



Using Kielder Water & Forest Park's Lakeside Way for Events

Thank you for your interest in holding your event on the Lakeside Way (LSW) at Kielder Water & Forest Park. This is a fantastic new facility which is joint managed on behalf of the landowners by the Kielder Water & Forest Park Development Trust (charity nr 1139328). You will appreciate our efforts to manage this facility effectively, without detriment to the pathway or fellow users, and so we ask all event organisers to consider the following:

- Does your event have 50+ participants or 25+ vehicles requiring parking?
- Is it advertised as open to participants?
- Does it charge an entry fee?
- Does it require staff input from the Kielder Water & Forest Park staff?

If the answer to **ALL** of these questions is no, your use of the Lakeside Way will be seen as normal usage and not a special event. We appreciate you informing us of your plans and you need not do anything further.

If the answer to **ANY** of these questions is yes, you are required to fill out the attached booking form and return to us so that we can determine if a permit is required. Authorisation for events to take place depends on sufficient detail and planning, time of year, numbers and consideration of what else is happening at that time and the impact on other users. Therefore event applications must start 2 months before the event is due to take place to allow for the relevant checks to be carried out. All paperwork must be completed 10 working days before the event takes place. We regret that any application falling short of this time frame will not be authorised.

Managed events on the Lakeside Way are subject to the following conditions of use:

- 1) Events on the Lakeside Way should allow for public use.
- 2) The facility will only be closed to other users for exceptional events, with a maximum of three closures allowed a year (for details on what constitutes an exceptional event please see below).
- 3) Events must not pose a risk to other users, therefore there are restrictions regarding competitive speed events (for information on what events are permissible and when, see below).
- 4) Only one event is allowed on the same stretch/car park of the Lakeside Way at once.
- 5) All event organisers must complete the attached 'Booking Form for Events Using the Lakeside Way', and be in receipt of a signed permit before the event takes place.
- 6) There is a facility fee for event usage of the Lakeside Way, which goes directly towards the maintenance costs incurred. For information on the fee structure, please see below. A non-refundable deposit of £50+VAT is payable at the time of booking

and must be received before a permit is issued. This is subtracted from the final balance, which is due within one month of the event taking place. All payments are to be made by cheque to the 'Kielder Water & Forest Park Development Trust'.

- 7) The expectation is for events using the whole of the Lakeside Way to use the north shore first, enabling better management of participants on the busier south shore.
- 8) All way-markings must be erected no earlier than 48 hours before the event and removed by the event organiser no later than 48 hours after. Any infrastructure that is left by the event organiser after 48 hours will incur an additional fee of £100 with no exceptions.
- 9) Interfaces with main public areas must be marshalled throughout the duration of the event.
- 10) Any event communications / first aid requirements are the responsibility of the event organiser.
- 11) All events are subject to spot checks by Kielder Water & Forest Park staff.

Exceptional Events

A maximum of three Lakeside Way closures will be permitted per year for exceptional events. These are events that strategically fit with KW&FP objectives:

- those perceived as bringing significant benefits to the local economy (overnight stays, spend on food, employ local businesses etc.)
- have the potential to attract significant participation / spectator numbers

Exceptional events are subject to the following conditions:

- 1) Preferably take place out of the main holiday season.
- 2) Must satisfy the Kielder Water & Forest Park Development Trust that an effective communication strategy is in place, which alerts the public of the impending closure.
- 3) Organisers will be responsible for ensuring a Right Of Way closure is in place.
- 4) Will be subject to a higher charge to account for the extra wear and tear on the facility. The price structure for exceptional events is under review and will be applied from July 2011.
- 5) Allows an adequate timescale to put arrangements in place – we recommend exceptional event applications start one year prior to the event date, and no less than 9 months.

What Events are Permissible, When & Where?

Event	Competitive	Non-Competitive
Running	Yes	Yes
Walking	Yes	Yes
Cycling / Mountain Biking	Yes – only for agreed exceptional events which require a LSW closure to other users	Yes
Horse Riding	No	Yes No faster than a walking pace Limit of 40 horses

Our key visitor car parks are located at Hawkhope Dam, Leaplith, Tower Knowe and Kielder Castle. These sites are very busy at peak times of the year. Please note that events must be avoided at Leaplith & Tower Knowe at the start of the season (beginning of April), the Easter holidays, May bank holidays, school summer holidays, November and December. Events must also avoid Kielder Castle on the August bank holiday.

Fee structure

There is a facility fee for events using the Lakeside Way, which goes directly towards the maintenance costs incurred. This consists of a £50+VAT deposit at the time of booking and a fee based on the number of participants taking part. The charge per head differs depending on the distance covered by the event.

	Distances up to 13 miles	Distances over 13 miles
Deposit	£50 + VAT Non-refundable, payable at time of booking	£50 + VAT Non-refundable, payable at time of booking
Charge per head	£2 per head + VAT Payable within one month of event	£4 per head + VAT Payable within one month of event
Charity rate	£1 per head + VAT Payable within one month of event	£2 per head + VAT Payable within one month of event

If you are planning a charity event you will need to provide details of this and charity number. Please note that extra fees may be charged if extra resources are required from the Kielder Water & Forest Park staff.

All payments are subject to VAT and should be paid by cheque directly to the 'Kielder Water & Forest Park Development Trust' at the address below:

Kielder Water & Forest Park Development Trust
 Tyne House
 Mill Way, Horsley
 Newcastle Upon Tyne
 NE15 0PA