



2025 Special Event Trail Use Permit on NTN Trail System

PERMIT INFORMATION AND APPLICATION

Event is defined as any organized gathering that collects fees or donations for participation, is a commercial event (examples: product demonstration, anything organized through a business including non-profit or for profit.) or is promoted as a specific route for in person or virtual participation on an NTN managed trail corridor. The following is the process for hosting an event on any NTN managed trail corridor:

1. Application: Special events that propose to use the NTN Trail System, comprised of several public and private properties, must submit a 'complete' **Event Application** and a printed **Course Map** to the NTN office for approval at least 60 days prior to your event date. Attach additional information as needed.

_____ *I understand that I must submit a complete application for it to be considered and approved.*

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2. Location: Trails include natural surface pathways specifically maintained by NTN. NTN reserves the right to deny or amend any proposed event based on maintaining public access to the trails system and the impact of any event on the system or the public, due to the number of events, nature of the event, proposed location and/or trail conditions. Production and placement of cautionary signage and public notification may be required of the event promoter.

3. Event Equipment and Forestville Venue/Campground Rental: NTN has miscellaneous equipment available for rent including crowd barriers, finish line towers, pa system, etc. The Forestville venue and campground can also be rented for compatible events. Please contact the NTN office for details, costs, and/or to reserve. Rental fees support NTN's mission.

4. Review: Within 14 days NTN will review applications and provide approval, request additional information, or deny the application. With approval, you will receive a list of landowners affected by your event based on the map provided that will need to be listed on your event insurance (See below); and be given a staff contact to coordinate event needs (course prep, facilities, etc.) *Note that if any part of your event crosses state highways or county roads or utilizes any part of the Iron Ore Heritage Trail, additional permits from those entities may be required. It is up to the event organizer to identify and secure additional permits required and landowner permissions outside of NTN managed trails.*

5. Insurance:

- Noquemanon Trail Network and impacted landowners must be listed as Additional Insured on your event liability policy with a minimum of \$1,000,000 for each occurrence and \$2,000,000 general aggregate.

- Certificates of insurance (COI) must indicate that athletic participant coverage is included in the liability coverage.
- Certificates of insurance (COI) for each Additional Insured must be submitted to the NTN office no later than 14 days prior to the event. NTN will send the COI to affected landowners on NTN Managed Trails.
- NTN reserves the right to require a certified copy of the insurance policy(ies) or to examine the actual policy(ies).

_____ *I understand that insurance must be obtained for the event per the above requirements.*

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6. Right to Deny: Applications that are submitted incomplete or fail to meet the above requirements may not be processed. The NTN reserves the right to turn down an application based on past performance of an event including but not limited to failure to follow the rules and regulations set forth in the special events application. Denial of any proposed event is subject to the absolute discretion of the NTN.

_____ *I understand that not following the rules and regulations might result in a denial of this*

Initial *organization's future events.*

7. Course Prep and Marking: The course may be prepped prior to your event but marking of the course should not be done until 48 hours before. *Exceptions to this may be made based on the length of the event course and time constraints. Note:* NO permanent markings are to be used on the course including paint on trees, rocks, or stumps. NO nails, staples or screws in trees. All one-way trails must be used in the direction that they were designed and signed. For everyone's safety and to protect trails, there are no exceptions. Applicants must submit the type and application of any course markings as part of the application process.

_____ *I understand that the event course must follow the trail system's flow, including one-way trails* **Initial** *the way they were designed and are signed.*

8. Cleanup: The applicant shall require that all persons it is responsible for (participants, volunteers, spectators, and others) use the trail in a safe and responsible manner. The applicant shall be liable for any damage resulting to the trails, including signs, restrooms, benches and other improvements adjacent to the trails by either the applicant or the persons it is responsible for. All trash shall be collected, packed out and disposed of properly immediately following the event. All event venues must be returned to their original or better condition and ALL course markings, and trash must be removed 48 hours after the last racer crosses the finish line. If markings are not removed, the event promoter will be charged to remove the markings. **Please "Leave No Trace".**

_____ *I understand that all events are expected to strive to leave no evidence of an event having* **Initial** *occurred (leave no trace) and is responsible for all event clean up related to the running of the event including participants and spectators.*

9. Damage Fee – Applicant shall reimburse the NTN and/or impacted landowners for all damages to facilities, property or trails resulting from such use other than ordinary wear and depreciation.

_____ I agree to pay for any damages to facilities, property or trails resulting from the event, other than **Initial** normal wear and tear and deprecation.

10. Donation/Fee: Please support the trails with a donation based on your entry revenue or participant numbers. Suggested donation is \$10/person/day. Your donation helps support NTN’s work to secure, develop, maintain, and promote the trails you are using for your event. **If your event is to be held on South Trails, see City of Marquette Heartwood Fee Schedule below:**

Heartwood/South Trails Fee Schedule (City of Marquette)

NTN serves as the Administrative Agent for the City in administering managing permits and collecting City fees for events held on Heartwood Property.

SCHEDULE OF HEARTWOOD FEES FOR CALENDAR YEAR 2025

1. Application Fee: The fee will be used to assure trails are available for that time period, assure all landowners are allowing trail usage (assuming event additionally uses NTN managed trails outside of the Heartwood Property), assuring liability insurance coverage provided by event is appropriate, assure communications between Event and City, and other concerns as they arise. *Due at the time of application.* Local Non-Profit - \$100 application fee per event or event series for those that qualify as a tax-exempt local non-profit organization registered in Marquette County or local government located in Marquette County. Non-Local Non-Profit - \$200 application fee per event or event series for all tax-exempt non-profit organizations outside Marquette County. Other Organizations - \$300 application fee per event or event series.

2. Participant Fee: *Collected at conclusion of permitted event or series.* Local Non-Profit - \$1 per registered participant. Non-Local Non-Profit - \$2 per registered participant. Other Organizations - \$3 per registered participant. NTN Organized Events - \$0.50 per registered participant

3. Allowable Exceptions to Fee Schedule: Bike/Equipment Demonstrations - As these are generally sponsored by local sport shops which support the trails via business partnerships and the City via taxes, a minimal donation of \$50 is suggested. An application is still required but application fee is waived for events sanctioned by local bike and gear shops. **Recurring Events** - Local non-profit groups holding recurring events (i.e. youth events) - A fee equivalent to the approximate number of times the Heartwood Property will be used in a given year x \$20 will be collected annually. An application is still required but the application fee may be waived by NTN.

EVENT INFORMATION

Which NTN Trail/s are you requesting to use (check all that apply)?

- Noquemanon Ski Trail (Co Rd 510 to Superior Dor Forestville Venue or Trails
- Marquette South Trails System/Heartwood Marquette North Trails System
- Big Bay Pathway Powell Township Recreation Area
- Saux Head Trails Fit Strip

Printed map at the applicant's expense must be attached showing the course on the system.

- Course Map Is Attached Course Map Not Applicable (not a race/no set course/demo event, etc.)

Organization Name:

Organizer Name:

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Address: _____ City: _____ St: _____

Zip: _____

Phone: _____ Email: _____

Second Contact Name and Phone #

Website:

Event Name _____ Event Date(s) _____ Time

Range _____

Type of Event (i.e, skiing, running, biking, product demo)

Course Marking Plan (When and How):

Plan to Notify the Public and Secure Event Routes:

Number of expected participants:

Number of volunteers/spectators:

Restroom Facility Plan:

Parking Plan:

Requested Support Activities (ex: Grooming, trail prep, etc.):

What Other Permits are being required and secured for the event (such as road crossings, adjacent landowners)?

Insurance is required. NTN will provide a list of landowners upon event application conditional approval. A copy of the insurance policy endorsement/rider must be provided to NTN for each additional insured landowner and the Noquemanon Trails Network Council.

The NTN has the right to deny any event requests. Approval of the event does not grant the organizer exclusive use of trails and the organizer does not have the right to close trails to the general public.

I have read the Event Rules and agree to the terms and conditions stated herein. (Initial):

Release of Liability, Waiver of Claims and Indemnity Agreement

Applicant covenants and agrees to indemnify, protect, defend, and save the Noquemanon Trails Network Council (NTN), its officers and employees, and all landowners harmless from any claim, action or suit for any loss, liability and damages that may be asserted or levied against the premises or NTN, its officers or employees by reason of Applicant's use or occupancy of or its operations on the premises or by reason of any other person on the premises by its invitation or license, including any expenses, costs and attorney fees incurred in connection with any such claim, action, or suit. In the event of any incident occurring on the premises resulting in the personal injury, including death, to any person, the indemnity, defense and hold harmless requirements shall include and extend to the person and property of the Applicant, its employees and all persons on the premises at its invitation or consent. All property kept, stored or maintained in and on the premises shall be so kept, stored or maintained at the risk of Applicant only.

Applicant covenants and agrees to strictly comply with all terms, conditions, covenants and agreements set forth in any Event Permit which may be issued for the event covered by this application or required by other entities, and further understands and agrees that the NTN in its sole discretion may approve, deny, or set any conditions or limitations on event approval, or may at any time alter, amend, modify, rescind or revoke any permit for use of the trails, all without recourse or remedy by applicant, or liability of the NTN. Applicant understands that as the steward of the trails, NTN's responsibility is to protecting the trails for the benefit of the community at large. Applicant is to clean and restore premises to an "as-is" or better condition as prior to the event and practice "Leave No Trace". In the event unforeseen damage results from event use, applicants agree to pay for restoration costs associated with materials and NTN employee time.

The undersigned states he/she has full authority to execute this Application and Release on behalf of the Applicant and acknowledges the event guidelines outlined.

Name (Printed): _____

Signature: _____

Date: _____

EVENT APPROVAL PENDING RECEIPT OF REQUIRED INSURANCE CERTIFICATES

NTN Representative Name (Printed): _____

Signature: _____

Date: _____

Comments:

Return to NTN office via email at getoutside@noquetrails.org or PO Box 746, Marquette, MI 49855. For questions on this application, hosting of events on NTN trails, or info on additional rental equipment or venues, please contact the NTN office at 906.235.6861 or getoutside@noquetrails.org

Form Revised 12.01.24