



Runs, Walks, and Race Event Checklist

Please keep for your records: You must submit the following to Greenville County Rec.

Application and appropriate Fees A completed race event application form and \$50 non-refundable fee are due to Greenville County Rec at least 90 days prior to the requested event date. All applicable fees are shown below:

Fee Descriptions	Conestee Park	GHS Swamp Rabbit Trail	Gateway Park, Trailblazer Park, Cedar Falls Park, Pleasant Ridge Park, Riverbend Park
Application Fee	\$50	\$50	\$50
Deposit	\$300	\$100	\$100
Race Fee*	\$5 per registrant*	\$5 per registrant*	\$5 per registrant*

*Invoice will be sent the Monday following your event. Application Fees and Deposits are non-refundable.

Certificate of Liability Insurance Policy with at least \$1,000,000 of coverage per event. Greenville County must be listed as additional insured as follows: County of Greenville, 301 University Ridge, Greenville, SC 29601, 864-467-7100. If you will have inflatables, please also provide a certificate of insurance from the rental company using the same specifications as above.

Course Map and Event Layout A course map with start and finish locations clearly labeled is due with the application, with the exception of races at Conestee Park (Greenville County Rec will provide a 5K course map). All events, including at Conestee, require submission of an event layout diagram, including the location of tents, vendors, inflatables, food trucks, portable restrooms, and any other event equipment.

City of Greenville Special Event Permit A City of Greenville event permit is required for all races in Conestee Park. A City of Greenville event permit is required for all races on the GHS Swamp Rabbit Trail that fall partially in the Greenville City limits, and partially in Greenville County. Follow the instructions at www.greenvillesc.gov to submit your Special Event Application: www.greenvillesc.gov/DocumentCenter/View/10281. The City of Greenville has its own fees and certificate of insurance requirements, in addition to the ones indicated above. **Please submit a copy of your approved City of Greenville permit to Greenville County Rec.**

City of Travelers Rest Special Event Permit If your event is taking place at Gateway Park, Trailblazer Park, and/or the GHS Swamp Rabbit Trail, and all or part of the course lies in the city limits of Travelers Rest, a City of Travelers Rest event permit is required: <http://travelersrestsc.com/wp-content/uploads/2018/06/Special-Event-Permit-Application.pdf>. The City of Travelers Rest may require their Police Department to assist with traffic control along the race course and/or parking. **Please submit a copy of your approved City of Travelers Rest permit to Greenville County Rec.**

Timing and Registration Website: Please provide links to your registration website and timing company.

The applicant is responsible for providing timing, volunteers, race registration, marketing, prizes, awards, medical support, and additional restroom facilities. Vendors must abide by local governing laws and codes. Alcohol is NOT permitted at any Greenville County Rec park or facility, including the GHS Swamp Rabbit Trail.

FOR EVENTS AT PLEASANT RIDGE PARK	FOR EVENTS AT ALL OTHER LOCATIONS
Marty Daigle, Pleasant Ridge Facility Manager 4232 Hwy 11 Marietta, SC 29661 p. 864-660-1065 x 14 e. mdaigle@greenvillecounty.org	Lydia Palumbo, Administrative Specialist 4806 Old Spartanburg Road Taylors, SC 29687 p. 864-676-2180 x 137 e. lpalumbo@greenvillecounty.org



Runs, Walks, and Race Event Application

Applicant Information

Event Name:			
Primary Contact:		Phone:	Email:
Organization:			
Address:		City:	State:
Zip:	Onsite Organizer:	Cell Phone:	Email:

Facilities and Courses

<input type="checkbox"/> Conestee Park 5K	<input type="checkbox"/> Gateway Park	<input type="checkbox"/> Pleasant Ridge Park
<input type="checkbox"/> Conestee Park Shelter	<input type="checkbox"/> Trailblazer Park	<input type="checkbox"/> Riverbend Park
<input type="checkbox"/> GHS Swamp Rabbit Trail	<input type="checkbox"/> Cedar Falls Park	<input type="checkbox"/> Other (please specify)

Race Details

Anticipated Number of Participants:

Anticipated number of Spectators:

Is this event private (invitation only) or open to the general public?

Do you plan to charge a registration fee for each individual to sign up for this race? If yes, please list price categories.

Actual event date(s) and times:

Setup date and times:

Tear down and clean-up date and times:

- If the entire race course lies within the Greenville City limits, coordinate exclusively with Will Young at the City of Greenville (wyoung@greenvillesc.gov).
- If the course lies within both City of Greenville and Greenville County boundaries, coordinate with Will Young and Greenville County Rec.
- If all or part of the race course lies within the City of Travelers Rest, a City of Travelers Rest event permit is required (<https://travelersrestsc.com/access-city-hall/forms/>), in addition to the Greenville County Rec Event Application.



Please describe the type of race and give a detailed description of the course, including start/end locations:

Please describe your clean-up / site management plan, including staff and volunteers:

Please describe your Emergency First Aid Plan:

Will volunteers (or others involved in the event) be staying on site (Pleasant Ridge only)?
If yes, will they be tent camping or bringing RVs or campers?

Traffic control plan: have you contacted city/county officers to handle intersections, road closures, and parking?

Parking Plan:

Any other special circumstances, details, and requirements for this event we should be aware of?

Please return this application, along with **a \$50 non-refundable application fee and proposed course map, at least 90 days prior to your requested event date.** Checks should be made payable to *Greenville County Rec*. You may also call to pay the application fee with a Visa or MasterCard. Once this application is received, we will follow up with you to discuss your event.

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By signing this form I agree to the terms listed on this application and checklist, and understand that completion and submission of this form represents a REQUEST ONLY, not a guaranteed reservation. A formal race agreement will follow upon approval by Greenville County Rec.

Signature of Applicant:	Date:
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