



**CITY OF DENTON, TEXAS**

**601 E. Hickory, Suite B • DENTON, TEXAS 76205**

**PARKS & RECREATION DEPARTMENT**

**(940) 349-PARK • FAX (940) 349-8166**

October 18, 2017

Mr. Raymond Holder  
Denton County Veterans Coalition  
P.O. Box 51672  
Denton, TX 76205

Dear Mr. Holder:

Congratulations, your sponsorship will be submitted for approval by the City Council in an amount not to exceed \$3,000 of in-kind services and resources provided by the City of Denton for the 3rd Annual Veterans Resource Fair and Homeless Veterans Stand Down (Veterans Resource Fair) to be held in the Civic Center and Quakertown Park on October 26, 2017.

The City of Denton is proud to be a sponsor of this event and will provide basic and critical support to the event as outlined below. As part of the approval process, the City Council has requested to see the report of revenues and expenses for the 2017 Veterans Resource Fair included in the committee's request for future sponsorship.

The following is a summary of the sponsorship role assumed by the City of Denton and the Veterans Resource Fair organizing committee.

1. The Parks and Recreation Department will provide the rental of the Civic Center and Quakertown Park at no charge. The in-kind value of the park facility is \$2,971.
2. Administrative staff support will be provided in the form of a liaison, providing expertise and advice to the organizing committee. The liaison should attend any general meetings of the organizing committee, when information is related to the Parks and Recreation Department's role in the event. The liaison participation is as an ex-officio, non-voting representative of the Department.
4. The Park Maintenance staff will work with committee to prepare the park prior to the event, work at the event to assist with limited logistics, handle litter and recycling, and return equipment to original locations after the event.

### ***Veterans Resource Fair Event Organizers***

1. As part of the approval process, a report of revenues and expenses for the 2017 Veterans Resource Fair should be included in committee's request for future sponsorship.
2. The Veterans Resource Fair committee will provide all planning, management, and organization for the event.
3. The organizing committee will provide a layout of the vendor locations, complete a Special Events Agreement, event map, and an event schedule to the City liaison no later than five working days prior to the event.
4. Event organizers are responsible for securing all permits, licenses and approvals necessary to stage the event as stated on the permit applications. The City liaison will provide information to help facilitate these processes, if needed.
5. Event organizer assumes all liability for damages done to City property whatever the cause, while hosting this event, and agrees to reimburse the City for reparations within 30 days of notice/invoice.
6. Prior to publication, all advertising, including any use of a City logo, must be submitted to the City liaison for approval from the Parks and Recreation Department.
7. The committee will charge and collect the Park Vendor Permit fees consistent with the City of Denton ordinance and remit these fees within five working days after the event.
8. The committee will host Veterans Resource Fair as a "Litter Free Event" as defined by Keep Denton Beautiful (KDB). Recycling is required at all events held on City property and recycling containers are provided in City parks.
9. Within five working days following the event, the event organizers will provide a program evaluation and full payment of all fees to the City of Denton.
10. Vendors are responsible for their own set-up, including tents and lighting, prior to the event. The Department will not provide tents for vendors.
11. The City of Denton is recognized as a sponsor at the appropriate level in promotional materials.

The Parks and Recreation Department is excited about the future of Veterans Resource Fair and its continued success.

Sincerely,

Emerson Vorel, Director

I hereby agree to the foregoing conditions of the City of Denton sponsorship agreement.

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Veterans Resource Fair