

SELF-DECLARATION FOR ORGANIZING CYCLE DAY

This self-declaration is entered into by the * _____,
herein referred to as Community Partner, at Bengaluru on ** _____
to conduct Cycle Day event at *** _____.

*(Notes: *Insert the Community Partner's Name, **Insert the date of signing the self-declaration, ***
Insert the Cycle Day event location and dates of Cycle Day events to be conducted)*

1. As a part of the Directorate of Urban Land Transport's (DULT) sustainable initiatives to promote non-motorized transport in the city of Bengaluru, an awareness initiative called "Cycle Day" is organized in association with various citizen members and community groups. This has been conceptualized to make cycling more popular by building an enthusiastic mass of cyclists and reclaiming the streets of neighbourhoods in Bengaluru city.
2. The Community Partner (undersigned) is interested in organizing the Cycle Day event in Bengaluru in accordance with the **objectives** of the Cycle Day initiative which is to build awareness about sustainable transport modes like walking, cycling etc. and to establish safe and enjoyable bicycle and pedestrian transportation network in Bengaluru city.
3. The Community Partner will be responsible for all **logistic arrangements** connected with the organization of the event.
4. **Any activities** as part of the Cycle Day programme must be carried out within the premise of the approved/ blocked stretched permitted by Police.
5. Only **emails / hardcopies on official letterhead** will be considered as official communications.
6. The Community Partner must adhere to the Cycle Day **Branding Guidelines** as mentioned below:

- a) Design templates of all the display materials such as banners, standees, pamphlets etc. will be shared by DULT for the event.
 - b) Only the approved **event partners** are allowed to use mention of “official Cycle Day partner” phrase or Cycle Day logo on their promotional material.
 - c) No **personality promotion** of any sort will be allowed. No pictures or names of individuals are allowed on the banners or promotional material put up by commercial partners, sponsors or attending civil society groups.
 - d) No **ambush messaging** (printed t-shirts, handheld banners etc) to push a personality, political parties, or religious groups is allowed.
 - e) The Community Partner will not support or promote any **political, religious or personal agendas** in any form or manner as part of the Cycle day event.
 - f) The Community Partner will not endorse or **support products like alcohol**, tobacco or motorized transport like car and motorcycle manufacturers.
 - g) The Community Partner will not approve or permit **sponsors’ logos or banners** that draw attention away from Cycle Day Logo and event identity.
 - h) No products will be sold or **any sort of financial transaction** will take place or pamphlets will be distributed at the Cycle Day event.
 - i) Food/ beverages will not be sold at the premises of Cycle Day event.
7. The Directorate of Urban Land Transport is **absolved of all liabilities** arising out of any untoward incident occurring at this event and does not take any responsibility for any negligence or violation of rules by the Community Partner.
8. The Community Partner is not allowed to **change / cancel the dates and venue for Cycle Day** that is finalized during signing of the Self-Declaration. In the event the Community Partner is unable to conduct the Cycle Day scheduled due to unforeseen circumstances such as Bandh and other disruptions outside of DULT’s control, the event will be cancelled.

Roles and Responsibilities of DULT

1. Approval of formal engagement with the Community Partner: DULT will have preliminary meetings with the Community Partner and understand the capacity of the Community Partner to conduct Cycle Day, and **finalize the decision on engaging with the Community Partner**.
2. Collection of Documents: DULT will **obtain all the necessary documents** (signed Self-declaration form, Proposed Blocked stretch and the Route map of the cycle ride on a map) from the Community Partner.
3. Finalization of the Event Date and the Location: DULT will **finalize the event date and the location** (blocked stretch and the route for the cycle day) with due consideration of all the factors.
4. Obtaining Permissions from the Police and others: DULT will **obtain necessary permissions** from the Department of Police and others for 3 months for finalized location.
5. Media Coverage: Social media (Cycle Day Facebook page) will be managed by DULT for information dissemination pertaining to Cycle Day events and related information.

Roles and Responsibilities of Community Partner:

1. Submission of required documents: Community Partner should submit their **Self-Declaration Form and final Cycle Day Route Map, and the proposed Blocked Stretch** 20 days prior to the date of Cycle Day event.
2. Validity of Self-declaration: The permission will be obtained for **3 months** from the Department of Police (Traffic Police and Law & Order). Upon completion of 3 months of conducting Cycle Day, if Community Partner is willing to continue the Cycle Day

event in their neighborhood, the self-declaration form is to be submitted to DULT again for obtaining necessary permissions.

3. Nomination of a Single Point of Contact (SPOC): A SPOC must be nominated by the Community Partner post signing of the Self-declaration form for the purpose of communications pertaining to the event organization.
4. Coordinating with the Local Police: The Community Partner will coordinate with the local Police (both Traffic and Law & Order) and **inform them about Cycle Day event and the permission obtained** for the event.
5. Minimum 5 volunteers for the event day: The Community Partner should have **minimum 5 volunteers** on the day for the Cycle Day event.
6. Carrying out outreach activities: Community partner will be responsible for **local outreach activities** including publicity through local media.
7. Ensuring overall safety on the event day: Community partner will be responsible for **maintaining reasonable safety and disciplinary conduct of the participants** at the event. The Community Partner will ensure the safety of the participants by ensuring the use of safety helmets for cyclists, ensuring availability of emergency services like ambulance; ensuring smooth and hassle free ride for cyclists etc. and take steps to maintain order at the venue.
8. Post event clean-up: The Community Partner is responsible for all post event clean-up of the event location, and make sure the stretch is free of event materials such as posters, banners, plastic cups etc.

DECLARATION:

We, the Community Partner (undersigned), understand and agree to the above mentioned roles and responsibilities for organizing Cycle Days on the stipulated dates and the location. We undertake the sole responsibility of all occurrences (positive or negative) during the event (at the blocked stretch and on the ride).

(SIGNATURE, NAME, AND SEAL OF THE
COMMUNITY PARTNER)

Representative members from the Community Partner
(Name and Signature)

- 1.
- 2.
- 3.
- 4.
- 5.

(You may please add more members if necessary)