

SPECIAL EVENT APPLICATION

The governing board of directors for the Ernst Trail, French Creek Recreational Trails Incorporated, recognizes the Ernst Trail provides an arena to enhance special events for use by the public. The purpose of the Special Events Permit is to secure the trail availability, confirm the event held is within the confines of the Ernst Trail, and that all safety provisions are met.

- All plans, set-ups, and displays must be submitted and pre-approved through the Special Event process by the French Creek Recreational Trails, Incorporated. ➤ The Special Event Application and permits and/or certificate of insurance must be submitted at least 60 days prior to the event to FCRT for review and approval at a monthly board meeting. FCRT meets the second Tuesday of each month except for December.
- Event Sponsor will be responsible for any and all repairs needed as a result of the event.

Who may obtain a Special Event approval?

- A Special Event must be sponsored by or be for the benefit of a nonprofit organization. The sponsoring organization shall be responsible for obtaining the permit.
- Wedding ceremony
- Memorial service

Additional Requirements

Along with the application fee provide a written description of the event and documentation that includes the following:

- Name & Address of applicant
- Date, Time and Duration of the event
- Name of sponsoring organization
- Estimated number of participants
- Route(s) to include starting and ending.
- Required access to trail.
- Location of assembly areas.
- Clean up plan
- Security and traffic control provisions if applicable
- Emergency medical provisions
- Copy of liability insurance certificate

What are the insurance requirements?

- The applicant shall submit proof of liability insurance naming French Creek Recreational Trails Incorporated as an additional insured for the event and include a provision the cancellation of the policy without 30 days prior written notice.
- Policy shall have primary coverage limit of at least: \$1,000,000 Commercial General Liability (per occurrence); \$1,000,000 Products per occurrence (if food and/or beverage vending is part of the event); \$1,000,000 Personal and Advertising Injury, \$50,000 each occurrence; \$50,000 Fire Legal Liability; and \$50,000 Damage to premises.

Clean-up Commitment

- If the event sponsoring organization fails to adequately provide clean-up in accordance with the plan submitted, FCRT may conduct the necessary clean-up. If cost exceeds the deposit fee, the sponsoring organization will be invoiced for the additional expenses. The sponsoring organization must make payment to FCRT upon receipt of notification of the costs due.

Security & Traffic Control

- The event may require additional security and traffic control. It is the event sponsoring organization's responsibility to obtain and make payment for these services.

Permits

- Additional event permitting maybe required from local governments or governing agencies, i.e. Pennsylvania Department of Transportation. It is the event sponsoring organization's responsibility to obtain and make payment for these services. Proof of these permits must be submitted to FCRT prior to the event.

Vehicles -

- Only the vehicles listed and approved through the Special Event Application will be allowed on the trail.
- Emergency vehicles are permitted.

Alcoholic Beverages

- No alcoholic beverages are allowed.

Wedding Ceremonies

- You are responsible to clean up the area after the event (carry in, carry out). ➤ You are responsible to protect the assets (flowers, benches, etc.) of the area. ➤ You are asked to respect the rights of others using the trail, as there is no way of easily closing it to public use.
- In effort to protect the resource and wildlife, the wedding party and guest are asked to refrain from throwing and wedding toss (rice, birdseed) or from releasing any type of wildlife (i.e. white doves, butterflies, etc.). Alternatively, the wedding party and guests will be allowed to use bubbles or use low volume noise makers with prior written permission from FCRT.

Denial of Special Event Application

- An activity at the same time and place has been granted.
- The activity appears to present a clear and present danger to public health and safety. ➤ The activity is of nature or duration that it may cause injury or damage to trail resources.
- The activity is of the nature or duration that it will interfere with the area's peace and tranquility, and the operation of public use.

Special Event Application Fees

- Fee and deposit will be payable upon receipt of the Special Event Application. ➤
Special Event Fee - \$100.00
- Deposit fee for unforeseen damages or clean-up - \$50.00
 - If application is denied, the permit and deposit fees will be returned within 35 days of application receipt. The deposit fee will be returned upon inspection after the event.

Special Event Application

The Special Event Application is available on the Ernst Trail website at www.ernsttrail.org.

FRENCH CREEK RECREATIONAL TRAILS SPECIAL EVENT APPLICATION

The Special Event Application must be received by French Creek Recreational Trails Inc. at least 60 days prior to the event for review and approval by the FCRT Board of Directors. The Board meets the second Tuesday of each month except for December. These meetings are open to the public. Time and location vary. Please email ernsttrail@gmail.com for next meeting details.

Application Date - _____

Event Name - _____

Event Date - _____ Time & Duration - _____

Event Location -
(Specify Trailhead or Start/Finish) _____

Expected Number Of Participants - _____

Event Sponsor - _____

Event Purpose - _____

Contact Person - _____

Mailing Address - _____

Phone Number(s)- _____

Email - _____

Description of Event - _____

The event sponsoring organization is responsible for providing French Creek Recreational Trails, Inc. a copy of the following: Event route (if applicable), location of assembly areas, security and traffic control plan, emergency provisions, clean up plan, copy of liability insurance, and a list of participating vendors (if applicable).

**Mail completed application with fees to -
French Creek Recreational Trails, Inc., P.O. Box 592, Meadville, PA 16335.**