



WALK/RUN GUIDELINES

ALL EVENTS ARE SUBJECT TO THE FOLLOWING PROVISIONS

VIOLATION OF ANY OF THE FOLLOWING PROVISIONS WILL RESULT IN IMMEDIATE TERMINATION OF THE EVENT.

Fees

1. **Site Fee**- There is a minimum \$2,000 site fee charged for walk/run events held in the Park, subject to change based on size, location of event. There will be further charges billed for use of Park personnel and rental facilities. Determination of charges for “For-profit” Events are based on size and scope of the event, facilities and personnel.
2. **Parking Fee**- Participants must pay regular vehicle parking permit fee, which can be purchased at the gate or on Stone Mountain Park’s website. Vehicle entry ticket is valid for access to public picnic areas, hiking and nature trails, children's playground, walk-up trail, Quarry Exhibit, the Confederate Hall Historical & Environmental Education Center and the Laser show Spectacular (select nights).
 - **One Day Parking Permit for Vehicles with 14 or Fewer Passengers:**
\$20.00 (tax included)
This rate includes day care vans, private school vehicles, and private/personal vehicles traveling with a school or tour group.
 - **One Day Parking Permit for Vehicles with 15 or More Passengers:**
\$20.00 (tax included)
This rate includes motor coaches, buses, large day care vans, private school buses and mini-buses.
****If vehicle has a valid parking permit, annual Park permit, or has received a pass through the Stone Mountain Park Special Events Department (available to event organizers only) then they do not have to pay to enter the Park. Motor coaches bringing a group with pre-paid tickets are free. Public/private schools, government or church buses with a permanent logo or name printed on the vehicle with pre-paid tickets are free as well.***

3. **Police Fee**-Your organization must use Stone Mountain Park Police officers as a security precaution. The Stone Mountain Police Department has determined that up to seven officers are needed for all walk and run events. The number of officers assigned will be based on the distance/route of your event. Payment for **EACH** officer is **\$40.00 per hour for a minimum of four hours**. All payment to officers is by check or money order the day of your event.
4. **Additional Fees**- Event organizer is required to provide portable restrooms and ensure they are removed no later than 24 hours following the end of the event. A standard rule of thumb is **one unit per 75 participants** in the start/finish area. In times when participants will be on the course for long periods, additional restroom facilities should be provided on the course spaced 2 1/2 miles apart through the length of the course.

Deadlines

Payments of all applicable fees (except parking permits & SMP Police) are due at least two days before the event date (i.e. facility, catering, etc.)

1. Event organizers must present set-up plans to Special Events Department for approval at least three weeks prior to the event.
2. Organization must submit a written request if amount of participants is expected to increase the amount contracted no later than two weeks prior to the event.

***100 participants** is the minimum allowed to conduct a walk/run at Stone Mountain Park.

3. Event Organizer must provide Stone Mountain Park the following at least 10 working days prior to the event:
 - A list of vendors for park approval (Sponsors, Rental Companies-tents, tables, etc.)
 - ***Stone Mountain Park DOES NOT provide rental of tents, tables, inflatable play structures, chairs, port-o-lets, cones, etc. (see back page for a list of pre-approved vendors)**
 - *Outside catering is **NOT** allowed, but catering is available through Stone Mountain Park. Non-profit organizations can bring in food for picnics provided unmarked, non-catering vehicles transport the food.
 - A non-profit form (when applicable)
 - A hold harmless agreement
 - A liability Insurance policy *(**Mandatory for all groups**)
 - *Stone Mountain Park must receive a certificate of insurance from the party conducting the walk/run: **“Herschend Family Entertainment Corporation and its subsidiaries, and Stone Mountain Memorial Association**
 - “minimum limits of:

- a) Liability Insurance- \$1,000,000.00 for injury to or death of any one person.
 - b) Property Damage Insurance- \$500,000.00
 - c) Workers' Compensation-statutory limits.
4. All participants must sign SMP's Indemnification form and organizers must return within 5 days of the event.

Safety

1. Participant, volunteer and park guest safety should have the highest priority. Safety announcements and instructions must be given to participants and volunteers at the start of the event.
2. Event organizers will provide a minimum of one medical station and checkpoint.
3. **All participants will walk/run counter clockwise around the mountain and are required to walk/run on sidewalks where provided from the determined location.** Event participants will use designated Pedestrian Safe Zones. Violations of these policies may result in a citation from the Stone Mountain Park Police.
4. The Special Events Department, along with Stone Mountain Park Police, will determine all walk/run/race start/ finish areas and courses. This will depend on distances and on areas of registration/staging required for each event. Other events scheduled in the Park need to be considered when setting up these staging areas.
5. It is advised that Volunteer monitors should wear day-glow orange reflective vests.

Additional Information

1. Park gates will open at the regular scheduled time, 6:00 a.m. **All events should begin no later than 8:00 a.m. must terminate no later than 11:00 a.m., with breakdown completed by 12:00 p.m.;** regardless of the day of the week the race/event takes place. Violation of breakdown time could result in terminations of future walks.
2. Water/aid stations should be located every 2 1/2 to 3 miles as well as at the start/finish area for each event. All water stations must be placed on the side of the road closest to the mountain.

3. The race/event organizer must install a minimum of six directional signs directing participants to walk/run event area. Stone Mountain Park Special Events will provide map/listing of appropriate locations.(**see page 4**)
4. Clean up of all equipment, cones and race debris (i.e. paper cups, race information, tags, etc.) is the sole responsibility of the race staff. Stone Mountain Park will not be responsible for any equipment loss.
***Failure to clean up event debris will result in a one-time clean-up assessment of \$500.00.**

Directional Signage

You will need the following directional signs that will help participants get to the triangle parking lot where your event is being held. Please make signs with your event name along with the following directional arrows and place them at the following places.

- **From the Main Gate**
 - 1) Straight Arrow After entrance through East Gate
 - 2) Straight Arrow after Second Bridge
 - 3) Straight Arrow beside crossroads parking lot showing to keep going straight for walk/run parking
 - 4) Right Arrow at the fork in road
 - 5) Left Arrow right before the Events Meadow sign
- **From Southwoods Gate**
 - 6) Left Arrow at the entrance
 - 7) Straight Arrow at the first street on the left (Old Hwy 78) This road gets blocked off and no cars are allowed.
 - 8) Right Arrow at Corner (Old Hugh Howell)

Preferred Vendors Authorized to Provide Services for Special Events at Stone Mountain

Portable Restrooms:

Event Services of GA

Contact: Jody Tinsley

Phone: 678.333.4155

Email: jodit@eventsofga.com

Website: www.eventsofga.com

AV and Lighting:

Full Spectrum

Contact: Paul Creasy

Phone: 770.736.9200

Email: pcreasy@fullspecl.com

Website: www.fullspectrumpro.com

Tents:

Classic Tents

Contact: Camile Fox

Phone: 770.449.1010

Email: sales@classic-tents.com

Website: <https://classic-tents.com>

Bands and Talent Booking:

RCS Productions

Contact: Stephen Moore

Phone: 770.306.9155

Email: stephen@rcsproductions.com

Website: www.rcsproductions.com

Theme, Props and Games:

CCP Events, Inc.

Contact: Lisa Wilburn

Phone: 404.472.9233

Email: lwilburn@ccpevents.com

Website: www.ccpevents.com

Monte Carlo Productions

Contact: Rosemary

Phone: 404.351.9012 ext.201

Email: www.Rosemary@montecarloprod.com

Website: www.mcpatl.com

Signage and Print:

Stone Mountain Park Graphics (part of Stone Mountain)

Contact: Brian Woods

Phone:

Email: bwoods@stonemountainpark.com

Website: www.stonemountainpark.com

Parallox

Contact: Scotti Hooper

Phone: 770.874.8500 ext 121

Email: shooper@parallaxdigital.com

Website: www.parallaxdigital.com



Pre-Approved Course Descriptions

5k Course

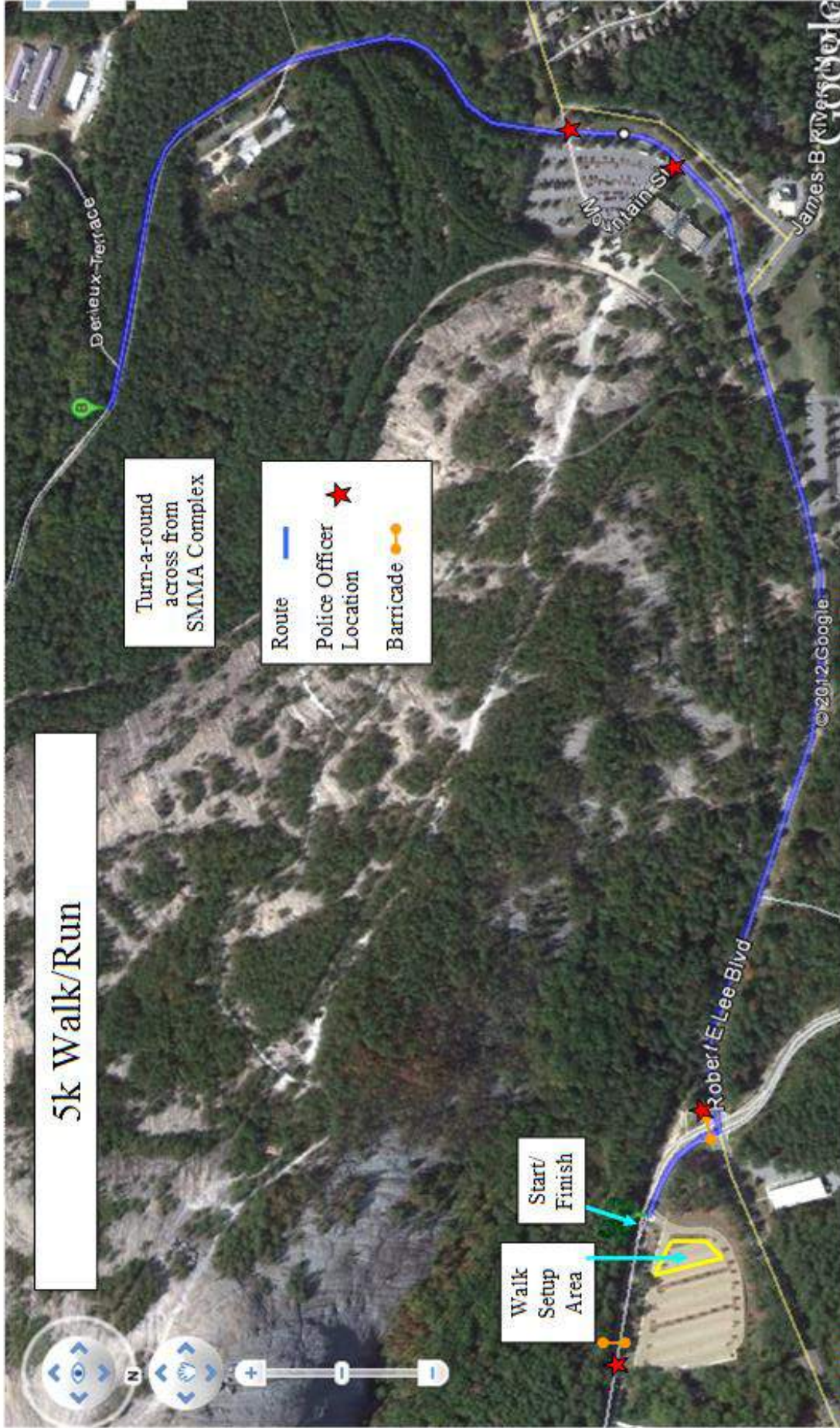
See Below

Five Mile Course

See Below

Note: Events having more than 500 participants are required to divide into smaller groups and stagger start times for each group.

5k Walk/Run



Turn-a-round
across from
SMMA Complex

Route —
Police Officer Location ★
Barricade ●●

Walk Setup Area

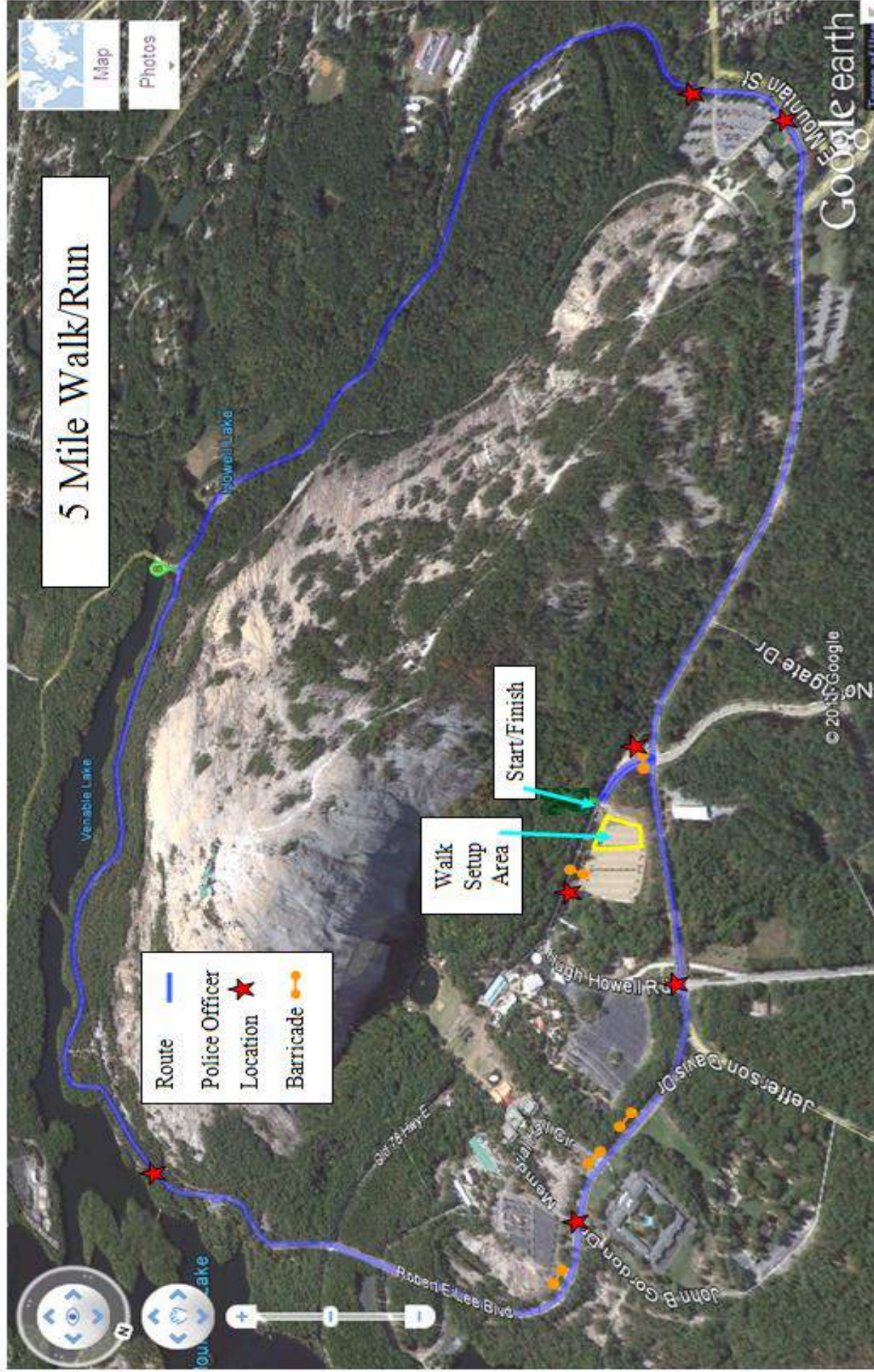
Start/Finish

Walk Route:

- Walkers would gather on Old 78 West at the Start/Finish line to begin the walk/run
- Then take a Left on to the sidewalk of Robert E. Lee
- Continue on Robert E. Lee to the turn-around point, across from SMMA sign and back towards Triangle Lot

Setup/Parking:

- Walk Setup Area to be located in the top portion of the Triangle Lot
- Walk parking would take place in the lower sections of the Triangle Lot and over flow to Crossroads lot



Setup:

- Walk Setup Area to be located in the top portion of the Triangle Lot
- Walk parking would take place in the lower sections of the Triangle Lot and over flow to Crossroads lot

Walk Route:

- Walkers would gather on Old 78 West at the Start/Finish line to begin the walk/run
- Then take a Left on to the sidewalk of Robert E. Lee
- Then continuing all the way around the mountain