

**Northwest Lancaster County River Trail
Event Application**

Application Instructions

1. This application must be completed and submitted for any event on the trail that meets **one or more** of the following criteria:
 - a. 100+ participants
 - b. Fee for participation
 - c. Open to the general public
2. Please submit this application, along with a \$25 application fee payable to Susquehanna Heritage **at least 60 days prior to the date of the event.** (See Page 3 for mailing info.)
3. Submission of this application does not guarantee approval of your event. If your event is not approved, your application fee will be returned to you.
4. Upon review of your completed application, you may be contacted to clarify details of the event.

Booking Information

Name of Event: _____

Section of Trail Requested

From: _____

To: _____
 _____ Round-trip _____ One Way

Event date and time: _____

Rain date, if needed: _____

Has this event been held before? _____

If yes, when and where? _____

Briefly describe your event: _____

Contact Information

Organization: _____

Main Contact: _____

Address: _____

Telephone Numbers Day: _____ Evening: _____ Fax: _____

Email: _____

Contact Person on the Day of the Event

Name: _____

Telephone Numbers: Main: (717) _____

Cell: (717) _____

Insurance requirements

*Note: Prior to approval of your event, you will be required submission of a Certificate of Insurance evidencing a minimum of \$1,000,000 in General Liability coverage and naming as **Additional Insured** the owner of each section of trail used by your event. (If your application is approved, you will be provided a list of these entities.) Please be prepared to submit this certificate prior to your event.*

Attendance Information

Expected attendance over the course of the entire event: _____

Expected attendance at peak of event: _____

Number and type of vehicles expected at event: _____

What is your parking plan for the event?

**Depending upon the size and location of the event, you may be required to provide any or all of the following:*

1. *Supervised parking/traffic control assistance*
2. *A dumpster(s)*
3. *A port-a-pot(s)*

Additional Information

Is your event open to the general public? _____

Are participation or admission fees charged for this event? _____ Fee amount - _____

Are you planning to include dogs at this event? _____

(Note: It is the applicant’s responsibility to be aware of and to insure that they comply with all local ordinances pertaining to the event. This application does not grant use of park pavilions or resources at trail access points. It is the applicant’s responsibility to apply directly to municipalities for use of those.)

Certification

I hereby certify that I am authorized to represent the organization noted on this application. I also certify that all information provided on this application is, to the best of my knowledge, truthful and accurate, and that my organization shall be liable for any consequential damages, including any costs and attorney’s fees incurred by the owners of the Northwest Lancaster County River Trail, resulting from misrepresentation or fraudulent information on this application.

Signature

Date

Northwest Lancaster County River Trail Advisory Council
c/o Hope Byers
Susquehanna Heritage
1706 Long Level Road
Wrightsville, PA
hbyers@susquehannaheritage.org
Phone: (717) 449-5607

Event Approved Event Denied

Approval Signature

Approval of this application is granted with the understanding that the organization noted herein will be responsible for adherence to all posted rules and regulations and assumes financial liability for any damage to Trail property. In addition, the organization acknowledges that the Northwest Lancaster County River Trail contains a variety of natural hazards. The organization its heirs, executors, administrators and assigns do hereby waive, release and will hold harmless the owners of the Northwest Lancaster County River Trail, their employees, heirs and assigns from all claims of injury, damages or illness in any manner.

Additional Insured Information for Certificates of Insurance

Columbia Borough
308 Locust Street
Columbia, PA 17512

Susquehanna Heritage
1706 Long Level Road
Wrightsville, PA 17368

West Hempfield Township
3401 Marietta Avenue
Lancaster, PA 17601

County of Lancaster
150 N. Queen Street
Lancaster, PA 17603

Marietta Borough
111 East Market Street
Marietta, PA 17547

East Donegal Township
190 Point Rock Road
Marietta, PA 17547

Lancaster County Solid Waste Management Authority
1299 Harrisburg Pike
Lancaster, PA 17603

Conoy Township
211 Falmouth Road
Bainbridge, PA 17502