

### Special Event Application

Organization/Group: City of Mansfield	Date: December 1 & 2
Applicant: Angie Henley	
Applicant's Address: 210 Smith Street	Phone No. 817-804-5795
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up	Email: angie.henley@mansfield-tx.gov
Address of Event: 1200 East Broad/ Historic Downtown	
Description & Activities: Live music, food, activities for kids, Santa and tree lighting/parade <i>Fireworks</i>	
Date of Event: Dec 1 & Dec 2	Hours of Event: Dec 1- 5-9pm/ Dec 2- 2-4pm
Public Invited or Private Party? Public invited	Estimated Number of Attendees 5000
Is the event in a Mansfield Park? No	
*If yes, Insurance is required	
Do you plan to Temporarily Close a Public Street? Yes	
*If yes, Insurance is required	
Is the event on Private Property other than your own? Yes	
*If yes, signed permission is required	
Will there be any new or temporary electric lines installed? No	
*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.	
Will you be using generators? Yes	
*If yes, show location on the site plan	
Do you plan to have any Tents? Yes	
*If yes, a separate permit is required.	
Do you plan to have any pop-up canopies? Yes	
Do you plan to have any Promotional Signs? (banners, streamers, balloons) No	
*If yes, a separate permit is required	
City of Mansfield Assistance Requested:	
Barricades/ Street Closure? Yes	*If yes, show on site plan where you want to have barricades. A resident roster must be submitted for a block party.
Police/Traffic Control/Security? Yes- Justin Graves	*If yes, attach an explanation and the name of the person you are working with
<p><b>Please Read and Include the Following Information With This Application</b></p> <ul style="list-style-type: none"> <li>For all outdoor activities, a site plan must be attached. One can be provided if requested. You need to show where <u>all items</u> will be located on the site plan.</li> <li>If Insurance is required, the City of Mansfield must be listed as "Additional Insured".</li> <li>All documents must be turned in at the same time. Please allow enough time for review and approval before the date of your event.</li> </ul>	
Applicant's Printed Name:	Applicant's Signature:
Angie Henley	<i>Angie Henley</i>

**PERMISSION TO USE PRIVATE PROPERTY FOR SPECIAL EVENT**  
**(Required if this is not your property or business location)**

I, the undersigned, being the property owner or property management representative of the owner for the property described herein below, do grant

St Josephs Catholic Church- see letter

(Person, group or business name)

permission to have their special event on said property.

Property address: \_\_\_\_\_

*see email*

**Please check all that apply:**

- ☐ Entire Special Event, including all activities listed, are approved be held at this location.
- ☐ Approved for overflow parking and/or shuttle area to be held at this location.
- ☐ Approved to place promotional signage at this location, if the required permit is obtained. (I am aware this will use up one of the three (3) times a calendar year maximum for this location)
- ☐ Approved to place a Tent(s) and/or canopy for the event. (Note: a Tent requires a permit)
- ☐ Approved to place Bounce Houses, Petting Zoo, Children's Games and/or Kid's activities

☒ Misc. Approved: Parade line up-

\_\_\_\_\_  
Signature

Andy Binz

\_\_\_\_\_  
Printed Name/ Job Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Contact Phone Number



Angie Henley <angie.henley@mansfield-tx.gov>

## Fwd: 2017 Hometown Holidays Parade

1 message

Andrew Binz <andrew.binz@mansfield-tx.gov>

Fri, Aug 4, 2017 at 1:22 PM

To: Angie Henley <angie.henley@mansfieldtexas.gov>, Ann Beck <ann.beck@mansfieldtexas.gov>

Just a FYI. I have permission from St. Jude to use their parking lot for the Hometown Holidays Parade this year, but they moved their Saturday night mass from 5:30 to 5:00 pm. So we will need to start the parade at 2:00 pm this year and need to be out by 4:00 pm - 4:30 pm.

Please let me know if you have any questions.

Andrew

----- Forwarded message -----

From: **Thu Nguyen** <frtnguyen@stjudecc.org>

Date: Fri, Aug 4, 2017 at 12:59 PM

Subject: Re: 2017 Hometown Holidays Parade

To: Andrew Binz <andrew.binz@mansfield-tx.gov>

In person discussion with the revision of the time to end by 4PM. I agreed to assist the city in the Christmas parade.

From: Andrew Binz <andrew.binz@mansfield-tx.gov>

Date: Thursday, July 27, 2017 at 2:05 PM

To: "Fr. Thu Nguyen" <frtnguyen@stjudecc.org>

Subject: Re: 2017 Hometown Holidays Parade

Dear Fr. Nguyen,

I wanted to follow up with you to see if we may have permission to use your parking lot for the 2017 Hometown Holidays Parade on Saturday, December 2nd from Noon - 4:30 pm.

Thank You!

Andrew Binz

On Mon, Jun 12, 2017 at 10:11 AM, Andrew Binz <andrew.binz@mansfield-tx.gov> wrote:

Dear Fr. Nguyen,

The Mansfield Parks and Recreation Department would like to ask you for approval to use the St. Jude Catholic Church parking lot for the 2017 Hometown Holidays Parade. This year's parade will be held on Saturday, December 2nd with a start time of 2:30 pm. I anticipate that parade entries will start showing up at around noon to get in line for the parade. Typically the parade lasts until approximately 4:30 pm.

With approval, I will need a letter or e-mail from you giving us permission to use your parking lot on that day between noon and 5:00 pm.

We certainly appreciate the church's support with past parades and look forward to working with you again this year. If you have any questions or concerns, please contact me at the information below.

Sincerely,

Andrew Binz

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Andrew Binz CPRP  
Mansfield Parks and Recreation  
817-804-5797  
[andrew.binz@mansfieldtexas.gov](mailto:andrew.binz@mansfieldtexas.gov)

--

Andrew Binz CPRP  
Mansfield Parks and Recreation  
817-804-5797  
[andrew.binz@mansfieldtexas.gov](mailto:andrew.binz@mansfieldtexas.gov)

 Like us on [facebook.com/CityMansfieldTx](https://www.facebook.com/CityMansfieldTx)

 Follow us on [twitter.com/CityMansfieldTx](https://twitter.com/CityMansfieldTx)

 Watch on [YouTube.com](https://www.youtube.com)

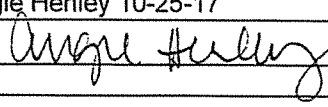


--- CONFIDENTIALITY NOTICE ---

Information in this communication is confidential and is intended only for the use of the individual or entity to which it is addressed. It may contain

information that is privileged, confidential, for law enforcement purposes, and exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that you are not authorized to read, review, distribute or duplicate the information contained herein, and that any disclosure, distribution or duplication is strictly prohibited. If you have received this information in error, please notify the sender immediately at the above address.

### Temporary Tent Application

<b>Tent location Address</b>		1200 East Broad		<b>Suite No.</b>	
Tenant/Business		City of Mansfield			
<b>Applicant*</b>	City of Mansfield			<b>Phone</b>	
Applicant Address				<b>E-mail</b>	
*Will be called for questions and/or when the permit is ready for pick-up					
<b>Tent Company</b>					
Tent Company Name		Rental Stop		Contact Number	817-343-5353
Company Address					
<b>Purpose of Tent:</b>					
Special Event <input checked="" type="checkbox"/>		Sale or Promotion <input type="checkbox"/>		Assembly <input type="checkbox"/>	Other <input type="checkbox"/>
Dates Tent will be on the Property		Erected: Dec 1		Removed: Dec 1	
<b>Size and Height of Tent (in feet at tallest peak)</b>					
#1 Tent Size		10 x 10		Height in feet	
#2 Tent Size		10 x 20		Height in feet	
#3 Tent Size				Height in feet	
<b>Please read and Include the Following Information With This Application</b>					<b>Permit Fee \$60</b>
1. <b>SITE PLAN:</b> You must include a site plan showing where the Tent(s) will be located on the property. You need to indicate the distance from any structures and the property lines.					
2. <b>FLOOR PLAN:</b> Provide a simple floor plan for each tent showing the tables, chairs, stages, width of aisles, exits, etc. Note if the Tent sides will be Up or Down.					
3. <b>FLAME RESISTANT CERTIFICATE:</b> You must attach a Flame Resistant Certificate for the specific tent you are renting. The Tent Company can provide this.					
4. <b>NOTE:</b> Temporary tent sales by retail establishments or tent assemblies may be permitted for a period not to exceed thirty (30) days and <u>no more than once a year</u> . No tents or similar structures shall be erected in any required yard setbacks or designated easements.					
Applicant's Printed Name & Date		Angie Henley 10-25-17			
Applicant's Signature					
Property Owner/Manager Printed Name					
Property Owner/Manager Signature		*REQUIRED			

## AGREEMENT TO ASSIST AT SPECIAL EVENT

Special Event Name and Date: Hometown Holidays December 1 & 2, 2017

Name of Group Assisting:

☒ Mansfield Police

☐ MISD Police

☐ Constable Office

☐ Other \_\_\_\_\_

Please check all that apply:

☒ We have an agreement to be Traffic Officers for this Special Event.

☐ We have an agreement to be Security Officers for this Special Event.

☐ Other:  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Angie Henley Special Events Manager

\_\_\_\_\_  
Printed Name/ Job Title

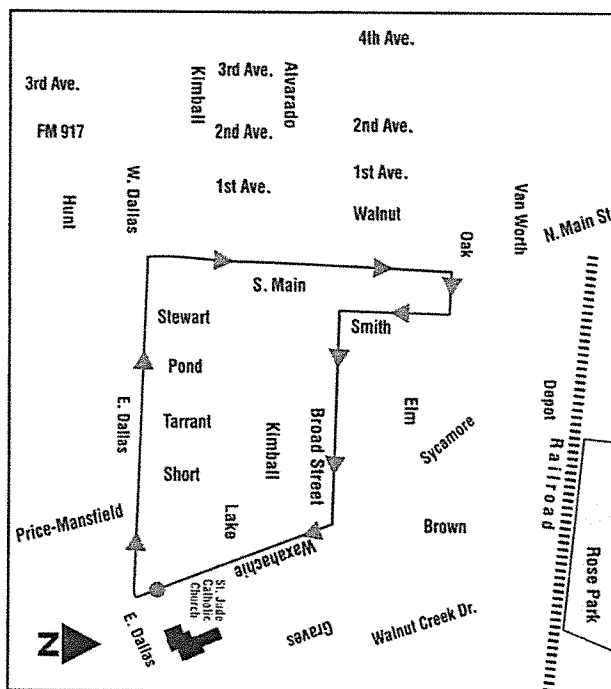
\_\_\_\_\_  
Mailing Address

817-804-5795

\_\_\_\_\_  
Contact Phone Number

/ angie.henley@mansfield-tx.gov

\_\_\_\_\_  
E-mail







# Firework Fallout Zone

- Food Booths
- Generator
- Portaloets
- Photo op





## Certificate of Coverage

<b>TMLIRP Contract Number:</b> 3967 <b>Member:</b> Mansfield Ms. Alma Roden Legal 1200 E Broad St Mansfield, Texas 76063-1702	<b>Company Affording Coverage:</b> Texas Municipal League Intergovernmental Risk Pool (TMLIRP) PO Box 149194 Austin, TX 78714-9194 (512) 491-2300 or (800) 537-6655 Fax: (512) 491-2404
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**Certificate Holder:**  
 Heritage Baptist Church  
 201 E. Broad St  
 Mansfield, TX 76063

This is to certify that the coverages listed below have been provided to the member and are in effect at this time. Notwithstanding any requirements, terms, or conditions of any other contract or agreement with respect to which this certificate may be issued or may pertain, the coverage afforded by TMLIRP described herein is subject only to the terms, exclusions and additions of TMLIRP's coverage contracts between TMLIRP and its member(s). Coverage is continuous until canceled.

<b>General Liability</b> Effective Date: 10/1/2017 Anniversary Date: 10/1/2018 Limits of Liability (Each Occurrence): \$2,000,000 Sudden Events Involving Pollution (Each Occurrence): \$2,000,000 Annual Aggregate: \$4,000,000 Deductible per Occurrence: \$10,000 <b>Law Enforcement Liability</b> Effective Date: _____ Anniversary Date: _____ Limits of Liability (Each Occurrence): _____ Annual Aggregate: _____ Deductible per Occurrence: _____ <b>Errors and Omissions Liability</b> Effective Date: _____ Anniversary Date: _____ Limits of Liability (Each Wrongful Act): _____ Annual Aggregate: _____ Deductible per Occurrence: _____	<b>Real &amp; Personal Property</b> Effective Date: _____ Anniversary Date: _____ Limits of Coverage: _____ Deductible per Occurrence: _____ <b>Mobile Equipment</b> Effective Date: _____ Anniversary Date: _____ Limits of Coverage: _____ Deductible per Occurrence: _____ <b>Boiler &amp; Machinery - Broad Form</b> Effective Date: _____ Anniversary Date: _____ Per Accident Limit: _____ Deductible per Occurrence: _____																																										
<b>Auto Liability</b> Effective Date: 10/1/2017 Anniversary Date: 10/1/2018 Limits of Liability (Each Occurrence): \$2,000,000 Deductible per Occurrence: \$10,000 <b>Auto Physical Damage</b> Effective Date: 10/1/2017 Anniversary Date: 10/1/2018 Limits of Liability: ACV or Agreed Value as scheduled Collision Deductible: \$1,000 Comprehensive Deductible: \$1,000	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">Yes</td> <td style="width: 20%; text-align: center;">No</td> </tr> <tr> <td>Mortgagee</td> <td></td> <td></td> </tr> <tr> <td>Loss Payee</td> <td></td> <td></td> </tr> <tr> <td>Loan Number</td> <td></td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 40%;">Year/Make/Model</th> <th style="width: 20%;">VIN</th> <th style="width: 40%;">Value</th> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>		Yes	No	Mortgagee			Loss Payee			Loan Number			Year/Make/Model	VIN	Value																											
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**DESCRIPTION:**  
 Evidence of coverage for Parking Lot Agreement between the City of Mansfield and Heritage Baptist Church, located at 201 East Broad St., Mansfield, Texas 79063

**Cancellation:** Should any of the above described coverages be canceled before the anniversary date thereof, TMLIRP will endeavor to mail 30 days written notice to the above named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind on TMLIRP.

**Authorized Representative:** Jonathan Summey

**Date Issued:**

8/3/2017

X102  
2/10/2015

INDEMNIFICATION UNDER CONTRACT

This endorsement forms a part of the **Declarations** to which attached, effective on the inception date of the coverage unless otherwise stated herein, and clarifies such coverage as is afforded by the provisions of the coverage shown below:

- ☒ **GENERAL LIABILITY**
- ☒ **AUTOMOBILE LIABILITY**
- ☐ **LAW ENFORCEMENT LIABILITY**
- ☐ **AIRPORT (GENERAL LIABILITY  
HAZARDS) PREMISES LIABILITY**

Entity Name : Mansfield  
Entity ID : 3967  
Effective Date : 10/1/17

It is agreed that coverage is provided for the liability assumed by the **Fund Member** to indemnify the person or organization named below under a contract between such person or organization and the **Fund Member**, but such coverage shall not exceed the limits of coverage set forth in the **Declarations**.

Person or Organization : Heritage Baptist Church  
Address : 201 E. Broad St.  
City, State & Zip Code : Mansfield, TX 76063

**Description**

For Parking Lot Agreement between the City and Heritage Baptist Church

TEXAS MUNICIPAL LEAGUE INTERGOVERNMENTAL RISK POOL

EL217  
08/16/99

# Certificate of Flame Resistance



REGISTERED  
APPLICATION  
CONCERN No.  
F419.01

ISSUED BY  
California Combining Corp  
5607 S. Santa Fe Ave  
Los Angeles, CA 90058 USA

Date tested or  
manufactured  
July 30, 2010

This is to certify that the materials described on the reverse side hereof have been flame-retardant treated (or are inherently nonflammable).

FOR Idéal Canopy ADDRESS Unit 2 8500 River Rd  
CITY Delta, B.C. STATE V49 1B5 Canada

Certification is hereby made that (Check "a" or "b")

☐ (a) The articles described on the reverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used \_\_\_\_\_ Chem. Reg. No. \_\_\_\_\_

Method of application \_\_\_\_\_

☒ (b) The articles described on the reverse side hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.

Trade name of flame-resistant fabric or material used LAH TEX Reg. No. F412.01

The Flame Retardant Process Used WILL NOT Be Removed By Washing  
(will or will not)

Vincent Lasso  
Name of Applicator or Production Superintendent

By Cathy Dior  
Title Secretary Treasurer

0009  
PAGE 05/07

CALIFORNIA COMBINING

CONTROL NO. 073010

CUSTOMER ORDER NO. Raj

CUSTOMER INVOICE NO. 99375

YARDS OR QUANTITY 3020

COLOUR Black

STYLE 15x61 B/O Polish

DATE PROCESSED July 30, 2010