

# IRONTON RAIL-TRAIL EVENTS APPLICATION Rev 01/05/26

Due 3 months before Event Date

**The IRT will provide a clean, well-groomed trail 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 \$175 (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**

# Ironton Rail-Trail Event Municipality Permit Rev 01/05/26

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 municipalities 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 Sponsor Contact Person:  
Address:  
Phone (Home/Cell):  
Email:

### SIGNATURES / DATE OF APPROVAL

Event Sponsor Contact Person:  
IRT Events Coordinator:

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          |             |