

Appendix 3 Events Application Process for Mountain Biking Events

1.0 Introduction

This event application process has been established to allow the Barnett Demesne Mountain Bike Trails & Jumps Park to be managed in a responsible and effective way. The objectives of this event application process are to:

- Ensure events taking place on the trail centres are delivered to a high standard in terms of both customer experience and safety
- Allow the local area to benefit from the economic impact provided by events
- Raise the profile of the trail centre(s)
- Reduce the potential conflict caused to other trail / forest park users
- Reduce the potential displacement of regular mountain bike trail users
- Manage the physical impact of events on trails and their ongoing maintenance
- Avoid date clashes between major events across both trail centres
- Allow the Belfast City Council Parks & Leisure Department to balance facilitation of events alongside their other roles and responsibilities
- Provide an open transparent application process where responsibilities, permit and licence conditions and charges are clearly defined

1.1 Permissions

Barnett Demesne Mountain Bike Trails & Jumps Park are managed by Belfast City Council however Outdoor Reaction NI is responsible (via a licence agreement) for providing permission to host mountain biking events .

2.0 Guidelines

The guidelines below are designed to outline the application process, timescales and charges relevant to the size and nature of your event.

2.1 Leading of Mountain Biking Activities

Those individuals or organisations wishing to lead mountain biking i.e. coaching or guiding either on a commercial or non commercial basis on Barnett Demesne Mountain Bike Trails & Jumps Park must apply for an '**Annual Mountain Biking Permit.**'

A separate form is available for this.

2.2 Events with less than 20 participants

Events with less than 20 participants which will have a low impact on the trail centre (not involving closure of trail(s)) and other users will not require formal permission. There may however be ongoing park operations, trail maintenance/diversions or other events taking place which could restrict access to certain areas for safety reasons. It is therefore strongly advised that you contact Outdoor Recreation NI in advance to check.

It should be remembered that the event organiser is responsible for the activity, the participants and the potential impact it could have on other people around. These events must comply with the 'MountainBikeNI.com Code of Conduct' for the trails - See Appendix 1.

2.2 Events with more than 20 participants

Events with more than 20 participants will require formal permission to take place, must go through the event application process and be subject to charges identified below.

Those events given permission will be provided a licence by the relevant council for each event. A sample licence agreement is outlined in Appendix 2. Note this is just a sample and may be adjusted according to each event.

Event Type	Definition	Application Process	Charge Per Event / Per Trail Centre
Commercial	This is an event where participants are charged a fee	Applications made for ' Annual Calendar '	£500
Club	This is an event organised by a Cycling Ireland Club and not operated on a commercial basis	Applications made for ' Annual Calendar '	£300
Charity / Voluntary / Community Event - 51+ participants	This is an event organised to raise money for a registered charity, or voluntary / community organisation provided that all monies raised (after costs) are donated to that charity	Applications made for ' Annual Calendar '	£300
Charity / Voluntary / Community Event - 20- 50 participants	This is an event organised to raise money for a registered charity, or voluntary / community organisation provided that all monies raised (after costs) are donated to that charity	Applications made at least ' 8 weeks in advance '	£100
Exceptional	Given the diversity of mountain biking, it is recognised that there may be events which do not fall into the above event types and definition and will therefore be considered on an event by event basis.	Applications made at least ' 8 weeks in advance '	Min £100 - Max £500 - Negotiable depending on nature of the event.

2.3 Application Process

2.3.1 Annual Calendar Applications - Each trail centre wishes to balance the number of events throughout the year and to avoid clashes between major events. Therefore 'commercial' and 'club' events must apply in the winter of the preceding year for events taking place the following year.

A call for 'expressions of interest' for events will be advertised by ORNI with a set deadline for applications. It is anticipated the expression of interests will be called for in October/November each year and completed forms will be assessed by the end of the calendar for events taking place the following year. Events which are accepted to the annual calendar must submit an 'Event Management Plan'. Samples templates of the 'Expression of Interest' and 'Event Management Plan' can be found in Appendix 3 & 4 respectively. Event organisers **must not** promote the event until permission has been granted by the relevant council.

2.3.2 6 Weeks in Advance Applications- 'Charity Events with between 20-50 participants' and 'Exceptional' events must complete the 'Expression of Interest' form in Appendix 3 and submit to ORNI **at least 8 weeks in advance** of the intended event date. However please submit applications as far in advance as possible to increase the potential of receiving permission on the date you require. An event management plan will also be required - See Appendix 4. Event organisers **must not** promote the event until permission has been granted by ORNI.

2.4 Charges

Belfast City Council have made significant investment in the development, management and maintenance of the mountain bike trails therefore as with any other leisure facility they must ensure a level of income to offset these costs. Charging a relatively small event administration fee has been identified as a means of generating income to reinvest in trail management, upkeep and development.

2.5 Services you get in return:

In return for the charge for the event, Outdoor Recreation NI will:

- Facilitate a site visit for planning purposes
- Provide introduction to other third parties which you may need to liaise with
- Discuss any issues and help seek solutions where necessary
- Raise awareness with trail users of your event and any trail diversions or closures in advance via main trail info panel and MountainBikeNI.com
- Ensure licence is issued by relevant council to run the event on agreed date
- Provide post event feedback template which must be provided to competitors

3.0 Factors to Consider

Timing of Events - Whilst events can be a key driver of visitors to a trail centre, it is also recognised that they can also detract from the experience of regular trail users. Therefore it is important to find the balance. As mountain biking is a year round activity the local councils would ask event organisers to avoid peak holiday periods such as Easter, Bank Holidays, July Fortnight etc. It is

anticipated that the trail centres will already be busy at these times of years whereas a quality event could attract visitors in off peak times.

Use of Informal Trails - Belfast City Council, Rural Development Programme and Sport NI, invested just under £0.5 million to develop the Barnett Demesne Mountain Bike Trails & Jumps Park.

Given this investment, events should use the official trails and in the direction they are designed to be ridden.

Appendix 3 Events MountainBikeNI.com Code of Conduct

All Annual Mountain Biking Permit Holders and events with under 20 participants must comply with MountainBikeNI.com code of conduct at all times:

- Please only ride on official mountain bike trails
- Please ride on open trails only & adhere to any diversions
- Please always follow the one way system
- Please keep left on dual directional trails
- Respect other trail users and exercise caution when the trails cross other trails or walking routes
- Keep your bike in good working order
- Carry a puncture repair kit, a tool kit and small first aid kit at all times and know how to use them
- Helmets & gloves must be worn at all times
- Ride within your abilities and keep your bike under control

Follow the principles of Leave No Trace

Do your bit to prevent the spread of plant disease and invasive species.

After your ride: Brush any loose material off your wheels, footwear and bike and if possible wash down your bike.

Before your next ride: Clean your bike thoroughly

Appendix 2 - Sample Licence Agreement

Please note this an example licence agreement and the terms for each licence may change according to the event. This is example is being provided to give guidance to event organisers as to their responsibilities:

Outdoor Recreation NI

and

'Name of Event Organiser'

Licence Agreement

Re: Use of Barnett Demesne Mountain Bike Trails & Jumps Park for **'Name of Event'**

This licence made this day of 2014 between Outdoor Recreation NI of The Stableyard, Barnett Demesne, Malone Road, Belfast BT9 5PB (hereafter known as ORNI)

and

Insert Event Organiser Details of the other part.

Whereby it is agreed as follows:-

1. ORNI so far as it can legally do so licenses the Licensee to use the Barnett Demesne Mountain Bike Trails & Jumps Park as identified in the event management plan on **'date(s) of event'**
2. The Licensee shall be responsible for and indemnify ORNI against all claims for injury or death to any person or persons or damage to or loss of property including Belfast City Council property however so arising in connection with the Event and shall enter into a policy to the sum of £5,000,000 (Five Million Pounds Sterling) for any one incident with an approved Insurance Company to cover the liability of the Licensee under this clause and to produce evidence of such insurance a minimum of 2 weeks prior to the event taking place to ORNI
3. The Licensee shall be responsible for and shall indemnify ORNI against any damage which may be caused as a result of the Licensee's use of the Site, including damage caused to the Site or walls, buildings, erections or structures thereon or adjacent thereto or the property on the Site belonging to Belfast City Council howsoever arising out the Licence and permission hereby granted
4. The Licensee shall at its own expense provide such stewards and attendants as may be reasonably necessary for the safe conduct of the Event, and to control any vehicular and pedestrian traffic using the Site. Barriers shall be erected to separate pedestrians and any vehicles entering or leaving the Site and stewards shall ensure that these are in place and at all times adhered to. The Licensee shall also provide site security for the duration of the use of the Site and shall obey the reasonable instruction of any ORNI or Belfast City Council employee on duty.

5. All tents, marquees, stages or other temporary structures erected by the Licensee within the area specified shall be erected maintained and operated to the entire satisfaction in all respects of the duly authorised Officer of ORNI or Belfast City Council

6. The Licensee shall provide certification from a suitably competent person, such certification to be to the satisfaction of ORNI that any tent, marquee, stages or any temporary structure are structurally safe and is properly erected in a safe manner.

7. The Licensee shall share ensure that only experienced staff operate any mechanical equipment on the Site and shall ensure that any employee operating any mechanical equipment are competent and have a relevant licence.

8. The Licensee shall provide certification from a suitably competent person, such certification to be to the satisfaction of ORNI, that all electrical or gas equipment has been safely installed and are in safe working order.

9. The Licensee shall ensure the electrical safety of all equipment being used on the Site and that adequate guarding is placed around any generators or electrical equipment.

10. The Licensee shall ensure that all lighting and speaker equipment are adequately secured with safety chains or other similar equipment

11. The Licensee shall take all necessary steps to ensure that all Health and Safety requirements are complied with and that all equipment on the Site has been recently certified by a competent Authority to be safe, such certification to be to the satisfaction of the Health and Safety Executive Northern Ireland, and that modifications to the equipment have not been made since the last Certificate.

12. ORNI does not make any warranty as to the suitability of the Site for the Event and shall not be liable should the Event be cancelled or postponed as a result of any act of a third party or any other statutory agency. The Licensee shall ensure that all relevant tests are carried out prior to using the Site to ensure the ground is suitable for the weight of equipment being used.

13. The Licensee shall use its best endeavours to ensure that none of its uses of the Site would be such as to be reasonably considered indecent or a nuisance or danger to members of the public using the Site or to ORNI or Belfast City Council's employees. The Licensee shall immediately cease any activity when instructed to do so by the duly authorised Officer of ORNI of Belfast City Council where, acting reasonably, he considers the activity to be indecent, dangerous or a nuisance as aforesaid.

14. If in the opinion of duly authorised ORNI Officer or Belfast City Council employee (acting in accordance with the Council's guidance and policy in relation to noise control) there is undue noise from the loud speakers or other sources at the Event, the Licensee shall on request from the Director or his officer on duty comply with his requirements for abatement of noise.

15. The Licensee shall in the exercise of this Licence and permission hereby granted carry out all instructions of the duly authorised Officer of ORNI of Belfast City Council for the protection of the Site or the persons using same.

16. The Licensee shall at its own expense obtain all necessary licences, consents and approvals which may be required by the Licensee in connection with the Event and shall be solely responsible for and indemnify ORNI against all claims arising in this regard.

17. The Licensee shall remove all waste paper and other litter from the Site before leaving the Site and shall keep the Site clean and tidy to the satisfaction of the duly authorised Officer of ORNI of Belfast City Council. The sale of glass bottled beverages or alcohol shall not be permitted on the Site, nor shall they be permitted to be brought on to the Site by member of the public attending the Event.

18. The Licensee shall take all necessary precautions against fire and shall comply with all the requirements of the Northern Ireland Fire Service in this respect.

19. The Licensee shall fully consult with the PSNI in relation to all traffic matters and shall ensure that any reasonable request of the PSNI in this regard is complied with.

20. The Licensee shall not be entitled to or make any claim against ORNI for loss or damage which the Licensee may sustain in relation to the Event or where the Licensee is deprived of the use of the Site.

21. The Licensee shall be responsible for the provision of all services to include water and electricity and shall pay the supplier for all charges and shall fully indemnify ORNI in connection with the same.

22. On expiration or sooner determination of this Licence and upon the expiry of each permitted Event the Licensee shall forthwith remove all tents, marquees or other erections and equipment from the Site and restore the Site to the condition in which it was taken over by the Licensee, the work or restoration to be carried out to the satisfaction of the duly authorised Officer of ORNI or Belfast City Council. If the Licensee shall neglect or fail to remove the erections or restore the Site aforesaid, the ORNI or Belfast City Council may remove the same and restore the Site and all expenses which ORNI or Belfast City Council may be put to in such removal and restoration as certified by the Director shall be paid by the Licensee to ORNI or Belfast City Council on demand.

23. The Licensee shall use the Site for the purpose aforesaid and for no other purpose whatsoever.

24. The Licensee shall not permit any permanent signs, notices, posters or other fixtures or fittings to be attached to any part of the perimeter walls, fences or any other part of the Site at any time without written agreement from the Belfast City Council via ORNI.

25. ORNI shall with the prior approval of the Licensee (which shall not be unreasonably withheld or delayed) be at the liberty to use the Trail in so far as this does not prevent or inhibit the Licensee from using the Trail for the purposes permitted by this Licence.

26. The Licence is personal to the Licensee and is not transferrable.

27. If through circumstances beyond the control of ORNI it becomes impracticable to fulfil the purpose of this Licence it is cancelled. ORNI has no liability to pay compensation to the Licensee for any resulting loss.

28. The Licensee must ensure that no damage is caused to trees, root systems and underground structures (if any).

29. The Licensee shall not use paint or other permanent markers

30. The Licensee shall identify all water courses and shall take responsibility to avoid pollution to these.

31. The Licensee shall not make adaptations to the official trails or any features on the official trails without prior permission from ORNI.

Appendix 3 Grants - Expression of Interest Template

Applicants Details

Organisation	
Main Contact Name	
Address	
Telephone Landline	
Telephone Mobile	
Email Address	

Event Details

Proposed Name of Event	
Event Type	Please tick
Commercial	<input type="checkbox"/> Entry Fee Details:
Club	<input type="checkbox"/> Club Name:
Charity / Voluntary / Community Event - 51+ participants	<input type="checkbox"/> Organisation Name:
Charity / Voluntary / Community Event - 20- 50 participants	<input type="checkbox"/> Organisation Name:
Exceptional	<input type="checkbox"/>
Date of Proposed Event (Preferred Date)	
Other Dates (If preferred date unavailable)	
Estimated Numbers Participating	
Description of Event	
Will the event require the trails or sections of the trails to be closed at any time?	If yes, please provide details:

Declaration:

I understand this is the first phase of a two phase process

If this expression of interest is successful, Outdoor Recreation NI will contact me to discuss the next steps including any conditions to my proposed event taking place

The second phase will involve the submission of a detailed event management plan and evidence of public liability insurance to a minimum value of £5 million.

Signed:	
Date:	

Appendix 4 - Event Management Plan

Those events that have their expression of interest approved will be requested to submit a detailed event plan at least 6 weeks before the agreed date for the event.

This must include the following:

1. Details of Event Organiser - Main Contact, Address, Email, Telephone, Mobile
2. Details of Dedicated Safety Officer
3. Copy of event programme
4. Proposed Course Map
5. Proposed layout of Event HQ (if appropriate)including:
 - a. Info on construction of tent and marquees
 - b. Info on proposed outside caterers
6. Risk Assessment
7. Public Liability Insurance to a minimum value of £5 million to include for Event HQ, trails plus any equipment and services brought on to the site
8. Child Protection Policy (if applicable)
9. Event Day Management Plan to include:
 - a. Waste / Litter Management
 - b. Car Parking Management
 - c. Crowd Management including participants, spectators and other forest users
 - d. Steward / Marshalling plan
 - e. First Aid Provision

Guidance in preparation for the above requirements can be provided on request by Outdoor Recreation NI

Should the information required not be provided in full or to the satisfaction of ORNI within the stipulated period, then the permission to hold the event will be withdrawn.