



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

Special Events Committee

Agenda

Wednesday, October 2, 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. None
4. **Repeat Event Review**
 - a. Eau Claire Express Wipfli Zone for Brewers Watch Party
 - b. Eau Claire Express Wipfli Zone for UWEC Football Home Games
 - c. UWEC Pre-Game Tailgate Events
5. **Discussion and Direction**
 - a. Special Event Application Form Changes
 - b. Discussion on Special Event Process and Procedure
 - c. 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: Milwaukee Brewer Watch Party	
	Event Date(s): Could be 10/2, 10/3, 10/5, 10/7, 10/9, 10/13	
	Name of Sponsoring Organization: Toycen Baseball Club (LLC)	
EVENT DETAILS	<input type="checkbox"/> Non-Profit Group <input checked="" type="checkbox"/> For Profit <input checked="" type="checkbox"/> Other, please describe: Raising money for Community Parks Fund	
	Event description, including changes (attach additional sheet, if necessary): A watch party for a Milwaukee Brewer Party that would be for a night game. It would feature a single food truck and alcoholic beverages under our liquor license served in the Wipfli Zone in	
	Estimated Daily Attendance: 100	Estimated Total Attendance: 100
	Donations, charges or entry fees: 0	
	Location(s) of Event: Wipfli Zone of Carson Park Baseball Stadium	
	Time Set Up Begins: 2 hours before game	Time Event Begins: an hour before game
Time Event Ends: game end	Time Clean-up Ends: an hour after game ends	
CONTACT DETAILS	Organizer Name: Craig Toycen	
	Address: 102 E Grand Ave, Eau Claire, WI 54701	
	Work Phone: 715-404-5160	Cell Phone: 715-404-5160
	Email: craig@eauclaireexpress.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: 09/13/2024

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	Wiplfi Zone at Carson Park	Game Day	2 hours before	1 hour before
Event	Wiplfi Zone at Carson Park	Game Day	1 hour before	as game ends
Clean Up	Wiplfi Zone at Carson Park	Game Day	as game	1 hour after

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	0
Fire Department Services	0
<i>Ambulance Services (please specify EC Fire Dept or outside service)</i>	0
Event Panels / Fencing (please specify)	0
No Parking Signs (must be posted 24 hours before event start, posts not included)	0
Barricades (it takes 4 barricades to close down 1 block of city street)	0
Traffic Cones	0
Extra Garbage/Recycling Bins <i>(please specify)</i>	0
Other:	0

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?

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

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

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?

Waste Collection/Recycling

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

Use existing waste containers

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

Food truck, and then selling beer and seltzer.

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

It really should not affect anyone else.

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

N/A - Parking Lot

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
N/A		

Firearms Information

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

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

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

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

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

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

OFFICE USE ONLY

- | | |
|--|---|
| <input 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: Eau Claire Blugold Football Game Wipfli Zone	
	Event Date(s): 9/14,10/12,10/19,11/2,11/16	
	Name of Sponsoring Organization: Toycen Baseball Club, LLC (Eau Claire Express)	
EVENT DETAILS	<input type="checkbox"/> Non-Profit Group <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Other, please describe: Raising money for Community Parks Fund	
	Event description, including changes (attach additional sheet, if necessary): During the UWEC football games, Toycen Baseball Club (Eau Claire Express) will serve beer and seltzers to attendees aged 21 or older in the Wipfli Zone located in the left field plaza of	
	Estimated Daily Attendance: 500	Estimated Total Attendance: 2500 (5 games)
	Donations, charges or entry fees: 0	
	Location(s) of Event: Carson Park Left Field Plaza	
	Time Set Up Begins: Morning of Event	Time Event Begins: 1 hour before kickoff
Time Event Ends: End of Game	Time Clean-up Ends: Immediately following	
CONTACT DETAILS	Organizer Name: Craig Toycen	
	Address: 102 E Grand Ave, Eau Claire, WI 54701	
	Work Phone: 715-404-5160	Cell Phone: 715-404-5160
	Email: craig@eauclaireexpress.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: 9/18/24

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	Wipfli Zone at Carson Park	Event Days	3 hours before game	1 hour before game
Event Occurs	Wipfli Zone at Carson Park	Event Days	1 Hour before game	End of
Clean Up	Wipfli Zone at Carson Park	Event Days	End of Game	1 hour after game ends

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	0
Fire Department Services	0
<i>Ambulance Services (please specify EC Fire Dept or outside service)</i>	0
Event Panels / Fencing (please specify)	0 - Already in place
No Parking Signs (must be posted 24 hours before event start, posts not included)	0
Barricades (it takes 4 barricades to close down 1 block of city street)	0
Traffic Cones	0
Extra Garbage/Recycling Bins (<i>please specify</i>)	0
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?

This will all be handled by UWEC's football game. This event is done with their cooperation and approval.

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

This will be done by UWEC's crew. I assume the PA will announce and weather concerns.

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

They will have access through the football field.

Emergency Action Plan (continued)

During an emergency, what communication tools will be available at the event and along race routes? If the event extends outside Eau Claire city limits or on UWEC property, what plans do you have in place?

N/A

Waste Collection/Recycling

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

We will use existing waste and recycling bins already at Carson Park for football games.

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

Just beer and seltzer. There are no concessions by us.

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 - just the standard football game.

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

N/A

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

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

Street Closure Worksheet

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

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

Firearms Information

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

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

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

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

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

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

OFFICE USE ONLY

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

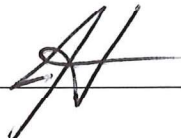
EVENT NAME	<input type="checkbox"/> New Event <input checked="" type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with changes (Explain changes in the description below)	
	Event Name: 2024 UWEC Athletics - Football Home Games & Pre-Game Tailgate	
	Event Date(s): See Attached Schedule (5 games)	
	Name of Sponsoring Organization: UWEC Athletic Department	
<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): Pre-game Carson Park event area and Pine Pavillion (map attached) All home football games (see attached schedule)	
	Estimated Daily Attendance: 3000 Per Game	Estimated Total Attendance: 15,000
	Donations, charges or entry fees: current ticket prices	
	Location(s) of Event: Carson Park	
	Time Set Up Begins: 3 hours prior to game time	Time Event Begins: see schedule
	Time Event Ends: 3 hours after game start	Time Clean-up Ends: 1 hour post game
CONTACT DETAILS	Organizer Name: Jason Verdugo	
	Address: 1075 Menomonie St, Eau Claire, WI 54703	
	Work Phone: 715-836-5858	Cell Phone:
	Email: verdugoj@uwec.edu	
	Please note if new organizer:	

Hold Harmless and Payment Agreements

The applicant agrees to hold harmless, indemnify and defend, at no cost to the City, the City of Eau Claire, its employees, agents, representatives and elected city officials, for any and all claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages, that result from the Special Event. Applicant is responsible for any and all losses or claims that are in any way connected to their Special Event.

The applicant agrees to be billed for any City services at the conclusion of their event. Events cancelled with less than 36 hours' notice may be responsible for the cost of planned services.

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

Authorized Applicant Signature:  Date: 9/19/24

Event Infrastructure

Check **ALL** items that apply to your event. All relevant items must be checked for appropriate approvals.
 *Some items require additional forms; see the last page of the application for details.

ADMINISTRATIVE APPROVAL

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

CITY COUNCIL

- 1,000 or more persons are expected at the event
- Selling or distributing 6+ kegs/half barrels of fermented malt beverage or wine*
- Alcohol will be served past sunset or 8:00 pm in the evening, whichever is later
- Alcohol will be served on the streets, sidewalks, alleys or boulevards
- The event will close city streets, alley, sidewalk or boulevard
- The event will require the alteration of park operational hours (Every day, 4am-11pm)

Event Schedule Worksheet

Include set-up times, event times, race times, food service times, alcoholic beverage service times, firework times, amplified music times, clean-up times, etc. Attach additional sheet, if necessary.

Activity	Location	Date	Start Time	End Time
Set Up	Carson Park	See Schedule		
Clean Up				

Event/Services Requested

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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)	10 barricades, 5 locations
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?

Ambulance and UWEC Athletic Training staff

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

Weather will be monitored by UWEC event staff, athletic training staff, and game officials

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

An area has been cleared and designated for ambulance and fire trucks with the UWEC event management team who will be monitoring in case of emergency.

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?

PA Announcements

Waste Collection/Recycling

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

City of EC staff and UWEC staff work together to have all trash and debris in the proper waste and recycling receptacles.

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

City of EC operates concessions

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

Recyclable Compostable (biodegradable) Other:

User and Traffic Impact Plan

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

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

Signs and barricades

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

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 - Carson Park Football Stadium, Baseball Stadium, Hobbs Softball Field, or Gelein Softball Field
 - Chippewa Valley Museum OR Paul Bunyan Museum
 - Hobbs Ice Arena
 - Fairfax Pool
 - Neighborhood Shelter – Boyd, Lakeshore, McDonough, North Riverfronts, Pinehurst, Sundet
 - None of the above OR you are using another public space for your event, answer questions below.

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

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

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

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

OFFICE USE ONLY

- | | |
|--|---|
| <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 |

University of Wisconsin, Eau Claire

2024 Football Schedule

Overall	PCT	Conf	PCT
1-1	.500	0-0	.000
Streak	Home	Away	Neutral
L1	0-1	1-0	0-0

All dates and times are subject to change. All times Central.

JV Games

Sept. 26 | 5 p.m. vs. UW-Stout (Eau Claire, Wis. / Carson Park)

Oct. 6 | 4 p.m. vs. UW-River Falls (Eau Claire, Wis. / Carson Park)

Date	Time	At	Opponent	Location	TV	Radio	Result
September 7, 2024 (Saturday)	1 p.m.	Away	Concordia College (Minn.)	Moorhead, Minn. / SCHEELS Field at Nemzek Stadium			W, 21- 10
September 14, 2024 (Saturday)	1 p.m.	Home	Coe College	Eau Claire, Wis. / <u>Carson Park</u>			L, 41-43
September 21, 2024 (Saturday)	1 p.m.	Away	Bethel University	St. Paul, Minn. / Royal Stadium			
October 5, 2024 (Saturday)	1 p.m.	Away	UW-River Falls	River Falls, Wis. / Smith Stadium at Ramer Field			
October 12, 2024 (Saturday)	1 p.m.	Home	UW-Stevens Point	Eau Claire, Wis. / <u>Carson Park</u>			
October 19, 2024 (Saturday)	11:30 a.m.	Home	UW-La Crosse	Eau Claire, Wis. / <u>Carson Park</u>			
October 26, 2024 (Saturday)	1 p.m.	Away	UW-Stout	Menomonie, Wis. / Williams Stadium			
November 2, 2024 (Saturday)	1 p.m.	Home	UW-Oshkosh	Eau Claire, Wis. / <u>Carson Park</u>			
November 9, 2024 (Saturday)	1 p.m.	Away	UW-Platteville	Platteville, Wis. / Pioneer Stadium			
November 16, 2024 (Saturday)	1 p.m.	Home	UW-Whitewater	Eau Claire, Wis. / <u>Carson Park</u>			

UWEC HOME FOOTBALL GAMES

Event Map

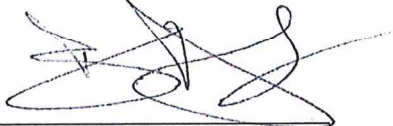


Hold Harmless Agreement

In consideration of the University of Wisconsin-Eau Claire sponsoring the Blugold home football games at Carson Park on from September 1, 2024 through December 31, 2024, the University of Wisconsin-Eau Claire does hereby agree to hold harmless the city of Eau Claire, it's officers, agents, and employees from any and all liability, claims, loss, damages, cost or expenses which arise out of or in connection with or occurring during the course of this agreement where such liability arises and grows out of the acts or omissions of an employee, officer, or agent of the University while acting within the scope of their employment and in the course of their involvement with the above mentioned program.

I also certify that by my signature below I am a duly qualified representative of the University of Wisconsin-Eau Claire and am authorized to sign this hold harmless agreement.

Dated: September 18, 2024



Brian Drollinger
Director of Risk Management, Safety and Sustainability
University of Wisconsin-Eau Claire



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 type="checkbox"/> Repeat Event <input type="checkbox"/> Repeat Event with changes (Explain changes in the description below)	
	Event Name:	
	Event Date(s):	
	Name of Sponsoring Organization:	
	<input 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):	
	Estimated Daily Attendance:	Estimated Total Attendance:
	Donations, charges or entry fees:	
	Location(s) of Event:	
	Time Set Up Begins:	Time Event Begins:
	Time Event Ends:	Time Clean-up Ends:
	CONTACT DETAILS	Organizer Name:
Address:		
Work Phone:		Cell Phone:
Email:		
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: _____

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				
Clean Up				

Event/Services Requested

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

Service/Item	# of Items Requested
Police Department Services	
Fire Department Services	
<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?

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

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

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?

Waste Collection/Recycling

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

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

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

Recyclable Compostable (biodegradable) Other:

User and Traffic Impact Plan

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

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

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

Additional Application Information

1. Certificate of Insurance
 - The City requires that all organizers of Special Events provide liability insurance.
 - An event sponsor is required to provide a valid certificate of insurance evidencing limits of liability not less than \$1,000,000
 - Name the City of Eau Claire, 203 S. Farwell St., Eau Claire WI 54703 as an additional insured.
 - Name the City of Eau Claire as a certificate holder in the description.
2. Map of event layout or route showing use of public streets or trails
 - Include written step-by-step description of any routes
 - Include barricade drop off sites on map
3. Payments due with the application:
 - \$60 Special Event Application Fee (required)
 - \$10 Class B Application - Alcohol (if applicable)
 - \$62 Tent Permit Application Fee (if applicable)
 - Make check payable to *City of Eau Claire* or complete credit card authorization form
 - All other fees will be billed to the organizer after the event takes place.

Checklist

Required for all events:

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

Additional items, if applicable:

Referenced forms are available at www.eauclairewi.gov/specialevent

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

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

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

Email:
specialevents@eauclairewi.gov