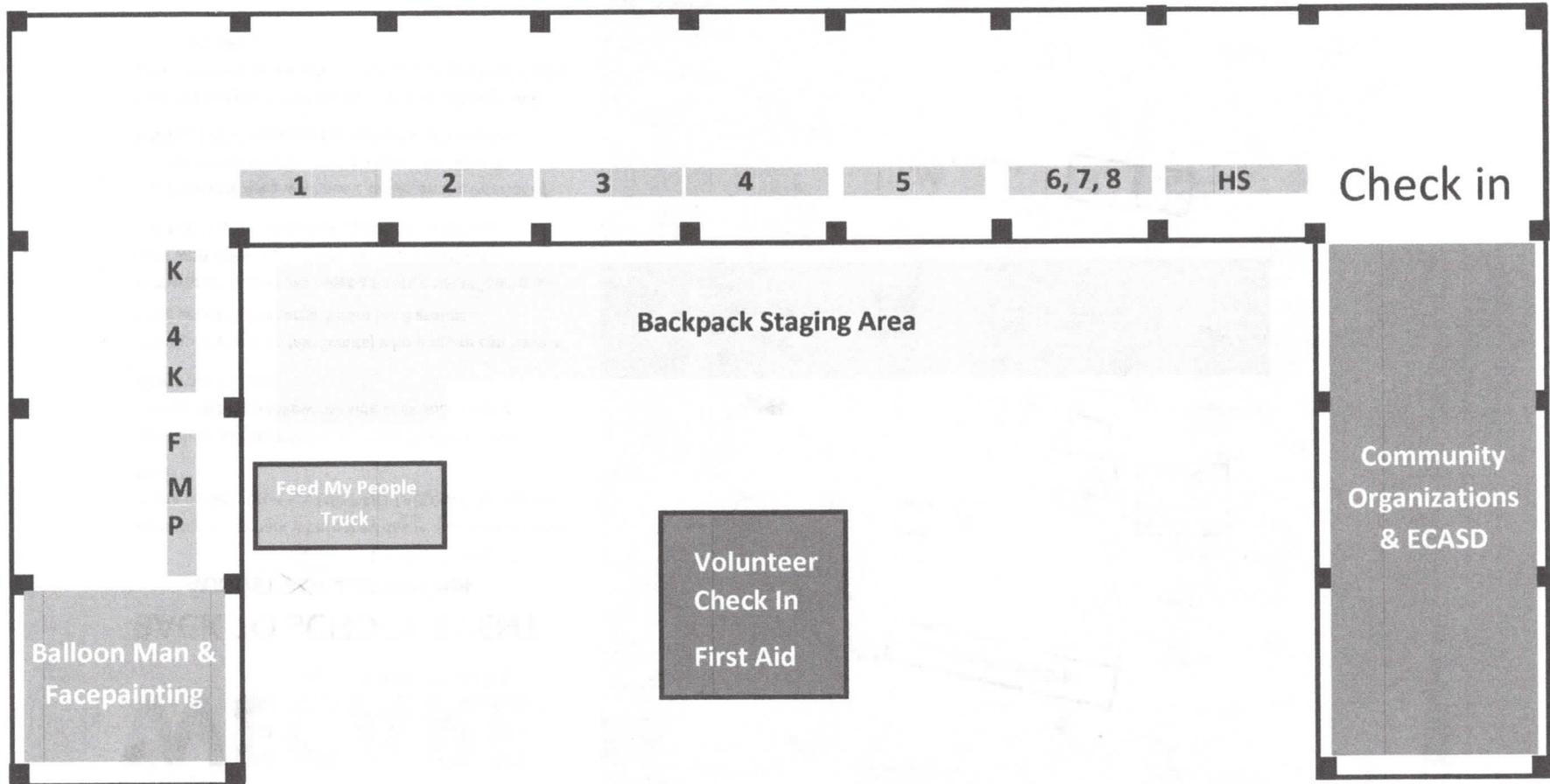
AUGUST ~~21st 4:30-7:30 PM~~
19th 4:00-7:00pm

- Volunteers can park where they desire and then check in at the Gazebo (purple). FIRST AID TABLE will be located here
- Attendees will start lining up under the North side canopy and then follow the side walk south along Riverfront Terrace. (green path)
- Community Groups (ex: Scouts) who enquire can have a table set up in that area. Room for 8 groups.
- At the Star families will meet a FAMILY HELPER who will walk with them through the backpack stations and fill out a card with the demographics of the family.
- The Backpack Area will have 2 tables on the interior of the horseshoe to place backpacks on. BACKPACK DISTRIBUTERS will keep the tables full of varieties.
- Feed My People will be set up near end offering meal packs, diapers, and a resource on how to get food during the school year.
- Church and other Community Groups can set up tables/ tents about other resources in the grass along the sidewalk to the Labyrinth (where art vendors are during Farmers Market days).
COLLECTive Choir will be performing in the Labyrinth

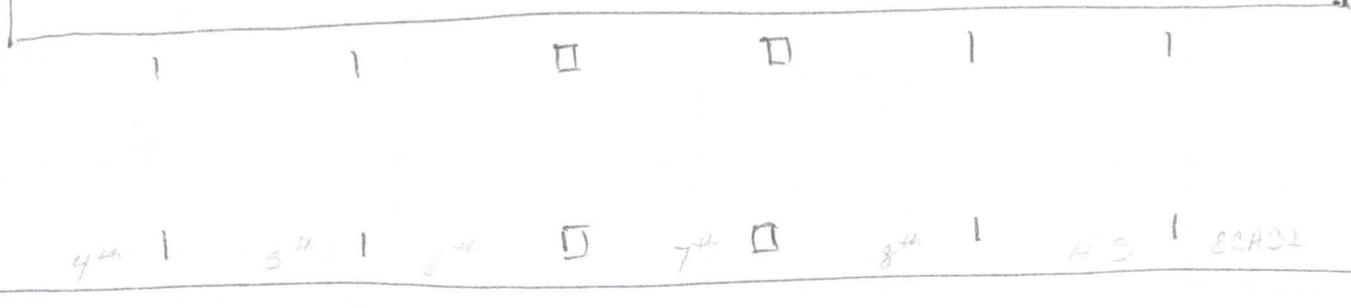
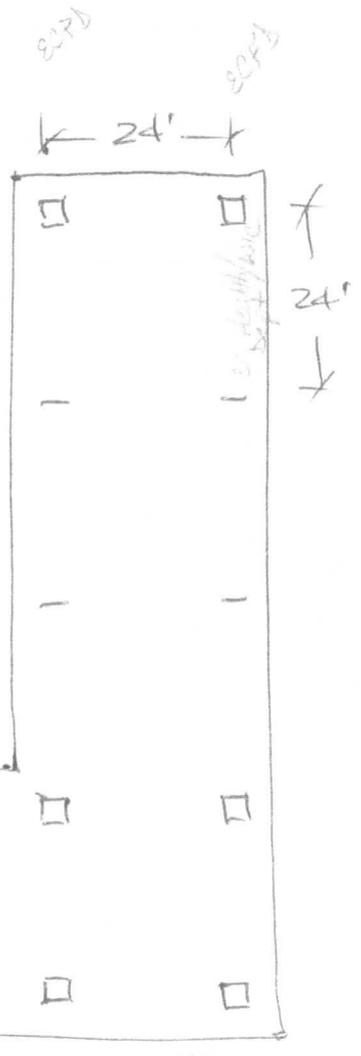
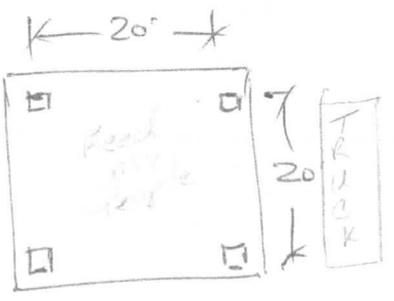
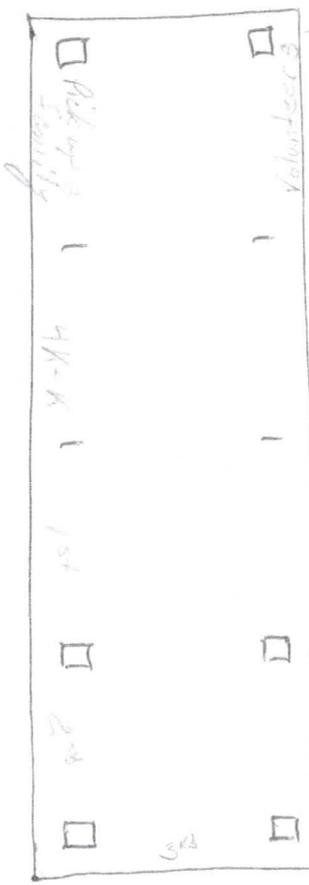




BACKPACK EVENT



BUS





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/8/2024

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

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

PRODUCER SELECT CHURCH INSURANCE SERVICES, INC. 4906 MAIN ST., SUITE #101 LISLE, IL 60516	CONTACT NAME: Gregory J Gunderson, CIC	
	PHONE (A/C, No, Ext): (630) 379-0123	FAX (A/C, No): (866) 800-1737
E-MAIL ADDRESS: greg@selectchurchinsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Brotherhood Mutual Insurance Company		13528
INSURED The Haven Christian Church 1231 Menomonie Street, Suite G Eau Claire, WI 54703-6336	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		48M5A0507764	4/26/2024	4/26/2027	EACH OCCURRENCE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				EACH OCCURRENCE \$ AGGREGATE \$
							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)
Proof of insurance for Backpack/School Supply Event for Eau Claire Area families 8/19/2024 at Phoenix Park. Coverage is strictly limited to the terms and conditions of this policy. Certificate holder is an Additional Insured as their interest may appear.

CERTIFICATE HOLDER City of Eau Claire 203 S Farwell St Eau Claire, WI 54703	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Gregory J Gunderson, C.I.C.</i>
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CITY OF EAU CLAIRE 2024 SPECIAL EVENT APPLICATION

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

Summary of Event

EVENT NAME	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with changes (Explain changes in the description below)	
	Event Name: Comedy in the Park	
	Event Date(s): 8/26/2024	
	Name of Sponsoring Organization: Oh Claire Improv	
<input type="checkbox"/> Non-Profit Group <input checked="" type="checkbox"/> For Profit <input type="checkbox"/> Other, please describe:		

EVENT DETAILS	Event description, including changes (attach additional sheet, if necessary): A clean comedy variety show outdoor at phoenix park including Improv and Stand Up Comedy from local comedians.	
	Estimated Daily Attendance:	Estimated Total Attendance: 80 - 100
	Donations, charges or entry fees: Donations collected after the show	
	Location(s) of Event: Phoenix Park Ampitheater	
	Time Set Up Begins: 6:00pm	Time Event Begins: 6:30pm
	Time Event Ends: 8:30pm	Time Clean-up Ends: 9pm

CONTACT DETAILS	Organizer Name: JP Fry	
	Address: 1143 Primrose Lane	
	Work Phone:	Cell Phone: 9136050967
	Email: jp Fry5@gmail.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: 7/18/24

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	Pheonix Park Amphitheater	8/26/24	6pm	6:30pm
Comedy SHow	Pheonix Park Amphitheater	8/26/24	6:30pm	8:30pm
Clean Up	Pheonix Park Amphitheater	8/26/24	8:30pm	9pm

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 and Emergency help will be directed to the red tent we have near the sidewalk

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 be monitoring the weather online and if the weather looks bad we will notify on our website and facebook/ all social media. All emergencies will be handled at the tent.

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

We will clear street and inform everyone if there is an emergency on the microphones.

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 a PA system and Microphones to commincate any emergency situation to the crowd.

Waste Collection/Recycling

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

We will be picking up after the event any garbage and recycling and disposing of it accordingly.

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

Snacks and bottles coffee

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

This event will not effect parking

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

We will notify people to keep the sidewalks clear and this event should not effect parking

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

Yes	No	Will you contract with a private company or organization to provide such services?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, what company will you use:

Street Closure Worksheet

If you are requesting street closures, complete this worksheet. Attach additional sheet, if necessary.
Please note: Volunteers CANNOT stop traffic; they can only control the pedestrians with your event.

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

Firearms Information

Wisconsin residents have the right to carry a concealed weapon upon issuance of a state permit. City of Eau Claire code section 9.32.040 prohibits firearms on certain City property. Answer the following questions to assist City staff in determining the requirements for your special event.

- Is your event being held at one or more of the following City of Eau Claire buildings, facilities, or locations? (These facilities are permanently posted “Firearms Prohibited”) Check the correct facility:
 - Carson Park Football Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
 - Chippewa Valley Museum OR Paul Bunyan Museum
 - Hobbs Ice Arena
 - Fairfax Pool
 - Neighborhood Shelter – Boyd, Lakeshore, McDonough, North Riverfronts, Pinehurst, Sundet
 - None of the above OR you are using another public space for your event, answer questions below.

- Are you charging admission/taking donations to your event AND having a controlled access area (fencing)?
 - Yes No
 - a. If yes to #2, are you posting your special event “Firearms Prohibited”? Yes No

- Will your event have a Temporary Class B picnic license to serve wine or beer?
 - Yes No
 - a. If yes to #3, will you be posting the enclosed area (i.e., beer garden) where beer or wine is served as “Firearms Prohibited”? Yes No

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

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

OFFICE USE ONLY

- | | |
|--|---|
| <input checked="" type="checkbox"/> No City Requirements | <input type="checkbox"/> Safety Plan required |
| <input type="checkbox"/> Posting “Firearms Prohibited” | <input type="checkbox"/> “Guns and Alcohol Don’t Mix” sign required |

Street

Event Tent

Vendors

STAGE

Food Truck

Food Truck

Food Truck

Chippewa River



Non-Profit Temporary Food Service Application

Event: Comedy In The Park

Event Date(s): 08/26 Year: 2024 Time: 6:30 PM

Location of this Event (Address): Phoenix Park

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

Name of Applicant/Organization: Alyssa Rivera/ Oh Claire Improv

On Site Operator Name/Contact: Alyssa Rivera / Oh Claire Improv

Mailing Address: 1143 Primrose Ln, Altoona, WI 54720

E-mail: ohclaireimprov@gmail.com Phone#: 301-641-4422

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? _____

No _____

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

Free samples of spiced coffee from a local maker based out of Forage. Coffee will be served hot from a commercial grade caraffe.

We will also have food trucks with their own licenses.

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

Forage Kitchen

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

Pop up tent and table

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

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

Event Name: NAMIWalks Chippewa Valley

Event Date(s): October 5, 2024

Name of Sponsoring Organization: NAMI Chippewa Valley

Non-Profit Group For Profit Other, please describe:

EVENT DETAILS

Event description, including changes (attach additional sheet, if necessary):
 A walk to raise Mental Health awareness and reduce stigma. Fund raiser for local nonprofit to further our mission of providing education

Estimated Daily Attendance: 300

Estimated Total Attendance: 300

Donations, charges or entry fees: No entry or registration fees, donations requested

Location(s) of Event: Pine Pavillion Carson Park

Time Set Up Begins: 7am

Time Event Begins: 9am

Time Event Ends: 12pm

Time Clean-up Ends: 2pm

CONTACT DETAILS

Organizer Name: Greg Habben

Address: 975 McKinley Rd, Eau Claire, WI 54703

Work Phone:

Cell Phone: (715)559-2679

Email: ghabben@charter.net

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: 5-29-2024

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	Pine Pavillion Carson Park	10/5/2024	7am	9am
Registration & DJ music	Lawn in space between Pine Pavillion and parking lot	10/5/2024	9am	10:00am
Speakers Presentations	same as above	10/5/2024	10:00am	10:30am
Walk	~1mile route in the park	10/5/2024	10:30am	11:15am
Raffle drawings	Lawn as above	10/5/2024	11:15am	12pm
Clean Up	Pine Pavillion, Lawn area	10/5/2024	12pm	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	
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?

We will have a physician and nurse available for first Aid with a kit in a location in the Pine Pavillion marked with a large First Aid sign.

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

Our President (Greg Habben) will monitor the weather on his phone, if a weather emergency develops we will announce such via our DJ speaker system and we will have members of the ECPD available to facilitate an evacuation if necessary.

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

We will keep emergency access to the road in front of the Pine Pavillion and have our ECPD volunteers facilitate their access.

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?

Personal cell phones

Waste Collection/Recycling

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

We will need trash and recyclable containers empty by the Pine Pavillion

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

We will have free coffee, water, bananas and donuts available in the Pine Pavillion refreshment area.

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 shouldn't affect any of the other entities in the Park. We will direct all walkers to be on the left side of the road and have monitors at all crossings.

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

We have an ECPD officer who is a Board member who will be in charge of his fellow officer volunteers who will be in charge of parking, route monitoring, and emergency response in addition to security.

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
Access Road in front of Pine Pavillion, we will NOT block acces to public restrooms	9am	12pm

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.

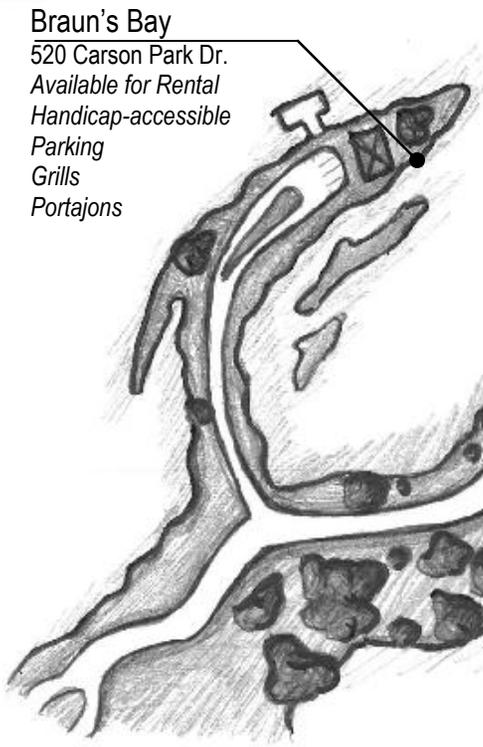
- If no to #3a, “Guns and Alcohol Don’t Mix” signs are required at each public entrance to the licensed area.

OFFICE USE ONLY

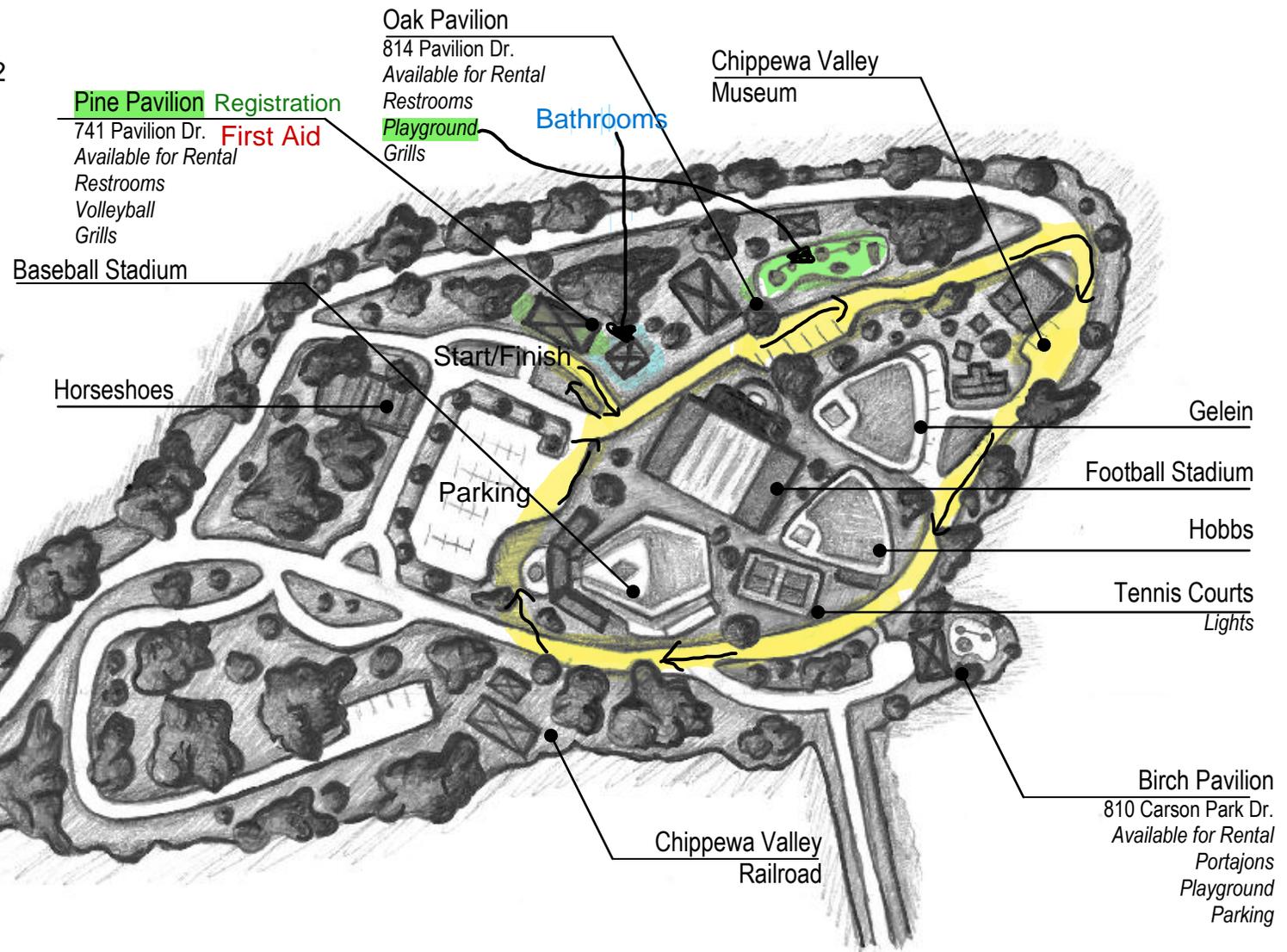
- No City Requirements
- Posting “Firearms Prohibited”
- Safety Plan required
- “Guns and Alcohol Don’t Mix” sign required

Directions [Mapquest Map](#)

- Take Clairemont Ave/Hwy 12 North to Menomonie Street.
- Turn Right onto Menomonie.
- Turn Left onto Carson Park Drive.
- End on Carson Park Drive.



Braun's Bay
520 Carson Park Dr.
Available for Rental
Handicap-accessible
Parking
Grills
Portajons



Pine Pavilion Registration
741 Pavilion Dr. **First Aid**
Available for Rental
Restrooms
Volleyball
Grills

Oak Pavilion
814 Pavilion Dr.
Available for Rental
Restrooms
Playground
Grills

**Chippewa Valley
Museum**

Bathrooms

Baseball Stadium

Start/Finish

Horseshoes

Parking

Gelein

Football Stadium

Hobbs

Tennis Courts
Lights

**Chippewa Valley
Railroad**

Birch Pavilion
810 Carson Park Dr.
Available for Rental
Portajons
Playground
Parking

Menomonie Street/ Dairy Queen Entrance

5th Avenue/ Lake Street Entrance

CARSON PARK
City of Eau Claire, Wisconsin
MAP & DIRECTIONS

Directions for NAMIWalk-Wisconsin Chippewa Valley Walk Route

- Route is approximately 1.1 miles and includes a couple of hills.
 1. Start at the Pine Pavilion.
 2. Head north on Pavilion Drive, towards the playground.
 3. Turn right onto E. Halfmoon Drive.
 4. When you reach the Eau Claire Express baseball stadium, turn right onto the sidewalk that runs in front of the stadium.
 5. Follow the sidewalk back to the Pine Pavilion.
 6. Repeat the loop if you desire. The walk officially ends at 12pm.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/28/2024

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

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

PRODUCER Cooley and Darling Insurance Agency PO Box 1228 Haymarket VA 20168		CONTACT NAME: Andy Cooley PHONE (A/C, No, Ext): (703) 881-0113 E-MAIL ADDRESS: acooley@cd-insure.com FAX (A/C, No): (703) 659-0024	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Alliance of Nonprofits	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED NAMI National 4301 Wilson Blvd. Suite 300 Arlington VA 22203			

COVERAGES

CERTIFICATE NUMBER: CL2412317578

REVISION NUMBER:

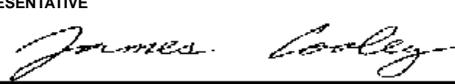
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			2024-12724	01/23/2024	01/23/2025	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
							Liquor Liability	\$ 1,000,000
A	AUTOMOBILE LIABILITY <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			2024-12724	01/23/2024	01/23/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
							HAPD deductibles	\$ 500coll/100 comp
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			2024-12724-UMB	01/23/2024	01/23/2025	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

City of Eau Claire is listed as additional insured for the NAMIWalks event on 10/05/2024.

CERTIFICATE HOLDER**CANCELLATION**

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