

BIKE TAUPO EVENTS POLICY for CRATERS MTB PARK - WAIRAKEI FOREST

Background:

The following is a summary of what is required from organisers before Bike Taupo can consider an application to hold an event at Craters MTB Park.

Please note, Bike Taupo is licensed by the Crown to manage Craters MTB Park and must meet strict requirements under this Licence. If an event is being held at Craters MTB Park, Bike Taupo must ensure the event organisers meet all the requirements imposed under the Licence.

Requirements:

Use of Craters MTB Park:

- 1) All activities must be confined to the mountain bike tracks and the car park area
- 2) No disturbance or changes are to be made to the tracks, vegetation or improvements and nothing is to be fixed to any tree by nails or other devices which penetrate the tree bark.
- 3) No smoking or fires allowed.
- 4) All signage and rubbish to be removed immediately after the event and the area left in the same condition as it was before the event.
- 5) Permission to hold an event does not give 'exclusive use' and the tracks must remain open to members of the public. This needs to be addressed in the 'Safety Plan' (see below)
- 6) No activities allowed which may become a nuisance, disturbance or obstruction to others using the Wairakei Forest Park.

Payment may be required:

- 1) For each participant to be paid to Bike Taupo prior to holding the event.
- 2) For cleaning and maintenance of the toilets also to be paid prior to the event.

Legal Issues:

- 1) At least 30 days before an event is to be held Bike Taupo is required to advise the Crown of the following :
 - a) the day, start and end times, tracks and assembly area
 - b) estimated numbers
 - c) copy of information to be provided to the participants
 - d) provision for rubbish and waste removal
 - e) safety plan,
 - f) notification given to other concessionaires

- 2) Within 7 days after an event Bike Taupo must advise the Crown of the following :
 - a) the numbers attending
 - b) money received and paid out
 - c) all accidents and incidences
 - d) any issues relating to rubbish, waste removal or damage to trees
 - e) any issues relating to other concessionaires
- 3) A representative from Bike Taupo must be present and in control of all events.
- 4) The event organiser must indemnify Bike Taupo against all claims, actions, losses and expenses that Bike Taupo may suffer or incur as a result of any act or omission of the event organiser or any event participant.
- 5) The event organiser will need to hold adequate Public Liability Insurance and will be required to provide documentary proof of this to Bike Taupo.

Health and Safety:

- 1) The event organiser must comply with all laws of New Zealand – in particular the Health and Safety in Employment Act 1992
- 2) At least 30 days prior to an event the event organiser will provide to Bike Taupo a written Safety Plan. Bike Taupo may withhold consent for the event if it considers the Safety Plan is inadequate for any reason.
- 3) The Safety Plan will need to address the following:
 - identification of risks and hazards and details of how these will be eliminated or minimised ;
 - how other track users (non-participants) will be accommodated ;
 - what will be required from each participant to ensure the Safety Plan is implemented. Such as the signing of an entry form containing basic safety information and attendance at the pre-event briefing on safety issues.
- 4) The event organiser will advise Bike Taupo immediately of any 'serious harm injuries' (as defined by OSH) that occur.
- 5) Bike Taupo shall be at liberty to impose any specific conditions it deems necessary for the safe and compliant handling of any particular event.
- 6) The event organiser must not make any changes to the Safety Plan without the prior written consent of Bike Taupo.