



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 *

Hope's Gate

Website

www.hopesgate.org

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

IRS Non profit letter .pdf

870.95KB

Contact Information

Primary Contact Name *

Patricia Bauman

Event Information

Event Name/Title *

Hope Under Stars

Event Type *

Fundraiser

Purpose of event *

Raise both funding and awareness to the mission of Hope's Gate, which is to bring hope to orphans, victims of human trafficking, and the world's most vulnerable. The secondary purpose is to highlight and connect many of the Wylie businesses.

Event Location *

Olde City Park

112 S Ballard Avenue

Proposed Event Date *

10/21/2023

Alternative Event Date *

10/21/2023

Start Time *

10:00:00 AM

Include Setup

End Time *

10:00:00 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**Anticipated number of Participating Vendors ***

5

Anticipated Event Attendance *

120

Event Target Audience *

Local residents who are interested in the mission of Hope's Gate, as well as those who are interested in a nice dinner in the park

Event Details *

This event will be a seated dinner event for ticketholders only and will be held in full compliance with TABC regulations and licensing. The event will consist of a 5 course dinner with a wine pairing for 4 of the 5 courses. Each course will be prepared by a different chef from local Wylie restaurants. Guests will be offered a complimentary 2 ounce tasting with each course, resulting in no more than 8 oz of wine served to each guest throughout the event. No other alcohol will be sold or served during the event. All proceeds go to benefit the Hopes Gate non-profit organization.

Event Announcement and/or Flyers

Signature

Kendra Medina

Date*

06/06/2023