



Parks & Recreation Department
601 E. Hickory, Suite B • Denton, Texas 76205 • (940) 349-7275

Nov. 8, 2017

Mr. Tony Roman, President
Denton Area Running Club
P.O. Box 2591
Denton, TX 76202

Dear Mr. Roman:

On November 7, 2017, your sponsorship request was approved by the City Council in an amount not to exceed \$4,370 of in-kind services and resources provided by the City of Denton for the Denton Area Running Club (DARC) Downtown Denton Turkey Trot to be held in Downtown and through Texas Woman's University campus on Thursday, November 23, 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 Turkey Trot 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 Turkey Trot organizing committee.

1. The City will waive the rental fee for the Willams Square parking lot up to \$50.
2. The City will waive the permit and fees for the Turkey Trot up to \$230.
3. The Police Department will waive the overtime security costs up to \$3,240.
4. The Fire Department will waive the Fire/EMS costs up to \$800.
5. 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 City's role in the event. The liaison participation is as an ex-officio, non-voting representative of the Department.

Turkey Trot Event Organizers

1. As part of the approval process, a report of revenues and expenses for the 2017 Turkey Trot should be included in committee's request for future sponsorship.
2. The Turkey Trot committee will provide all planning, management, and organization for the event.
3. The organizing committee will provide a layout of the vendor locations, complete and submit the Special Events Agreement, Safety Plan, Street Closure form, 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.
7. The committee will be charged the Special Event Application (\$30) and the Carnival and Fair (\$200) permit fees consistent with the City of Denton ordinances.
8. The committee will host the Denton Turkey Trot as a "Litter Free Event" as defined by Keep Denton Beautiful (KDB). Recycling is required at all events held on city property.
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.
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.

Denton Area Running Club - Turkey Trot

OUR CORE VALUES

Integrity • Fiscal Responsibility • Transparency • Outstanding Customer Service