Lackawanna River Heritage Trail Event Registration

The Lackawanna Heritage Valley National and State Heritage Area (LHV) and its partners are developing the Lackawanna River Heritage Trail (LRHT) as a regional asset. Community groups are welcome to use the LRHT for public events such as races, walks, and marathons, trail clean-ups and river events, and educational programs. There is no charge to use the LRHT.

Organizations that plan to use the LRHT, adjacent parks and greenspace for a public event must notify LHV of their event six (6) months prior to the event, or as soon as possible in the event planning process. As the manager of the trail, LHV must coordinate events on the trail with routine maintenance, construction projects, and preparation for trail events. Event coordinators may be asked to meet on-site with LHV.

**Please note:** It is required that event coordinators arrange for clean up after their event in order to maintain this community asset for all users.

Event Registration Guidelines

- Submit a completed Event Registration Form that identifies the host organization and details about the event. Identify the sections of trail that will be utilized and if any gates and/or bollards need to be opened.
- The cleanup must occur within 48 hours of the event and must remove all event related material, such as tables, litter, garbage, markers, and signage. All trash receptacles along the trail and adjacent greenspace must be emptied within the event limits.
- There is a non-refundable $50 fee to use the “Scranton Half Marathon Pavilion” at Olive Street; the fee is due when you submit your trail registration form.
- Do not deface or damage the trail or its amenities. Temporary signage and markers may be affixed in a manner as not to damage the trail, grass, trees, fences, or other surfaces. A fine will be administered for the repair of any damages.
- Attach a copy of proof of insurance.
- All promotional material for the event must acknowledge LHV as a major sponsor of the event.
- If you are hosting the event as a fundraiser for a nonprofit, LHV may ask you to provide an estimate of your proceeds for record keeping.

Upon receipt of the required information, LHV will email the event coordinator a confirmation of the event and a media kit. Send the complete form and materials to:

Lackawanna Heritage Valley National and State Heritage Area
213 South 7th Avenue, Scranton, PA 18505
Phone: (570) 963-6730 x 8200
Fax: (570) 963-6732
Lackawanna River Heritage Trail Event Registration Form

Submit completed form to LHV six (6) months prior to the event. Attach a map outlining the event boundary, including the route and/or site of the event. Provide proof of insurance. Send original completed form, proof of insurance, and map to Lackawanna Heritage Valley National and State Heritage Area, 213 South 7th Avenue, Scranton, PA 18505.

Event Title ________________________________________________________________

Event Location ____________________________ Event Time _______________________

Estimated Attendance ______________________________________________________

Describe the activities of the proposed event below.

Organization Conducting Event ______________________________________________

Contact Person _______________________________ Title _________________________

Address ___________________________________________________________________

City, State, Zip ________________________________

Daytime Phone _____________________________ Evening Phone __________________

Email ______________________________________________________________________

Trail Sections to be Used: □ D&H Rail Trail, Simpson to Union Dale: Must coordinate with Lynn Conrad, Rail-Trail Council at 570-679-9300.

□ Carbondale Riverwalk, Carbondale & Fell Township

□ NY O&W Rail Trail: Carbondale Township, Mayfield Borough

□ Powderrail Trail: Delaware Street, Jermyn to Gilmartin Street, Archbald

□ Mid Valley O&W Rail Trail: Archbald, Jessup, and Blakely Boroughs

□ Scranton Riverwalk/CNJ Trail: Olive Street to Keyser Creek, Taylor

□ ***Scranton Half Marathon Pavilion, Olive Street Scranton***

***If you anticipate using the 38x60 “Scranton Half Marathon Pavilion” at the Olive Street trailhead, there is a $50 fee to reserve the pavilion that is due with your event registration, please make checks payable to “Lackawanna Heritage Valley Authority”. ***

Will the gates and/or bollards need to be unlocked for your event? □ No □ Yes If yes, check all that apply.

□ D&H Rail Trail gates: Must coordinate with Lynn Conrad, Rail-Trail Council at 570-679-9300

□ Powerline Gate, Archbald

□ Laurel Street, Archbald

□ Railroad Street, Blakely

□ Winton Street, Blakely

□ Bridge Street (Decker's Bridge) Blakely

□ Depot Street (Rt 247), Blakely

□ Gilmartin Street, Archbald

□ Olive Street, Scranton

□ 7th Avenue Trailhead, Scranton

□ Broadway Street, Scranton

□ Elm Street, Scranton

□ Depot Street, Keyser Creek

By signing this form, I agree that I represent the above organization conducting the said event and agree to the outlined conditions in the Event Registration Guidelines, including a post-event clean up within 48 hours.

Print Name ___________________________ Title ___________________________

Signature ___________________________ Date ___________________________