

AGENDA

County Of Eau Claire
Committees On Parks & Forest
Wednesday, April 25, 2018 – 5:00 p.m.

Members note: Please call the committee chair or office if you will not be attending the meeting.

1. Call Meeting to Order by Chair pro tempore Pat LaVelle
2. Confirmation of meeting notice
3. Election of Committee Officers
 - a. Parks & Forest Committee Chair - Discussion/action
 - b. Parks & Forest Committee Vice Chair - Discussion/action
 - c. Appointment of Clerk - Discussion/action
4. Approval of minutes from April 11, 2018 meeting – Discussion/action
5. Public Input
6. Ski Sprites Lease Extension Request – Discussion/action
7. Capital Improvement Plan for next year and 10 year - Discussion/action
8. Land Trade proposal Town of Lincoln – Discussion/action
9. Update on Lowes Creek Park – Discussion/action
10. Special Events Guidelines/Application for Lowes Creek Park and Tower Ridge Recreation Area – Discussion/action
11. Staff and Committee Reports – Discussion/action
12. Correspondence – Discussion/action
13. Advisory Committee Input/Assignments – Special Use Areas suggested rental policies – Discussion/action
14. Future and pending items
15. Next Meeting Date
16. Adjournment

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

**EAU CLAIRE COUNTY
COMMITTEE ON PARKS & FOREST**

MEETING MINUTES

Wednesday, April 11, 2018
Seymour Town Hall, 6500 Tower Drive, Eau Claire WI 54703

MEMBERS PRESENT: Gary Gibson, Patrick LaVelle, John Richie, Tami Schraugnagel and Kevin Stelljes

OTHERS PRESENT: Ken Thompson, WDNR Warden; Jed Kaurich, WDNR Liaison Forester; Sheriff Ron Cramer and Sgt Staber Eau Claire Co Sheriff Department; Lauren French, Leader-Telegram Reporter, Kathryn Schauf, Eau Claire County Administrator; Mark Karow, Augusta Snowdrifters Snowmobile Club; David Hainz, Wisconsin Bear Hunters Association Board of Director member; Wisconsin Bear Hunters Association members: Sarah Buschman, Zaphire Buschman, Kurt Grimm, Kris Grimm, Corey Gunderson, Randy Gunderson, Bowen Hallum, Travis Klonecki, Tim Kruse, Blake Liebzeist, Dustin Liebzeist, Galen Liebzeist, Loren Lone, Mark Mathson, Anthony Michels, Rick Nelson, Justin Pettis, Kesler Schuette, Gary Pettis, Joe Pettis, Ethan Solie, Paul Sosalla, Steve Tempski, Dustin Wampole, Jim Young. Others: Clifford Albrecht, Larry Barsamian, Chad, Sherry, Brittany, and Lacy Bergman, Dan & Sheena Bruder, Jon Couillard, Don Curtis, Justin Glenz, Dan Gunderson, David Hofer, Tim A Holmes, Jamie Kuhl, Terry Kuhnert, Dan Merriman, Randy Moldenhauer, Patrick Pettis, Daniel Solie, Zachary Stendahl, Chuck Wendt, Scott & Kaytlyn Wendt, David Zielke, several others with illegible signatures.

STAFF PRESENT: Bobbi Barone, Jody Gindt, and Josh Pedersen

The meeting was called to order by Chair Patrick LaVelle at 5:00 p.m.

1. Confirmation of meeting notice – Meeting notice was confirmed.
2. Approval of minutes from March 28, 2018 Meeting - Gary made a motion to approve the minutes from March 28, 2018 meeting; motion carried.
3. Public Input – No one was present for this item.
4. ATV/UTV Trail Regulations – Pat laid out the ground rules for the discussion. David Hainz, board director for Wisconsin Bear Hunters Associations, spoke about what the bear hunters are requesting – access to the River Trail, Channey Road Trail and Whitetail Ridge Trail during the summer months which recently prohibited vehicular traffic other than ATV/UTV's. Josh Pedersen did a presentation on the ATV/UTV trails. He stated there are 19.7 miles of State Sponsored ATV/UTV trails in Eau Claire County. 17.94 miles are county forest rails. The three trails the bear hunters are requesting being opened to vehicles total 12.59. Josh showed diagrams and photos of the three trail segments in question. He said there are safety concerns as the trails are narrow in some places and two-way traffic a concern. ATV's are 50 inches wide, UTV's 65" and trucks 80". He wasn't able to get an opinion from the state as to what rate maintenance would be paid at for work done on the trails should it be decided to open the trails to all vehicles. In addition, any grant funding would not be available should all vehicles be allowed on the trail if there would be storm damage or improvements to the trails.

Sargeant Staber from the Sheriff's Department said he has been doing the ATV patrol since 2009 and that the ATV trail use has increased dramatically. Pat asked the bear hunters what they were hoping would happen at this meeting and they stated the trails would go back the way they were – not prohibiting any vehicles in the summer months. Tami said the trails being closed to vehicles will stay that way until things are decided. In the meantime, Carl and Lucas with the Bear Hunters Association will be the contact to get information to the whole association. Kathryn Schauf, Eau Claire County Administrator, said this matter will be resolved in a timely fashion but there are channels that need to be followed and could take some time. Anyone who would have any information should vandalism of signs or the trails take place is encouraged to report it along with license plate numbers, if possible.

5. Next Meeting Date/place – Wednesday, March 28 at 5:00 p.m. at the Ag Center.

Pat adjourned the meeting at 6:30 p.m.

Respectfully Submitted,

Bobbi Barone
Committee Clerk

rb

April 11, 2018

Eau Claire County Parks and Forest

To Whom It May Concern:

I am in favor of Eau Claire County's policy following the Wisconsin State Statutes on funded ATV/snowmobile trails as it stands now regarding truck use. First and foremost from a safety standpoint, trucks should not be allowed on ATV and snowmobile trails during the peak recreational seasons for both. These trails are barely wide enough in some areas for two-way ATV or snowmobile traffic, let alone trucks. It creates a very serious safety concern when these trucks are parked on the narrow and curvy trails, especially if they are watching their GPS monitoring systems used for locating their dogs and not paying attention to the other ATVs/snowmobiles on the trail. Over the past 20 years, ATV and snowmobile enthusiasts have multiplied and thus a change needs to occur for everyone to stay as safe as possible. There are plenty of other township roads and county roads where trucks can park and access the public county forest. They should not be parked or traveling on ATV/snowmobile trails. Also running trucks on groomed snowmobile trails creates deep ruts that are dangerous for the snowmobile traffic. The snowmobile club members/groomers put in a lot of time and effort to maintain trails, sign trails, and groom trails and their hard work shouldn't be compromised by truck traffic. Certain groups believe that they should be allowed unlimited access to trails that have been developed and improved with State ATV money. If it wasn't for the ATV money to improve and maintain these trails, the trails would become unusable. And besides that, many of these trails were barely useable year-round before the ATV money was invested in them.

Without following the State Statutes, the county is not eligible for the grant money. In turn this money would have to come from the county's taxpayers which seems rather unfair for all of the taxpayers to fund trails that are only used by certain groups. Truck users would still be entitled to unlimited use of over 20 miles of forest roads and almost an additional 20 miles of limited use of trails which they still could access by snowmobile or ATV if they wanted to or needed to during truck use restriction times. I feel this is a fair compromise for everyone. The snowmobiles and ATVs are not allowed on all 40 miles of trails, so why should trucks have unlimited use?

Sincerely,

Mark Karow

Parks & Forest Committee Meeting 4-11-18

Name (Please print)	Representing/Issue
Kris Grimm	MBHA
Pete Chamon	Park Prairie Co. Sheriff

Parks & Forest Committee Meeting 4-11-18

Name (Please print)	Representing/Issue
Mester Schuette	WBHA
Jim Krause	WBHA
Rick Nelson	WBHA
Jim Young	WBHA
Norm E. Curtis	SELF
Randy Gundersen	WBHA
Corey Gundersen	WBHA
Beverly Halverson	WBHA
Ethan Solic	WBHA
Dustin Wampole	WBHA
Paul Sosa	/ /
Mark Mathson	WBHA
Kurt Grimm	/ /
Renee Lane	WBHA
Sarah Buschman	WBHA
Zaphire Buschman	WBHA

Parks & Forest Committee Meeting 4-11-18

Name (Please print)	Representing/Issue
Lawrence French	Leader - Telegram
DAVID HAINZ	WBHA Board direction
Mark Kerow	Augusta Snowdrifts
David Zielke	Evan Clark - citizen
Katie Liebreit	WBHA
Dustin Liebreit	WBHA
Travis Khonecki	WBHA
J. Kansen	WBHA
Aalen Liebreit	WBHA
Stephen Tempski	WBHA
Gary Pettis	WBHA
Tyler Ross	WBHA
Justin Pettis	WBHA
Jay Pettis	WBHA
Anthony Michels	WBHA
Korey Lone	WBHA

Parks & Forest Committee Meeting 4-11-18

Name (Please print)	Representing/Issue
Dan Gundersen	self sportsman
Zachary Stenlid	Self Sportsman
Patrick N. Pettis	Self Sportsman
Scott Wendt	Self Sportsman
Kaitlyn Wendt	Self Sportsman
Larry Barsamian	Self Sportsman
Randy Moldenhauer	Self Sportsman
David Hales	Self
Dan Merriman	Self
Kathryn Schauf	ECC

Parks & Forest Committee Meeting 4-11-18

Name (Please print)	Representing/Issue
Chuck Wendt	SELF Sportsman
LARRY BARSAMIAN	SELF SPORTSMAN
Jon Couillard	Self Sportsman
Tim Holmes	Self Sportsman
Justin Glenz	SELF - SPORTSMAN
Tom Kuhner	self Sportsman
Cliff Albert	self sportsman
Dan Sobie	SELF sportsman
Dan Bruder	Self sportsman
Sheena Bruder	Self Sportsman
Lacy Bergman	self Sportsman
Brittany Bergman	SELF sportsman
Luby Huns	Self Sportsman
Sherry Bergman	self Sportsman
CHAD BERGMAN	SELF SPORTSMAN
Jamie Kuhl	

Please sign in here if you wish to speak at tonight's meeting. You must be signed in to speak. Speakers will be limited to 3 minutes.

Name (Please print), Zip Code of Residence	Representing
David Zielke 54703	Self
Mark Karow 54722	SELF SNOWMOBILE CLUB
DAVID HANZ 54420	SELF SPORTSMAN
Dan Solie 54722	Self Sportsman
DOW CURTIS 54241 FAIRCHILD	SELF SPORTSMAN
Chuck Wendt 54727	SELF Sportsman
Mrs Grim 54722	Self Sportsman
David Hofer 54758	

SKI SPRITES LAKE ALTOONA LEASE AGREEMENT

This Lease is between Eau Claire County, ("County") and the Ski Sprites Water Shows, Inc. ("Ski Sprites").

WHEREAS, the Ski Sprites Water Shows, Inc., is a non-profit corporation organized and existing for the principal purpose of promoting water skiing; and

WHEREAS, the Ski Sprites would like to locate their operations in an area located on Lake Altoona known as Lake Altoona Park.

1. Leased Premises.

- A. The Ski Sprites shall be entitled to use the old lifeguard/storage building located at Lake Altoona Park for operations during their water ski shows, practices and associated activities. The Ski Sprites practice times shall be from the second Monday of May through September from 5:00 p.m. to sundown on Sundays, Mondays, Tuesdays and Wednesdays. Show times shall be Wednesdays and Sundays from the first Sunday in June through Labor Day from 6:30 p.m. to sundown. Other shows, practices and events may be scheduled with Parks and Forest Department approval. Such operation of the old lifeguard/storage building shall be subject at all times to the approval of the Director of Parks and Forest.
- B. Lake Altoona boat launches will remain open for access by the public during practice and performance times of the Ski Sprites.
- C. The Ski Sprites will utilize the East one-half of the beach at Lake Altoona for its practices and performances and shall rope, buoy and sign off the East one-half of the swimming area for exclusive Sprites use, including times and days of closure to the public.
- D. The Ski Sprites shall be allowed to make the following improvements: placement of sponsor signs with support brackets along the wood fence facing the parking lot with the understanding they will be placed only during Ski Sprite shows; placement of signs indicating show days and times on the same posts that indicate "Lake Altoona County Park" on the roads leading to the park; constructing an additional twenty feet (20') onto the performance dock and installation of poles for a permanent sound system.

2. Term. This Agreement shall be for a five (5) year period commencing on April 1, 2018 and terminating on March 31, 2023.

3. Termination. The County reserves the right to summarily terminate at any time without notice, any activity which the County deems to be dangerous, hazardous, a nuisance or which interferes with or harms or threatens to interfere with or harm the County's interest in the property, Lake Altoona Beach, Lake Altoona, or the surrounding area.

This Agreement may be terminated by either party in the event of the failure or refusal of the other party to comply with any provision of this Agreement, following thirty (30) days written notice thereof in advance.

This Agreement may also be terminated by abandonment of the area by the Ski Sprites.

4. The Ski Sprites shall be allowed to place a performance platform, dock and ski jump in the water and a stage on the beach for use during their shows and practices, which shall remain in place through the season with the stage remaining year round. Exact placement of the performance platform, dock, ski jump, and stage must conform to Exhibit "A" The Ski Sprites shall be allowed to store the ski jump in the south overflow boat trailer parking lot (outside of the boat trailer parking stalls, if possible), between Labor Day and the following June. The Ski Sprites shall also be allowed off-season storage of the docks on the beach area.
5. The Ski Sprites during performances and practices shall use only those portions of Lake Altoona as defined on Exhibit "B"
6. **Costs.** The Ski Sprites shall be responsible for all costs associated with the operation of and improvements to the concessions/storage building. These shall include, but not be limited to water charges, sewer charges, electrical charges, phone charges, vandalism to the interior of the building, new construction costs, and maintenance of the interior of the building, including lights and bathroom fixtures.
7. **Lessee Responsibilities.** The Ski Sprites shall:
 - A. Maintain their docks and ski jump in safe condition.
 - B. Keep, maintain, and leave the sand area, the area around the old lifeguard/storage building, and the beach parking area free from litter and/or unsafe objects after each practice and water ski show.
 - C. Agree to abide by any state laws or local ordinances concerning skiing on Lake Altoona.
 - D. Be allowed to solicit cash donations during show times.
 - E. Shall be responsible for any contents of the concessions/storage building.
 - F. Not "power load" it's boats onto trailers at the boat launch area.
 - G. Not rent any County owned property to any other party.
 - H. Include in Ski Sprites advertisements, brochures, and on its website that vehicle entrance fees are required at Lake Altoona County Park.
8. **Right to Enter.** The County reserves the right to enter upon the leased premises and old lifeguard/storage building at all reasonable times for the purpose of inspection, surveying, and making such repairs and improvements as the County shall deem advisable.
9. **Possession.** The County hereby agrees and covenants that the Ski Sprites, upon paying the rent in the manner and form herein provided, and performing the covenants, agreements, conditions and terms herein stated shall quietly and peacefully have, hold and enjoy the said leased premises for the lease term.

10. **Surrender of Premises.** The Ski Sprites hereby agrees and covenants that, upon termination of the lease agreement, it shall promptly and quietly yield and surrender the premises and improvements to the County in as good condition of repair as when taken by it, reasonable wear and tear and damage excepted.
11. **Payment of Rent.** In exchange for the promises of the County, the Ski Sprites shall, upon execution of this Lease, pay to the County \$1.00 or any other good and valuable consideration.
12. **Notices.** Any notices required to be served upon the other party or deemed to be advisable under the terms of this Lease shall be delivered personally or by certified or registered mail in the following manner: Upon Eau Claire County - To: Director, Parks and Forest Department, 227 1st W, Altoona, WI 54720; Upon Ski Sprites Water Shows, Inc. - To: President, Ski Sprites Water Shows, Inc., P.O. Box 1746, Eau Claire, WI 54702-1746.
13. **Indemnification.** The Ski Sprites shall indemnify, save and keep free and harmless, the County, its officers, agents, and employees from and against any and all claims, demands, loss, liability, cost or expense of any kind whatsoever which arise out of, are connected with, or are attributable to the operations of the Ski Sprites, including any arising under workers compensation or other occupational disease law, or the deposit, release or discharge by the Ski Sprites, its officers, employees, assigns, agents or representatives, of any hazardous substances, environmental pollution or sources of environmental pollution upon or adjacent to the old lifeguard/storage building, Lake Altoona Beach or Lake Altoona from Ski Sprite activities. During water ski shows or practices, if the Lake Altoona public beach is closed due to a human health hazard, this indemnification provision applies and the Ski Sprites assume all risk of loss which may result to Eau Claire County due to beach closure including, but not limited to illness, personal injury and/or death. Said illness may occur from swallowing, breathing mists or skin contact with contaminated water and that illness or injury may include upset stomach, vomiting, diarrhea, skin, ear, respiratory, eye, neurologic, and wound infections. It is further agreed that the Ski Sprites shall, at the option of County, defend the County with appropriate counsel and shall bear all costs and expenses, including the expense of counsel in the defense of any suit arising hereunder.
14. **Insurance.** The Ski Sprites agree during the term of this Agreement to maintain insurance with reputable, duly qualified insurance companies and, to furnish the Eau Claire County Corporation Counsel's Office with certificates of insurance properly executed by the respective insurance companies evidencing such fact, giving thirty (30) days advance notice to the County in the event of cancellation or material alteration of such coverage. The insurance coverage to be maintained by the Ski Sprites shall be as follows:
 - A. Comprehensive general liability insurance, (including blanket contractual liability, products and vendors coverage) against claims for bodily injury, death and property damage occurring in or about the premises, affording minimum single limit protection of five million dollars (\$5,000,000) with respect to personal injury or death and property damage occurring or resulting from one occurrence. Eau Claire County shall be named insured in the Comprehensive General Liability Policy.
 - B. Worker's Compensation and employer's liability insurance in accordance with the statutory requirements of the State.

15. **Land and Water Conservation Fund Act.**

- A. The Ski Sprites recognizes that the leased premises may be subject to the Land and Water Conservation Fund ("LWCF") Act of 1965. Lessee agrees to cooperate with the County, Wisconsin Department of Natural Resources, and the National Park Service to implement all lawful requirements of the Act.
- B. The County retains ownership of all public facilities on the leased premises. The County may require the Ski Sprites to so indicate on additional signs, in the Ski Sprite's advertising and literature, and to take such other reasonable actions to signify the public nature of the leased premises and facilities thereon. The County shall acquire ownership of all improvements, new construction and installations completed by the Ski Sprites.
- C. The County retains ultimate control over the use of the leased premises. The Ski Sprites may use the facilities and operate programs per the Agreement; however, the County may require the Ski Sprites to modify or discontinue use that is contrary to the lawful requirements of the LWCF Act of 1965 or other such laws, codes, or regulations as applicable.
- D. The Ski Sprites shall maintain itself as an organization open to the public in compliance with applicable local, state and federal Civil Rights legislation.
- E. The Ski Sprites shall maintain free or reasonable access charges to members of the public desiring to observe the public outdoor recreational activities on the leased premises. Any access or admission fees shall be subject to review and approval of the County.
- F. The Ski Sprites shall maintain the leased premises in at least as accessible a condition to those with differing abilities as when the Ski Sprites entered into this Agreement. The Ski Sprites agree to cooperate with the County should the County need to make alterations to the leased premises to ensure compliance with the Americans with Disabilities Act or similar state or local legislation.
- G. The Ski Sprites agree to permit the County to conduct periodic reviews at the County's discretion to ensure compliance of this Agreement.

16. **Modifications.** There shall be no modifications to this agreement except as mutually agreed upon and executed with the same formality as this agreement.

17. **Breach of Conditions.** It is agreed by the parties that in case the Ski Sprites shall fail promptly to pay rent, or fail to keep any of the covenants, agreements, terms and conditions of this Agreement, the County shall have the right to re-enter and take possession of the leased premises and hold, enjoy, and re-lease same, without such re-entry constituting a forfeiture of the rent to be paid for the term of this Agreement. A waiver by the County of any particular breach by the Ski Sprites shall not constitute a waiver of any other or subsequent breaches.

18. **Jurisdiction and Venue.** The laws of the State of Wisconsin shall govern this Contract and executed amendments thereto. Venue for all legal proceedings arising out of this Contract, or breach thereof, shall be exclusively in Eau Claire County Circuit Court, Eau Claire, Wisconsin.

19. **Section Headings.** The headings of the several sections, and any table of contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
20. **Non-Assignment of Agreement.** The parties agree that there shall be no assignment of transfer of this Agreement, nor of any interests, rights or responsibilities herein contained, except as agreed to in writing.
21. **Integration of Agreement.** The entire agreement of the parties is contained herein, and this Agreement supersedes all previous agreements, whether written or oral and all negotiations as well as any previous agreements presently in effect between the Ski Sprites and the County relating to the subject matter.
22. **Authority to Enter into Agreement.** By signing below, the parties affirm and acknowledge that they have read and understand this Agreement and its Attachments, if any, consisting of five (5) typewritten pages; they have authority to enter into this Agreement on behalf of the Entity, Corporation, or County they are signing for; they are knowingly, freely, and voluntarily entering into this Agreement; and that they accept and agree to be bound by the terms and conditions of this Agreement and its Attachments as outlined in this Agreement.

SKI SPRITES WATER SHOWS, INC.

EAU CLAIRE COUNTY

 CHUCK EBERT
 PRESIDENT

 KATHRYN SCHAUF
 COUNTY ADMINISTRATOR

 (Date)

 (Date)

CNTX-83

GROUP CAMP RESERVATION AGREEMENT

The special use area called the Group Camp site is available for group camping during the regular park season – May 1 thru September 15. All reservations must be made in person at the Administrative Office, 227 1st Street West, Altoona WI 54720.

The fee is \$40 per night up to a maximum of 6 days per reservation. A key will be issued to the group for the gate. Gate must be locked when leaving the camp.

A \$50 deposit is required at key pick-up in the Administrative Office by a personal check payable to Parks & Forest Dept. The deposit will be returned upon staff recommendation and key is received back in the Administrative Office. It is understood that there is no water available and campers must provide their own drinking water. There is NO garbage service. All garbage and recyclables MUST be removed from the Group Camp by the reservation holder at the conclusion of the paid period and key returned to the Administrative Office.

Check in time is 2 p.m. and check out 11 a.m.

Your reservation guarantees that the area will be held for your group's use.

Name: _____

Address: _____

Phone Number (day) _____ (evening) _____

Date of Reservation: _____ month/day To _____ month/day

Nights x \$40 = _____

Signature: _____ Date: _____

(Must be 18 years of age or older)

PLEASE MAKE CHECKS PAYABLE TO: Eau Claire Parks & Forest Dept

Office Use Only:

Date: _____ Reservation taken by: _____

Payment type cash / check / money order # / credit card Amount: \$ _____ Receipt # _____

Deposit Payment type: cash / check / money order # / credit card _____ Amount: \$ _____ Returned _____

Eau Claire County Parks & Forest

Special Events Guidelines at Lowes Creek Parks and Tower Ridge Recreation Area

All sponsors of special events using Eau Claire County Parks & Forest properties must fill out an application and submit deposit 90 days or more prior to the date of the event. The Parks & Forest Committee reserves the right to not approve any Special Event application. **Special Event** shall mean a scheduled public gathering of persons on county property to which the public is invited or it is anticipated more than **200** persons will attend or at which concessions are to be sold, such as food or beverages. If you have one or more of the following, it's a special event:

- Any event that collects donations or has sales of any kind (such as entry fees, retail sales of goods or merchandise, food or beverages, or memorabilia).
- Any event that is open to the public or is expected to attract more than 200 persons.
- If you will be putting up tents, inflatables, signs, banners, staging, bleachers or other fixtures.
- If you will sell concessions – food or beverages pre-packaged or prepared on site.

Events are limited to normal park hours (6 am to 11 pm) including set-up and take-down as well as entrance/exit from the area.

Eau Claire County additionally requires an access permit for all gatherings of one thousand or more persons at an event that could reasonably be expected to last four or more hours. The application for the permit must be made to the Eau Claire County Sheriff no less than thirty days before the event is scheduled to begin.

Any event seeking exclusive use of a trail or area so as to exclude non-event users, must pay an additional fee per applicant based upon tax status.

Fees per participant: \$3/each for For-Profit organization
 \$2/each for Non-Profit organization

Announcements, signs, and promotion of the event are the responsibility of the sponsoring organization/group(s).

If renting facilities, all rental fees must be paid and receipted 5 or more days prior to the event.

Tents are allowed only if secured by weights. Stakes are strictly prohibited.

Large events may be required to provide portable restrooms at their expense and must arrange in advance for placement with Parks & Forest staff.

Special events must leave the area in the same condition as when they arrived or will be charged additional fees for staff time required to restore to original condition.

All trash must be deposited in appropriate containers on site at park/recreation area at conclusion of event.

A \$100 refundable deposit must be included with application. If participant fees are required to be paid, they must be received within 30 days of ending date of event.

Applicants will be notified within 30 days of application submission.

Eau Claire County Parks & Forest
Special Event Application Lowes Creek Park and Tower Ridge Recreation Area

Date of Application: _____ Application fee (refundable) enclosed: _____

Name of Event: _____

Date of Event: _____

Description of Event: _____

Name of Sponsoring Organization/Group: _____

- Non-Profit Group – Tax Exempt # _____
- For-Profit
- Other (Please describe): _____

Contact person for event: _____

Address: _____ City/State/Zip: _____

Cell Phone: _____ Email: _____

Estimated Daily Attendance for this event: _____ Total Attendance: _____

Location of Event: _____

Time Set Up Begins: _____ Time Event Begins: _____ Time Event Ends: _____

All cleanup must be complete by 11:00 p.m. when park or area closes.

Attach the following to application:

- Map of the event layout
- Proof of Insurance – Special Events required to provide liability insurance not less than \$1,000,000
- Copy of facility rental agreement if applicable to your event
- Recycling, emergency preparedness and traffic control procedures, if applicable.

Will the public be excluded from use of the area during the event? ____ Yes ____ No

Are any special considerations being requested? ____ Yes ____ No If yes, what?

Event approved/disapproved _____ Date _____

Applicant will be notified within 30 days of application.
