



Parks & Recreation Department
300 Country Club Rd, Building 100
Wylie, TX 75098
972-516-6340 | Parks@wylietexas.gov

Non-Profit Park Event Application

Please note that this application is NOT required in order to reserve a pavilion or gazebo for typical private group parties, meetings, reunions, or family events. It is also NOT required to reserve an athletic field for practices or pick up games; instead click on the following link to make a reservation: <https://anc.apm.activecommunities.com/wylie>

Submission of this Non-Profit Park Event Application is required for special public non-profit events, 5K/fun runs, fundraisers, events with food and/or merchandise vendors, and all events wherein items will be sold. This form is reviewed by staff for approval prior to the requested event and must be submitted a minimum of twelve weeks in advance, and no sooner than 6 months prior to the event date being requested.

After City staff reviews the application, a Non-Profit Park Event Application may be considered for recommendation of approval by the Wylie Parks and Recreation Board, with the final review for approval completed by Wylie City Council if staff finds that:

- *Priority use is given to City Events and private rentals;*
- *All fees have been paid;*
- *The event does not:*
 - a. *Conflict or compete with another approved non-City event, in consideration of event size, location, expected attendance, etc., as determined by staff;*
 - b. *Conflict or compete with City events and programs, as determined by staff (no car shows permitted 30 days prior to or 14 days after the City-sponsored Bluegrass on Ballard event);*
 - c. *Present an unreasonable danger to health or safety;*
 - d. *Cause loss or damage to City property;*
 - e. *Interfere with or place a burden on Public Safety services;*
 - f. *Interrupt the safe and orderly movement of pedestrians and vehicles.*
- *For events including food items, applicant provides documentation from the Collin County Environmental Services indicating whether or not a Food Service/Health permit is required for the event. This includes all food items: sold, free, food trucks, catering, homemade, prepackaged, etc.;*
 - a. *Please contact the Environmental Services Specialist at 972-548-5528 or 972-548-5585. The Collin County website is www.collincountytx.gov for further information.*
 - b. *If permit is required by Environmental Services, provide staff with a list of all planned food vendors and a copy of their current Collin County Food Service/Health permit, or intent to receive a Temporary/Short-Term Event Food Service/Health Permit.*
- *There will be adequate sanitation available in or adjacent to the event, in addition to the City facilities as deemed necessary, such as port-a-lets, wash stations, and other required health facilities.*
- *The event is not being conducted for unlawful or discriminatory purposes. The event is in adherence to all Parks and Recreation rules and City Ordinances.*

Please call the Parks and Recreation Department at 972-516-6340, prompt 1, if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *

Texas Therapeutic Riding Center

Website

https://txtrc.org/

Are you a non profit? *

☒ Yes ☐ No

Please upload 501c3 Documents

Tax Document.pdf

648.68KB

Contact Information

Primary Contact Name *

Shelby Nicoletti

Event Information

Event Name/Title *

Texas Therapeutic Riding Center 1st Annual Coco Trot Fun Run/5K

Event Type *

Other

If other, please explain *

Fun Run Fundraiser

Purpose of event *

Fundraising opportunity for charity & raise awareness of charity's services & volunteer opportunities

Event Location *

Founders Park

851 Hensley Lane

Proposed Event Date *

05/11/2024

Alternative Event Date *

05/11/2024

Start Time *

06:00:00 AM

☐ Include Setup

End Time *

12:00:00 PM

☐ Include Cleanup

Do you plan to sell items of any kind?

example: drinks, food items, t-shirts, snow cones, memberships, registrations etc.

☒ Yes ☐ No

Please specify all items you plan to sell

TxTRC t-shirts, Accepting donations to charity

Will there be food items provided?

☒ Yes ☐ No

Please specify the types of food items to be provided

Hot Chocolate, Coffee, Bottled water, Marshmallows, Whipped Cream, Donuts

Who is providing the food?

☒ Applicant

☐ Food Vendor

☐ Other

Anticipated number of Participating Vendors *

0

Anticipated Event Attendance *

100

Event Target Audience *

Community of Wylie

Event Details *

This fun run/5K will be a fundraising opportunity to raise funds to support TxTRC and our mission to continue to serve our children and adults with special needs as well as educate the community on the services we provide. We are also looking to use this event as a platform to educate members of the community with what our charity does as well as encourage their participation as a potential volunteer. We will have a fun run and 5K option for participants followed by offering participants coffee, hot chocolate, water, and donuts. We will be selling TxTRC shirts and accepting donations to TxTRC. Participants will be encouraged to register & pay online.

Event Announcement and/or Flyers**Signature**A rectangular box containing a handwritten signature in cursive script that reads "Shelby Nicoletti".**Date ***

02/01/2024