

GUIDELINES FOR EVENTS

WADHAMS TO AVOCA TRAIL

ST CLAIR COUNTY PARKS AND RECREATION COMMISSION

PURPOSE

The Wadhams To Avoca Trail is expected to be a very popular county park, and has been requested for use as a location for charitable fund raising events. This policy has been developed to standardize the application process for using the Wadhams to Avoca Trail as a location for these events. Information is also included to inform the event sponsor of requirements for conducting an event on the trail

SCOPE

These guidelines cover any charitable fund raising event, or other special event, conducted on the Wadhams To Avoca Trail under the jurisdiction of the St Clair County Parks and Recreation Commission (sometimes hereinafter referred to as the County or the Commission) by any group other than the County.

DEFINITIONS

Event – A fund raising event, or other special event, proposed to be held on the Wadhams To Avoca Trail (conducted by a recognized charitable organization).

Recognized Organization – A non-profit, tax-exempt organization.

Sponsor – The identified individuals or contact persons conducting the event.

POLICY STATEMENT

The Wadhams To Avoca Trail is a County Park and therefore subject to Parks Rules adopted by the St. Clair County Parks & Recreation Commission and the St. Clair County Board of Commissioners. A copy of the Park Rules accompanies event applications.

Public access and use of the trail will not be denied or limited by any event. During any event, the sponsors will ensure that the public has free, unobstructed use of the trail. Any event that would interfere with the public's right to use the trail will be denied or, if in progress, may be terminated without advance notice.

CONDITIONS FOR CONDUCTING EVENTS

1. The Sponsor is responsible for all publicity, operational details, collection and security of any funds, and participant support and safety during the event. The Sponsor is responsible for managing the event while it is in progress.
2. The Sponsor is responsible for the conduct of all event participants. The Sponsor will make Park Rules and regulations and safety information available to all participants.
3. The Sponsor is responsible for the set up and tear down of all equipment used in the event. All equipment to be used in the event must be approved by the Parks and Recreation Commission. All equipment must be set up and removed on the day of the event. The County is not responsible for providing or insuring any equipment, whether privately owned or rented, that is used in the event.
4. The Sponsor is responsible for setting out trail markers (if necessary) for event participants. Said markers must be approved by the Commission. Sponsors may not cut, penetrate, or mark the asphalt trail surface in any way. Trail markers may not be attached to any tree, fence, sign, guardrail, bridge, etc. in any manner without approval of the Commission.
5. The Sponsor will secure permission from adjacent landowners when they plan on the use of private property by the participants. This includes, but is not limited to, the use of private restrooms and parking areas that border the trail.
6. The Sponsor will have adequate and trained staff to conduct the event. This includes crossing guards, security personnel, parking attendants, and others as determined by the Parks and Recreation Commission.
7. All events will be in the form of recreational events. No timed or untimed races will be allowed. No mass starts will be allowed as they effectively prevent the use of the trail by other users.
8. The Sponsor will obtain liability insurance for their event if it is the opinion of the County that it is necessary. If determined necessary, the minimum insurance required by the County will be \$100,000 of liability coverage designed to cover the event on the date in question. The County will be a necessary named insured to any such policy.
9. In consideration for the use of the trail for the fund raising event, event sponsors are required to provide in-kind improvements to the trail. In-kind improvements must be proportional to the level of funds raised in the event. Proposed in-kind improvements will be negotiated with the County Parks and Recreation Director.
10. Proposed in-kind improvements will be submitted to the St. Clair County Parks and Recreation Commission for consideration and must be approved by the Commission prior to scheduling of the event.

PROCEDURE

A request for an application to use the Wadhams To Avoca Trail for an event should be made 60 days in advance of the proposed event. This will generally ensure adequate time for processing paperwork and submitting the proposed in-kind to improvements to the Parks and Recreation Commission at one of its regularly scheduled monthly meetings. An application may be requested in writing or by telephone to the following address:

St. Clair County Parks and Recreation Commission
200 Grand River Avenue, Suite 205
Port Huron, MI 48060
Phone: (810) 989-6960

If the event is approved, the Parks and Recreation Commission reserves the rights to alter, shorten, or cancel it at any time in order to protect the interest of the Wadhams To Avoca Trail patrons and/or the County.

EVENT APPLICATION
WADHAMS TO AVOCA TRAIL

Prior to completing this application, first read the accompanying **GUIDELINES FOR EVENTS**. Please use additional paper as necessary to full answer application questions.

SPONSOR:

PERSON COMPLETING THIS APPLICATION:

CONTACT PERSON & TITLE (indicate "same" if same as above):

ADDRESS:	_____	TELEPHONE NO.
	_____	()

1. Describe the proposed event, including its location (example; Lapeer Road to Barlett Road in Kimball Twp.). Attach plan, drawing or diagram if applicable.

2. State the date of the proposed event:

3. State the times the proposed event is to begin and end:



4. How many participants are expected?

5. Where will participants be expected to park their vehicles?

6. Indicate all equipment (examples; tables, tents, chairs, P.A. systems) and/or signs being proposed to support the event and their location:

7. Indicate the proposed number of trained staff, volunteers, and/or others that will conduct the event and their assignments:

8. State who will be in charge of the proposed event, where they will be on the date it is held, and how they can be contacted if necessary:

9. Have local police and emergency management agencies been notified?

10. Will access bollards need to be unlocked?

11. State the "rain date" if the event is cancelled due to weather conditions:

By signing this application, I certify that I have read the **Guidelines For Events, Wadhams to Avoca Trail, St. Clair County Parks and Recreation Commission**. I further certify that should our event be approved, the sponsoring organization and I will abide by all responsibilities and obligations outline therein.

Signed: _____ **Date:** _____

Attach Certificate of Insurance with County of St. Clair as named insured.