



**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](http://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

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**Name of Organization \***

1Lt Robert F Welch III Charity

**Website**

www.1ltwelchrunforourheroes.org

**Are you a non profit? \*** Yes  No**Please upload 501c3 Documents**

501c3 tax exempt letter.jpg 780.99KB

**Contact Information****Primary Contact Name \***

Becky Welch

**Event Information****Event Name/Title \***

1LT Robert F. Welch III Run for our Heroes

**Event Type \***

5k/Walk

**Purpose of event \***

Honor our military and first responders through community outreach while preserving the memories of our fallen

**Event Location \***

Olde City Park

112 S Ballard Avenue

**Proposed Event Date \***

04/26/2025

**Alternative Event Date \***

04/26/2025

**Start Time \***

06:00:00 AM

 Include Setup**End Time \***

05:00:00 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**

The charity itself will sell event t-shirts and run a silent auction. We will have vendor booths from the community that will be selling various homemade items, jewelry, clothing, candles, books, tumblers, and more.

**Will there be food items provided?** Yes  No**Please specify the types of food items to be provided**

WHS AFJROTC Booster Club (breakfast tacos and burgers), Kona Ice, Lalos Tacos, Smo's, Taco truck, Frio's

**Who is providing the food?** Applicant Food Vendor Other

**Anticipated number of Participating Vendors \***

65

**Anticipated Event Attendance \***

1,000

**Event Target Audience \***

Military, First Responders, and Community Members

**Event Details \***

The 1LT Robert F. Welch III Run for our Heroes event is held in honor of our fallen heroes as well as a way to thank all our military veterans and first responders. The event consists of a 5k run and 1 miler run, a vendor fair in Olde City Park with live music, food trucks, and kids' activities. We will also host a Free BREAKFAST for military veterans, first responders, and their families from 9-10:30am under the pavilion. The run will take place along Jackson Street and hang a left on Brown Street to continue westbound to just a little bit past Sanden where the route will loop around and runners will head back east on Brown to Jackson.

**Event Announcement and/or Flyers**

2025 Run for our Heroes Race Flyer.jpg

389.91KB

**Signature**A rectangular box containing a handwritten signature in cursive script that reads "Becky Welch".**Date \***

01/26/2025