



Thank you for your interest in using our Trail System! 3rd Party Events permitted to occur on the Kingdom Trails network achieve the following:

- Create educational and/or recreational opportunities.
- Contribute to a sense of place and community.
- Engage new and existing trail users and community members.
- Do not place undue stress on the trail network and infrastructure
- Do not place undue stress on the community

3rd Party Event Guidelines

A “3rd Party Event” is defined as any **fee-based or promotional event** coordinated by a non-KTA entity that expects to or could potentially use KTA’s network or expects to impact any of KTA’s network right-of-way, and has eleven (11) or more participants and spectators at any one time. Meeting these guidelines requires your group to complete a 3rd Party Event application. (link at bottom)

Events include but are not limited to: fee or promotionally-based clinics, camps, guided rides, tours, races, festivals, concerts, fairs, religious, civic, and other similar groups, outdoor events, and assemblies.

Approval from KTA

3rd Party Events that access the KTA network require approval from the Kingdom Trail Association. Before event approval, do not register participants or promote any proposed event details.

KTA maintains the right to deny access for a 3rd Party Event to the KT network at any time to protect private properties, local community, and natural resources.

Timeframe for Event approval

Event Applications must be submitted in advance of any advertising and promotion of the event to the public and no less than thirty days before the proposed event date. This will allow for adequate review time and scheduling. **You may be denied permission to access the KT network or forfeit Non-Profit discount benefits for your event based on inadequate advance notice.**

Permission for Event Location

KTA manages KTA trail corridors and parking areas with permission from private landowners that allow access to the corridor and parking permission on their properties. KTA grants access to the trails and parking areas through [KTA Membership](#). **Permission to utilize any private land off the KTA network trail corridor or parking areas must be obtained directly from the proposed location property owner. I.e., staging location, expo area, clinic space, or group gathering.**

Event Capacity

In order to minimize the impact on, as well as protect and respect our local community, private landowners, trail network infrastructure and KTA members, maximum event participation is capped at 200. Trails on the Darling Hill portion of the KT network may only be accessed by a maximum of 50 participants per event unless expressly authorized by the landowner.

Restrictions

Events may not occur on the network when the trails are closed.

Events hosting over 20 participants are discouraged from accessing the KT network during the following times:

- Winterbike Event Day: late February/early March
- Victoria Day Weekend: mid May
- Burke Fall Foliage Festival: late September
- Indigenous People's Weekend: mid October
- Vermont Youth Hunting Weekend: early November

Please double check specific dates online to confirm when these events are happening. They shift slightly each year.

3rd Party Event Fees

Fees cover costs associated with event approval, private landowner permissions, resource management, operational activities of staff for resource protection and visitor use. 3rd Party Event Fees will be assessed once for the duration of the event/s or annually.

3rd Party Event Fee: \$25.00 for all 3rd Party Events unless exempt.

The following are exempt from third-party event and Additional Fees:

- Non-fee-based events
- Events with 10 or fewer participants
- Events presented by a school or nonprofit organization

Additional Fees: In addition to the 3rd Party Event Fee, events with 25-200 attendees are subject to proportional fees unless exempt:

- 25-49 Attendees: Base fee + \$25.00
- 50-99 Attendees: Base Fee + \$50.00
- 100-149 Attendees: Base Fee + \$100.00
- 150-200 Attendees: Base Fee + \$150.00
- Annual Permit extended to small group events with multiple dates throughout the year: \$175.00

Membership

Before participating in any activity on the KT network, all participants must purchase a KTA membership. The organizing entity may choose to purchase memberships for participants as a group. KTA offers Non-Profit Organizations discounts upon submission of the KT 3rd Party Event Application. KT Membership may be purchased online [here](#), unless otherwise contacted about a group discount. If participants are purchasing memberships individually - they may purchase one of our daily options (1, 2, & 3 day) or an Annual Membership. It is the responsibility of the Event Coordinator to ensure each participant has purchased a membership.

Spectator & Participant Waivers

KTA monitors all events held on the Kingdom Trail network. All participants in an event that occurs on the Kingdom Trail network must sign the [KTA waiver](#). In addition, event spectators who plan to access the trail network to watch the event must also sign the [KTA waiver](#).

Insurance & Release of Liability

If the event is approved, the applicant will be responsible for providing proof of Liability

Insurance. Prior to your event, you must send a copy of your organization's general liability policy naming Kingdom Trail Association as an Additional Insured/Certificate Holder to kara@kingomtrails.org. The insurance policy will then be reviewed to determine if coverage is appropriate as established by the issuing entity. Liability insurance must remain in effect for the duration of the Event.

Communication

When coordinating an event on the KT network, it is the coordinating entity's responsibility to acknowledge the event's use of the KT network and include a link/reference to the website: kingdomtrails.org on all event information platforms and communicate [KTA policies](#) to participants, staff and spectators. KTA asks that event coordinators share and encourage participants to abide by the [Ride With Gratitude](#) code of conduct and ask participants to ride single file and to the side while traveling on the roads in the Kingdom Trails community. It is the responsibility of the Event Coordinator to ensure all participants are current [KTA Members](#), and that a [Kingdom Trail Association Release of Liability Waiver](#) has been signed by all event attendees.

Media

If your event is approved to be held on the Kingdom Trail network, we ask that:

- All media acquired on the KT network and shared through social media network channels acknowledge the location and support KTA principles by using for all posts:
 - @kingdomtrails
 - #kingdomtrails
 - #thankyouktlandowners
 - #ridewithgratitude
- All media acquired on the KT network and posted through digital or print channels credit "Kingdom Trails" as the location.

[Apply to host a 3rd Party Event on the Kingdom Trail Network](#)