

Wallkill Valley Rail Trail
2023 Event Application

**The Wallkill Valley Land Trust MUST RECEIVE your application
MINIMUM 30 days prior to the event.**

The WVLT requires an application fee starting at \$25, the fee is based on the number of people participating in your event. This fee helps the WVLT to offset costs associated with facilitating the event. (WVLT Policy has more information on this, and it is included at the end of this application). The application fee (as a donation) must be provided once the event is approved by the Wallkill Valley Land Trust.

Organization Name:

Title of Event:

Date(s) of event: _____ Number of people expected: _____

Time(s) of Event (including set-up and clean-up): Start day/time: _____ End time: _____

Event Website if applicable:

Event Contact Person(s):

Email Address(es):

one- Day: _____ Evening: _____ Cell: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Start Point/Intersection: _____ End Point/Intersection: _____

Describe in detail your organizations event (include reason for visit; distance; price to participate. If this includes an art installation, please include description or proposal. If filming is requested, please contact WVLT directly for film policy):

Complete:

- I have read and understand the 2021 Wallkill Valley Rail Trail Policy. *REQUIRED* If this event is taking place in the Town of Gardiner, Town of Rosendale, the Town/Village of New Paltz, the Town of Ulster and/or Williams Lake Project, we / I have notified these location offices **(circle all that apply)**. *REQUIRED*
- I will to notify the local police of this event in each town I have circled above that it is taking place, at least 24 hours prior to the event. *REQUIRED*
- I have included a map of the proposed route, showing start and end points and parking areas to be used.

***NOTE: 2021 Wallkill Valley Rail Trail Policy outlines Damage Deposit, Insurance and other requirements. See excerpt from the Wallkill Valley Rail Trail Policy below.**

I testify to the best of my ability that the information on this form is true.

Signature: _____ Print name: _____

Date: _____

Mail or e-mail completed applications to:
Wallkill Valley Land Trust, PO Box 208, New Paltz, NY 12561
Info@WallkillValleyLT.org

If you do not receive a response from WVLT within 14 days, call 845-255-2761 or email info@WallkillValleyLT.org to check on status

5.0 Event Coverage (Damage Deposit, Insurance & Application Fees)

5.1 **Damage Deposit:** Whether the application is for a commercial or non-commercial event, A REFUNDABLE DAMAGE DEPOSIT is required to cover the cost of any damage or clean-up needed for use of the Rail Trail for an event. The deposit is to cover any costs associated with clean-up or repair to the Rail Trail.

The Damage Deposit is based on the following:

- a) No deposit if less than 25 users.
- b) \$150 if 25 or more but less than 50 users.
- c) \$ 500 if 50 or more users but less than 150 users.
- d) \$1000 if 150 or more users, but less than 300
- e) Events over 300 users require special permission and will be evaluated on a case by case basis.

Damage or clean-up costs exceeding the deposit will be assessed after the event. The Event Sponsor organizer may be required to meet with a WVLT contact on site for an inspection after the event ends. If damage occurs, repair costs will be deducted from the deposit. If the Rail Trail is intact and returned to original condition, all trash and signage is removed, the Damage Deposit will be refunded to the Event Sponsor within ten days after the event.

5.2 **Event Insurance:** The Event Sponsor is required to provide Comprehensive General Liability Insurance naming the Wallkill Valley Land Trust, Inc. as additional insured as well as the appropriate land owner(s) (if the event crosses other sections owned by other parties). (The Wallkill Valley Rail Trail owners include: the Town of Gardiner, the Town of New Paltz, the Village of New Paltz, the Wallkill Valley Land Trust, Inc., and the Williams Lake Project, where applicable).

5.3 **Application Fee:** A donation to WVLT of at least \$25 is required upon following the receipt of the Letter of Authorization. Event donations are tax deductible and support the management and improvements of the Wallkill Valley Rail Trail.

Starting January 1, 2023 application fees are as follows:

- a) **\$25 for 25 or more but less than 50 users.**
- c) **\$50 if 50 or more users but less than 150 users.**
- d) **\$100 if 150 or more users, but less than 300**
- e) **Events over 300 users require special permission, and require a minimum donation of \$250**