



# KENYA TRIATHLON FEDERATION

P.O Box: 10180 – 80101 - Tudor Water Sports Tom Mboya Street – Mombasa. Email: [info@kenyatriathlon.co.ke](mailto:info@kenyatriathlon.co.ke)

## EVENT PERMITTING APPLICATION FORM

### TYPE OF EVENT:

Triathlon  Duathlon

Aquathlon  Aquabike

EVENT NAME: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

DO YOU NEED ANY SUPPORT FROM THE FEDERATION? (YES/NO)

If yes, choose the most appropriate:

Logistical  Marketing  Event Registration  Technical

### TOTAL NUMBER OF PARTICIPANTS EXPECTED:

Below 50  50-100  100 - 500  500 - 1000

### RACE DIVISIONS APPLICABLE (tick ALL that apply)

Kids  Junior  Senior (Age-Group)  Para

### ORGANISER/RACE DIRECTOR DETAILS (INDIVIDUAL)

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

Kenya Triathlon Federation: Web: [www.kenyatriathlon.co.ke](http://www.kenyatriathlon.co.ke) E-mail: [info@kenyatriathlon.co.ke](mailto:info@kenyatriathlon.co.ke)

## General Terms & Conditions

Kenya Triathlon Federation (KTF) is committed to supporting event organizers to deliver safe and enjoyable events to create inspirational experiences. Providing a safe and enjoyable event for athletes and spectators is key to the success of an event. Permitting ensures meet the safety and quality standards set by KTF. These are the terms and conditions to apply;

### Basis of Agreement

The Kenya Triathlon Federation (KTF) is the registered National Governing Body for the sport of triathlon, duathlon, aquathlon and aquabike in Kenya. As a result, KTF oversees the Event Permitting service for events held in the country.

### By applying for a permit, Event Organisers must meet the following terms and conditions.

1. Be registered as an Event Organizer with the federation.
2. Use [www.kenyatriathlon.co.ke](http://www.kenyatriathlon.co.ke) as one of the avenues to market the triathlon, aquathlon and/or duathlon event. All permitted events will be listed on the website.
3. Use KTF organizer's manuals to assist with the organization and delivery of the event.

### Use of the Service–Event Permitting General: Event Organisers are aware that;

4. This service is aimed enabling Event Organizers deliver safe and enjoyable events.
5. The Event Organizer is responsible for the organization and delivery of the event. The sole responsibility for the event and any decisions made relating to the event.
6. Event Permitting does not provide an Event Organizer with exclusive rights/use of venues, roads, neither does it guarantee approval from relevant authorities including but not limited to; road agencies, local administration and the Police.

### Event Organisers must;

7. Ensure the event is registered a minimum of 30 days prior to the proposed event date. Event Organisers who provide less notice may be subject to a Kes. 2,500 late registration fees.
8. Pay a deposit of 5,000 during application for an event permit. The deposit fee is deducted from the final event invoice.
9. Charge entrants without a KTF Membership ID a day membership of Kes. 200 per adult and Kes. 100 per child. KTF will invoice for these fees after the event.

### Refusal

KTF reserves the right to refuse the issue of an event permit. Event Organisers who fail to meet the Terms and Conditions outlined may be ineligible to permit their events as they will no longer be considered to be in good standing with KTF.

KTF reserves the right to refuse access and/or refuse a permit where an event or Event Organizer is deemed to be incompetent and/or brings the sport into disrepute.

### Liability

KTF accepts no liability whatsoever for permitted events organized and delivered by the Event Organizer. The Event Permitting service and guidance offered through KTF is intended to be as relevant as possible, however the service and guidance is not definitive and may not always be appropriate or applicable to the event. KTF reserves the right to amend the Terms and Conditions outlined.

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## Appendix A: Permitting Fees

### Permitting Fees for Events:

- Children's only events: Kes. 2,500.
- Adult events with 100 or fewer competitors: Kes. 5,000
- Adult events with 100 or more competitors: Kes. 8,000

### Day Memberships Fees

Event Organizers must issue every competitor who is not a member of the federation with a day membership.

KTF charge a flat fee of Kes. 200 per adult day memberships (18 years and older) and Kes. 100 per child below 18 years.

Event Organisers are required to collect the day memberships during registration for submission to the federation within 72 hours after the event.

This fee is not refundable and will be deducted from the final event invoice where applicable.

### PAYMENTS:

**ALL PAYMENTS MUST BE MADE TO THE FOLLOWING BANK ACCOUNT:**

ACCOUNT NAME: Kenya Triathlon Federation  
BANK NAME: Kenya Commercial Bank  
BANK BRANCH: Treasury Square  
ACCOUNT NO: 1275063357

[www.kenyatriathlon.co.ke](http://www.kenyatriathlon.co.ke)

### MPESA PAYMENT INSTRUCTIONS:

PAYBILL: 522522  
ACCOUNT NO: 1275063357

### Forward payment confirmation text to KTF Treasurer:

Mohamed Ahmed – 0722 357 774

**Filled in application forms should be mailed to [info@kenyatriathlon.co.ke](mailto:info@kenyatriathlon.co.ke)**