



W&OD TRAIL EVENT APPLICATION

Date of Application: _____

Name of Event: _____

Type of Event: _____

Organization: _____

Primary Contact Person

Name: _____

Address: _____

City & State: _____

Work # _____ Home # _____

Cell # _____ Email _____

Event Day Contact Person Name: _____

Cell Phone: _____

Proposed Route on the W&OD Trail Description:

Proposed Route/Additional Information - Please attach additional pages with information useful in evaluating your permit request including: staging area map, route/course map, cue sheet, COVID-19 plan, sound systems, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, use of any building, site clean-up, etc.

Date of Event _____

First Choice

Second Choice

NOVA Parks TRAILS EVENT APPLICATION HOLD HARMLESS AGREEMENT

The applicant covenants to save, defend, hold harmless and indemnify NOVA Parks, and all of its officers, departments, agencies, agent and employees from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event as herein described.

Applications will be reviewed based on the order in which they were received, type of event, time/date, number of participants, desired location, history of success and benefit to the trail. Permit fees must be received within 10 business days for all approved applications.

Signature of Event Sponsor - I attest the above information is true and accurate

Signed _____ Date _____

Position _____

NOVA PARKS USE ONLY

Approved _____ Disapproved _____

Signature and Date

W&OD Event Guidelines

1. Permitted events on the W&OD Trail must be sponsored by a non-profit organization or local government entity. An individual organization or entity may sponsor only (1) event per calendar year. Events may be timed and are limited to runs, walks, wheelchair events, and noncompetitive cycle events.
2. An event permit is required for any event with 25 or more participants.
3. Organizers must apply for an event permit a minimum of 60 days prior to the event date.
4. Organizers must provide evidence of having secured a minimum of \$2,000,000 in general liability insurance and \$1,000,000 per occurrence and shall list NOVA Parks as additionally insured a minimum of 10 days before the event. In addition, the organizer agrees to indemnify and hold harmless NOVA Parks, its employees, agents, and designated representatives.
5. NOVA Parks will begin accepting applications for events at 9:00 a.m. on the second Monday of January each year for the calendar year. Applications will be reviewed based on the order in which they were received, type of event, time/date, number of participants, desired location, history of success and benefit to the trail.
 - Trail event applications should be submitted to the W&OD Office at 21293 Smiths Switch Road, Ashburn VA 20147 or emailed to WOD@NVRPA.org at least 60 days prior to the event. NOVA Parks reserves the right to cancel or reject a permit.
6. Permit fees must be received within 10 business days of application approval.

Permit Fees:	
Events up to 100 participants:	\$250.00
Events up to 500 participants:	\$500.00
Events up to 1000 participants:	\$1000.00
Events over 1000 participants:	\$1500.00
7. NOVA Parks will permit a maximum of two walk/run or riding events that have more than 100 participants on the Washington and Old Dominion Trail each month.
8. Organizers will be responsible for contacting local law enforcement and applying for any special permits that may be required. Written approval by all appropriate police departments is required prior to issuance of a permit.
9. To promote safe usage, organizers must develop and implement a plan for event marshals and sentries at locations identified along the event route. These locations and duties must be approved by NOVA Parks prior to the issuance of a permit.
10. Events are to be scheduled to reasonably ensure that the trail will be cleared of participants by 10:00 a.m. May through September and 11:00 a.m. October through April.

11. Organizers are responsible for cleanup and removal of any signs, event promotions and other event materials immediately following the event.
12. Organizers, volunteers, and event participants must be familiar with and follow all W&OD Trail rules and guidelines at all times. This includes, but is not limited to, adhering to trail etiquette, staying to the right of the center line except when passing and announcing when passing.
13. Organizers shall post signs in advance of entry and exit points along the trail to notify all trail users “Caution – Event in Progress”
14. Approved event permits do not give exclusive use of the W&OD Trail or property to the permit holder. Event participants are to be cautioned about the potential conflict with other trail users, including cyclists.
15. All on-trail markings must be temporary in nature and must be approved by NOVA Parks. No permanent markings or paint may be used. No signs are to be attached to trees, signposts, or Virginia Power poles. Temporary directional signs no larger than 11” X 17” may be used and must be removed within 2 hours after the event.
16. All promotion and advertising must be approved by NOVA Parks.
17. Retail products, including shirts, food, and drink, may not be sold without prior approval from NOVA Parks. The sale or consumption of alcohol on W&OD Trail property is strictly prohibited.
18. No special event may start or end on the W&OD Trail. Events must begin off property with enough lead time that participants are staggered when entering the Trail. Large groups must stagger the start of the event.
19. Organizers must submit a detailed map as part of the application that includes complete route, offsite start/finish, turnaround locations, first aid, water stations, restroom locations and course marshal locations.