



Parks & Recreation Department
949 Hensley Lane, Building 200
972-516-6340 | Parks@wylietexas.gov

Park Event Application

Submission of this Park Event Application is required for special public non-profit and for-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 is recommended a minimum of twelve weeks in advance. 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. Please call the Parks Administration at 972-516-6340, prompt 1, if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *

Wally W Watkins PTA

Website

Please upload 501c3 Documents

Are you a non profit? *

Yes No

TaxExemptionCertificate_2021-2022.pdf 89.71KB

Contact Information

Primary Contact Name *

Brittney Williamson

Event Information

Event Name/Title *

Jingle Bell Jog 5K & Fun Run/ Walk

Event Type *

5k/Walk

Purpose of event *

5k & Fun Run/ Walk

Event Location *

Founders Park

851 Hensley Lane

Proposed Event Date *

12/03/2022

Alternative Event Date *

12/03/2022

Start Time*

05:00:00 AM
 Include Setup

End Time*

01:00:00 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

Day of Registration; Spirit Sticks; Food and Beverages

Will there be food items provided?

Yes No

Please specify the types of food items to be provided

Cookies; Hot Chocolate; Coffee; Breakfast Pastries

Who is providing the food?

- Applicant
 Food Vendor
 Other Both Applicant & Food Vendor

Anticipated number of Participating Vendors*

3

Anticipated Event Attendance*

600

Event Target Audience*

Wylie Community

Event Details*

Wally Watkins Annual 5k & Fun Run/ Walk to kick off the holiday season and promote healthy lifestyles for our students and families.

Event Announcement and/or Flyers

JINGLE BELL JOG FLYER - Preliminary.pdf

70.72KB

NOTE:

If food is prepared on site or off-site and brought to the event location to be offered to the public, free or at cost, the vendor applicant must contact the Collin County Environmental Services Office in McKinney in order to inquire whether a Temporary/Short-Term Event Food Service/Health permit is required prior to the event. It is possible that a health inspector must examine food preparation and storage equipment to assure the health and safety of customers. Please contact the Environmental Services Specialist at 972-548-5528 or 972-548-5585. The Collin County website is www.collincountytx.gov.

Sec. 78-105 of the City Code of Ordinances states: It shall be unlawful for any person to solicit for sale, vend, peddle, sell or offer to sell any cold drinks, cigars, tobacco, cigarettes, fruits, candies, goods, wares or merchandise of any kind or nature whatsoever within the municipal parks or recreation or community center facility; provided, however, that this section shall not apply to any person, organization, firms or corporations, or the agents of any person, or organization, firm or corporation, or employee of any person who are recommended by the Parks and Recreation Board and approved by the City Council to operate a concession or concessions for the sale of specified goods, wares, and merchandise within the municipal parks or recreation or community center facilities of the city.

Signature

BRITTNEY WILLIAMSON

Date*

09/17/2022