

# Walk/Run/Ride Event Inquiry Form

Thank you for your interest in hosting a walk/run/ride event here on Berry College's campus. Due to the unique demands that walk/run and ride events place on Berry's facilities and the campus, a limited number of these events can be approved and supported each year. We ask that all walk/run/ride event groups submit an inquiry form to be reviewed.

## Contact Information

Name of the Event	
Name of Organization	
Name of Contact	
Mailing Address	
Work Phone	
Cell Phone	
E-Mail Address	
Please tell us about your organization.	

## General Information

Have you hosted an event on Berry's campus before?	
What was it and when was it held?	
How many people attended?	

## Event Information

Requested Date of Event (please provide several options, listing in order of preference)	1. 2. 3.
Start Time of the Event	
What time will you need access to campus, including set-up and clean-up times? What locations on campus need to be available and what times do you need access to them?	

<p>Description and Purpose of the Event. Who will your audience be? What is your expected attendance?</p>	
<p>How will your event benefit Berry?</p>	
<p>Is this event a fundraising event?</p>	
<p>Will your organization be the primary event planners for this event or will you be working with an outside event planning/marketing organization? If working with an outside organization, what organization will you be working with? And what will their role be?</p>	

**Event Details/Logistics**

<p>Start Location</p> <p>Finish Location</p>	
<p>Will you be setting up any special equipment for this event? (Tables, chairs, pop-tents, etc.)</p>	

\*Berry does not provide pop-up tents, extension cords, portable sound/PA systems, podiums, golf carts, food/beverage items, or coolers for walk/run events. These items may be used, but must be provided by your organization. If outdoor power is needed, this will need to be worked out with the Campus Scheduling Office at least 2 weeks prior to the event.

\*If portable toilets are needed for an event, we are happy to refer a vendor. However, costs and ordering must be coordinated by your organization.

**All event details and setup needs should be confirmed and finalized with the Campus Scheduling Office at least 2 weeks prior to the event. This includes all setup locations and event needs.**

Who will be the point, on-site person from your organization the day of the event?	Name: Title: Email Address: Cell Phone Number:
What type of publicity will you have for this event?	

**Other**

Do you have any additional requests?	
Do you have any other questions or comments?	

**Certificate of Insurance & Participant Waivers**

A Certificate of Liability Insurance from the organization's insurer is required for all walk/run events. The certificate should list Berry College as additionally insured and coverage should include the dates of the event. Additionally a copy of your participant liability waiver form should be provided and a Hold Harmless Agreement form will also need to be completed.

To obtain a Certificate of Liability Insurance or for more information please contact Garner and Glover Insurance Company at 706-291-7380.

**Campus Scheduling Office**

PO Box 495051, Mount Berry GA, 30149  
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