

Notice of Event

Who Needs to Obtain a Notice of Event

The lands of the Lancaster County Conservancy are open to the public 365 days a year from sunrise to sunset, free of charge. The Conservancy strives to strike a balance in its dual mission to protect natural lands while providing opportunities for passive recreation. Events taking place on Conservancy lands have the potential to create an impact and require careful planning and coordination between event organizers and Conservancy staff. To help mitigate the impact of events that go beyond routine use of our lands, the Conservancy requires that any party interested in hosting an event on Conservancy lands must complete and secure approval of this Notice of Event.

Events include any activity whose scope goes beyond routine visitation and may be further defined by the intention of the activity, the number of participants, the number of vehicles, the occupation of an area, the rental of a facility, an environmental impact (as determined by Conservancy staff), or the disturbance of wildlife or other visitors.

Examples of events that require a Notice of Event include, but are not limited to:

- An event that seeks to provide financial or other benefit to a specific individual, group, or organization, including (but not limited to): fundraising, team building, a planned group activity (i.e. schools, senior groups, interest group, academic visits, etc).
- An event that may require Conservancy management or staff support prior to, during, or after its occurrence.
- Other events that may require a Notice of Event: weddings, gatherings, races, group activities like hikes or portraits, scientific study and groups of 20 or more participants.
- Any planned activity that requires the transport or parking of a vehicle larger than a 15-passenger van (including shuttles or buses) or 5 or more vehicles.

Please supply the information requested below at least 30 days prior to your proposed event. Attach additional sheets, if necessary, to provide the required information. You will be notified of the status of the review of this form within 2 weeks of receipt and advised of any additional necessary steps to complete your Notice of Event.

Your Notice of Event requires proof of liability insurance naming the Lancaster County Conservancy as an additional insured. It may require the payment of cost recovery charges.

Leave No Trace is a strict requirement of the use of Conservancy lands.

DO NOT HOST AN EVENT WITHOUT A NOTICE OF EVENT. IF UNSURE, CONTACT przybylek@lancasterconservancy.org or call (717) 392-7891 x 206

1. Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Title (If applicable): _____

Organization: _____

Application Date: _____

2. Check All Boxes That Apply

- The event involves 20 or more participants, or 5 or more vehicles.
- This event requires parking for a vehicle larger than a 15-passenger van.
- The event supports fundraising goals.
- This is a school event.
- This is a research or science-based event.
- This event requires the use of battery or gas-powered equipment.
- Your group is a member of the Lancaster County Conservancy.
- You (the applicant) are a member of the Lancaster County Conservancy.

3. Briefly Describe the Proposed Event (attach additional pages as needed)

4. Location of The Proposed Event (see www.lancasterconservancy.com/stewardship)

Nature Preserve(s): _____

Address or GPS coordinates of meeting spot:

Trails used (if applicable, for example: Conestoga Trail):

Please include a map of event location(s) with the following locations being identified:

- Primary area of event
- Point(s) of ingress
- Point(s) of egress
- Support station(s)/secondary area of event

5. Schedule of the Event

Date and time of set up: _____

Date and time of event start: _____

Date and time of event end: _____

Date and time of event tear-down: _____

6. Event Organizer Information

Lead Affiliate (Organization, club, company, etc.): _____

Point-person for lead affiliate

Full Name: _____ Title: _____

Address: _____ Primary Phone: _____

Support Affiliate (Organization, club, company, etc.): _____

Point-person for lead affiliate

Full Name: _____ Title: _____

Address: _____ Primary Phone: _____

7. Logistical Information

When estimating figures, please attempt to make as accurate of a predication as possible.

Estimated number of participants: _____

Estimated number of vehicles: _____

Make of vehicles expected (i.e.: cars, jeeps or all-terrain, van, 15-passenger van, shuttle bus...etc.):

The following information is required for all vehicles capable of transporting more than 15 passengers:

Vehicle 1:

Make: _____ Model: _____ Year: _____ Color: _____

License Plate #: _____ Owner Name: _____

Vehicle 2:

Make: _____ Model: _____ Year: _____ Color: _____

License Plate #: _____ Owner Name: _____

8. Emergency Response Plan

Nearest 24/7 medical facility: _____ Distance in miles from event: _____

Address: _____ Phone: _____

Please attach driving directions from the event site to the medical facility to this application. Also note that we cannot guarantee cell phone reception on Conservancy lands.

List closest first responder and include phone numbers for each:

Police: _____ Fire Dept.: _____

EMS/Ambulance: _____

9. Insurance and Letters of Support

Proof of the following *are required* to receive approval of your Notice of Event. Please check the boxes below to indicate that you have these, and attach copies of both to this form.

- Certificate of insurance naming the Lancaster County Conservancy as additionally insured.
- A letter of support from either a first responder organization within the area or the local municipality. If cannot get a letter, documentation showing a reasonable good faith attempt to contact these parties was made.

10. Signature

I hereby certify that, to the best of my knowledge, all of the information provided above is truthful and accurate.

Applicant's Signature: _____ Date: _____

11. Submission

Please submit this application with accompanying attachments to:

ATTN: Christian Przybylek/Notices
Lancaster County Conservancy
117 south West End Avenue,
Lancaster, PA 17603

Notice Provision Application Checklist:

Confirm that your application includes the following enclosures

- Applicant Information in Section 1 is complete.
- Checkmark the type of event in Section 2. You may check multiple boxes.
- Brief Description of Event in Section 3. You may attach additional pages if needed.
- Location information and schedule in Sections 4 and 5.
- Organizer information (about you and your organization) in Section 6.
- Logistical and vehicle information in Section 7.
- Emergency Response information in Section 8, including driving directions to the nearest 24/7 medical facility.
- A letter of support or documentation demonstration that you gave reasonably well informed updates to local first responders and municipal officials regarding your event plans.
- Copy of your certificate of insurance.

Please Print a Copy of your Confirmation Email or Letter and Have It With You On the Day Of Your Event.