

IRONTON RAIL-TRAIL EVENTS APPLICATION Rev 01/01/18

Due 3 months before Event Date

2018 / 2019

The IRT will provide a clean, well groomed course for your event. You are responsible for providing anything that is needed to conduct the event.

Any group desiring to stage an event on the IRT is required to provide:

- **Name of Sponsor, Group or Organization** _____
- Date / Time of Event (rain date) _____
- Type of Event (run/walk/bike/rollerblade etc.) _____
- Purpose of the Event (fundraiser, X-country etc.) _____
- Length of Event (miles, kilometers) _____
- Special Needs (handicap, wheelchairs, etc.) _____
- Estimated Number / Age group of Participants _____
- Start / Finish Areas _____
- **NO Trail Markings** (use signs, removable tape, ribbon) _____
- Parking (Saylor Park, American Club, Main Trailhead) _____
- Staging Area (Trail Pavilion, Saylor Kilns, other) _____
- Additional Equipment (posters, public address) _____
- Proof of Liability Insurance (Sponsor) _____
- Coplay Pavilion Permit / Rental (Sponsor) _____
- Coplay / N. Whitehall / Whitehall Permits (Sponsor) _____ P. 2
- Type / Number of Supervision for Children / Pets _____
- Street Crossing Guards - all major streets _____
- Emergency Medical Services – Name of EMT _____
- Police Coverage (crowd control, etc.) _____
- Route Monitors (Adults, route length) _____
- Communication - provide cell, walkie-talkie numbers _____
- Water Stops (depends on route length) _____
- Additional Activities (entertainment, contests) _____
- Electric / Water Required _____
- Food and Beverage at Event (no alcohol) _____
- Tables, Chairs, Coolers, Grills (Sponsor) _____
- Trash Collection / Removal / Clean Up (Sponsor) _____
- Toilet Facility Rental (Sponsor responsibility) _____
- Other Requirements / Additions – List on Back _____

**IRT EVENT FEE \$150 (non – refundable, due upon Sponsor Acceptance)
Plus \$100 – separate check (refundable clean-up deposit after inspection)**

Sponsor Acceptance Signature / Date _____

Office/home phone and cell number _____

Send Application with Fee to: IRT, c/o Whitehall Township Rec Dept.

See Municipal Permit Page 2 3219 MacArthur Road, Whitehall, Pa 18052

Irononton Rail-Trail Event Municipality Permit Rev 01/01/18

The Borough of Coplay, North Whitehall Township and Whitehall Township require a no-fee trail / recreation permit for an organized group event on the IRT section that traverses the specific municipality.

The permit process informs all applicable departments within the municipality to ensure that the event is acknowledged and will be conducted in a safe and orderly manner. A copy of the completed IRT Events Application will accompany the permit for event details.

Application Date: ___ ___ ___ **Event Name:**
Event Date: ___ ___ ___ **Event Time:** **AM/PM** **to** **AM/PM**

Description of Activity:

Number of Participants:

Name of Responsible Contact Person:

Address:

Phone (Home/Cell):

SIGNATURES / DATE OF APPROVAL

Event Contact Person:

IRT President:

Municipality that event will be conducted on the IRT – circle all that apply

Signatures: **Coplay** **N. Whitehall** **Whitehall**

Rec Chief

Police Chief

Mayor/Exec.

Restrictions:

Approved Permit must be displayed at time of the Event

Copies to:	Recreation	Police Chief	Fire Police
	Mayor/Executive	Fire Chief	Bldgs/Grnds
	Sponsor	IRT	