**Event Form**

The event form is a simple, step by step process to help you easily identify the [good practice](http://www.outdooreventplanning.com/guidelines/) you should follow when planning your event.

It allows you to provide information to those involved with land management within the area you are holding your event, in order to highlight any special considerations or protection measures that will help when planning it.

Simply fill in the fields below and e-mail the form along with any route maps or other relevant information to [info@outdooreventplanning.com](mailto:info@outdooreventplanning.com)

Your form will be sent to the relevant land manager who will contact you if they need any further information. You will receive a response to confirm the form has been received.

As you plan your event, remember to follow the [good practice guidelines](http://www.outdooreventplanning.com/guidelines/) outlined in the *'Toolkit to Responsible and Sustainable Outdoor Challenge Events*' available at [www.outdooreventplanning.com](http://www.outdooreventplanning.com)

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| --- | --- | --- | --- |
| **Event Title** |  | | |
| **General Location** | Mournes  Ring of Gullion  Strangford Lough and Lecale | | |
| **Date of Event** |  | **Estimated No. of Participants** |  |

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| --- | --- | --- | --- |
| **Event Start Location** |  | **Event Start Time** |  |
| **Event Finish Location** |  | **Event Finish Time** |  |

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| --- | --- | --- |
| **What type activity or combination of activities?** | Walking  Fell Running  Mountain Biking  Cyclo Cross  Canoeing / Kayaking  Sailing | Horse Riding  Climbing / bouldering  Caving  Gorge Walking  Orienteering |
| **Other** |  | |

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| **Brief description of event** |
| **Detail of proposed route (include map)** |

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| **Have you been in contact with land manager/s for your proposed area?** YES / NO |
| **If 'yes', please provide details of discussions including any conditions of use, permission / agreements** |

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| **Provide details on marshalling, stewarding and waymarking arrangements for the route and plans to avoid sensitive areas** |

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| **What provisions are in place for containment and disposal of litter / waste?** |

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| **Are there any specific environmental factors relating to the site and route to be considered e.g. erosion, impact to sensitive habitats** |

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| **Have you considered a financial or volunteer giveback scheme?** YES / NO |

**Notes**

Remember that other users will be present and have a right to be so.

At all times remember the interests and operations of landowners. This includes the presence of dogs, the use of equipment such as portable generators and the need to clear up thoroughly after your event. No permanent markings of any type should be made on any natural or artificial surface, nor should trees, posts, fences etc. be damaged or defaced. Any directional or other signs and structures must be removed immediately after your event.

Event organisers should consider themselves potentially liable for any injuries to participants and any damage to fixtures or property. No part of this form exempts organisers from any duty of care or other legal responsibilities associated with the running of their event.