

Hometown
Holidays +
Parade

Special Event Application

Organization/Group: <u>City of Mansfield</u>	Date: <u>11-2-15</u>
Applicant: <u>Angie Henley</u>	
Applicant's Address: <u>210 Smith Street</u>	Phone No. <u>817-804-5795</u>
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up	Email: <u>angie.henley@mansfield-tx.gov</u>
Address of Event: <u>1200 E. Broad</u>	
Description & Activities: <u>Friday- fireworks, music, kids activities</u> <u>Sat - Parade through Downtown</u>	
Date of Event: <u>December 4+5</u>	Hours of Event: <u>5-10pm / Noon-5:00pm</u>
Public Invited or Private Party? <u>Public</u>	Estimated Number of Attendees
Is the event in a Mansfield Park? <u>NO</u>	*If yes, Insurance is required
Do you plan to Temporarily Close a Public Street? <u>yes on Sat.</u>	*If yes, Insurance is required
Is the event on Private Property other than your own? <u>NO</u>	*If yes, signed permission is required
Will there be any new or temporary electric lines installed? <u>NO</u>	
*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.	
Will you be using generators? <u>Yes</u>	*If yes, show location on the site plan
Do you plan to have any Tents? <u>Yes</u>	*If yes, a separate permit is required.
Do you plan to have any pop-up canopies?	
Do you plan to have any Promotional Signs? (banners, streamers, balloons) <u>NO</u>	*If yes, a separate permit is required
City of Mansfield Assistance Requested:	
Barricades/ Street Closure? <u>Sat - 12+5/15 Parade Route</u>	*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? <u>Adam Cellars</u>	*If yes, attach an explanation and the name of the person you are working with
Please Read and Include the Following Information With This Application <ul style="list-style-type: none"> For all outdoor activities, a site plan must be attached. One can be provided if requested. You need to show where all items will be located on the site plan. If Insurance is required, the City of Mansfield must be listed as "Additional Insured". All documents must be turned in at the same time. Please allow enough time for review and approval before the date of your event. 	
Applicant's Printed Name:	Applicant's Signature:
<u>Angie Henley</u>	<u>Angie Henley</u>

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

City of Mansfield

(Person, group or business name)

permission to have their special event on said property.

Property address: St. Jude Catholic Church

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: _____

see attachment

Signature

Printed Name/ Job Title

Mailing Address

Contact Phone Number



1200 East Broad Street, Mansfield, TX 76063
www.mansfieldtexas.gov Fax: 817-477-1416

Temporary Tent Application

Tent location Address		Friday 1200 E Broad St / Sat Main Street		Suite No.	
Tenant/Business					
Applicant*			Phone		
			817-		
Applicant Address				E-mail	
*Will be called for questions and/or when the permit is ready for pick-up					
Tent Company Rental Stop					
Tent Company Name			Contact Number		
			817-343-5353		
Company Address					
Purpose of Tent:					
Special Event <input type="checkbox"/>		Sale or Promotion <input type="checkbox"/>		Assembly <input type="checkbox"/>	
				Other <input type="checkbox"/>	
Dates Tent will be on the Property		Erected:		Removed:	
		12/4 + 12/5		12/4 + 12/5	
Size and Height of Tent (in feet at tallest peak)					
#1 Tent Size			Height in feet		
10 x 20					
#2 Tent Size			Height in feet		
#3 Tent Size			Height in feet		
Please read and Include the Following Information With This Application					Permit Fee \$60
1. SITE PLAN: 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. FLOOR PLAN: 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. FLAME RESISTANT CERTIFICATE: You must attach a Flame Resistant Certificate for the specific tent you are renting. The Tent Company can provide this.					
4. NOTE: Temporary tent sales by retail establishments or tent assemblies may be permitted for a period not to exceed thirty (30) days and no more than once a year. No tents or similar structures shall be erected in any required yard setbacks or designated easements.					
Applicant's Printed Name & Date			Angie Henley		
Applicant's Signature			Angie Henley		
Property Owner/Manager Printed Name					
Property Owner/Manager Signature					
*REQUIRED					



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

Hometown Holidays Parade

Father George Foley <georgehfoley@sbcglobal.net>
To: Andrew Binz <andrew.binz@mansfield-tx.gov>

Mon, Aug 10, 2015 at 2:20 PM

Andrew Binz

Your request for approval of Church grounds for the HOMETOWN HOLIDAYS PARADE is granted. You may use the Church parking lot for assembly, parking dismantling of floats from 9 a.m – 4.30 pm on Saturday December 5th 2015 with pleasure

St Jude is happy to host this event as it has done in past years

Fr George Foley
Pastor
St Jude Catholic Church

From: Andrew Binz
Sent: Thursday, July 30, 2015 4:08 PM
To: Father George Foley
Subject: Hometown Holidays Parade

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 Follow us on twitter.com/CityMansfieldTx

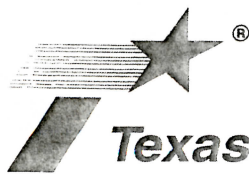


 Watch on YouTube.com



— 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.



125 EAST 11TH STREET | AUSTIN, TEXAS 78701-2483 | (512) 463-8700 | WWW.TXDOT.GOV

September 23, 2015

Mr. Andrew Binz
City of Mansfield
1200 E. Broad St.
Mansfield, Texas 76063

Dear Mr. Binz:

While processing the request for the 2015 City of Mansfield Hometown Holiday Parade that involves closing part of BU 287P from Dallas Street to Oak Street, it has come to my attention that the portion of BU 287P from the intersection with FM 157 on the north end to the intersection with FM 917 / Heritage Parkway on the south end, is no longer a Texas Department of Transportation (TxDOT) roadway. This portion of roadway is now owned by the City of Mansfield.

Since the request falls within the limits of the portion of roadway that is no longer a TxDOT roadway, there is no need to seek approval from TxDOT for your event.

Should you have any further questions regarding this matter, please contact; Traffic Operations – TxDOT Fort Worth District, 2501 SW Loop 820, Fort Worth, TX 76133 or contact Clark Fulbright at (817) 370-6771.

Sincerely,

Theresa A. Poer, P.E.

Director of Transportation Operations
TxDOT – Fort Worth District

TAP/dcfj
Enclosures

CC: Greg Cedillo, P.E., South Tarrant County Area Office Engineer
Ralph Garza, South Tarrant County Maintenance Supervisor

OUR GOALS

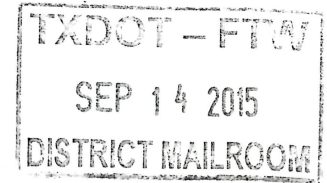
MAINTAIN A SAFE SYSTEM ▪ ADDRESS CONGESTION ▪ CONNECT TEXAS COMMUNITIES ▪ BEST IN CLASS STATE AGENCY
An Equal Opportunity Employer



Mansfield Police Department
1305 E. Broad Street Mansfield, Texas 76063

Tracy L. Aaron, Chief of Police

September 10, 2015



Traffic Operations – TXDOT Fort Worth District
2501 SW Loop 820
Fort Worth, Texas 76133

RE: Temporary closing of Business Hwy. 287 (Main Street)
for the Hometown Holiday Parade, Mansfield, Texas

Dear Mr. Fulbright:

On Saturday, December 5, 2015, the City of Mansfield plans to have its Hometown Holiday Parade again on Main Street (Bus. Hwy. 287). I request that TXDOT approve the temporary closure of the highway between 1:00 p.m. to 5:00 p.m. to accommodate this community event.

The Mansfield Police Department will be in charge of traffic control and will direct vehicles to an alternate route along a local street that parallels Main St. A map of the parade route is attached.

If you have any questions, please contact Andrew Binz at (817) 804-5797. Please send the letter of approval to Mr. Binz at Mansfield City Hall, 1200 E. Broad Street, Mansfield, Texas 76063.

Sincerely,

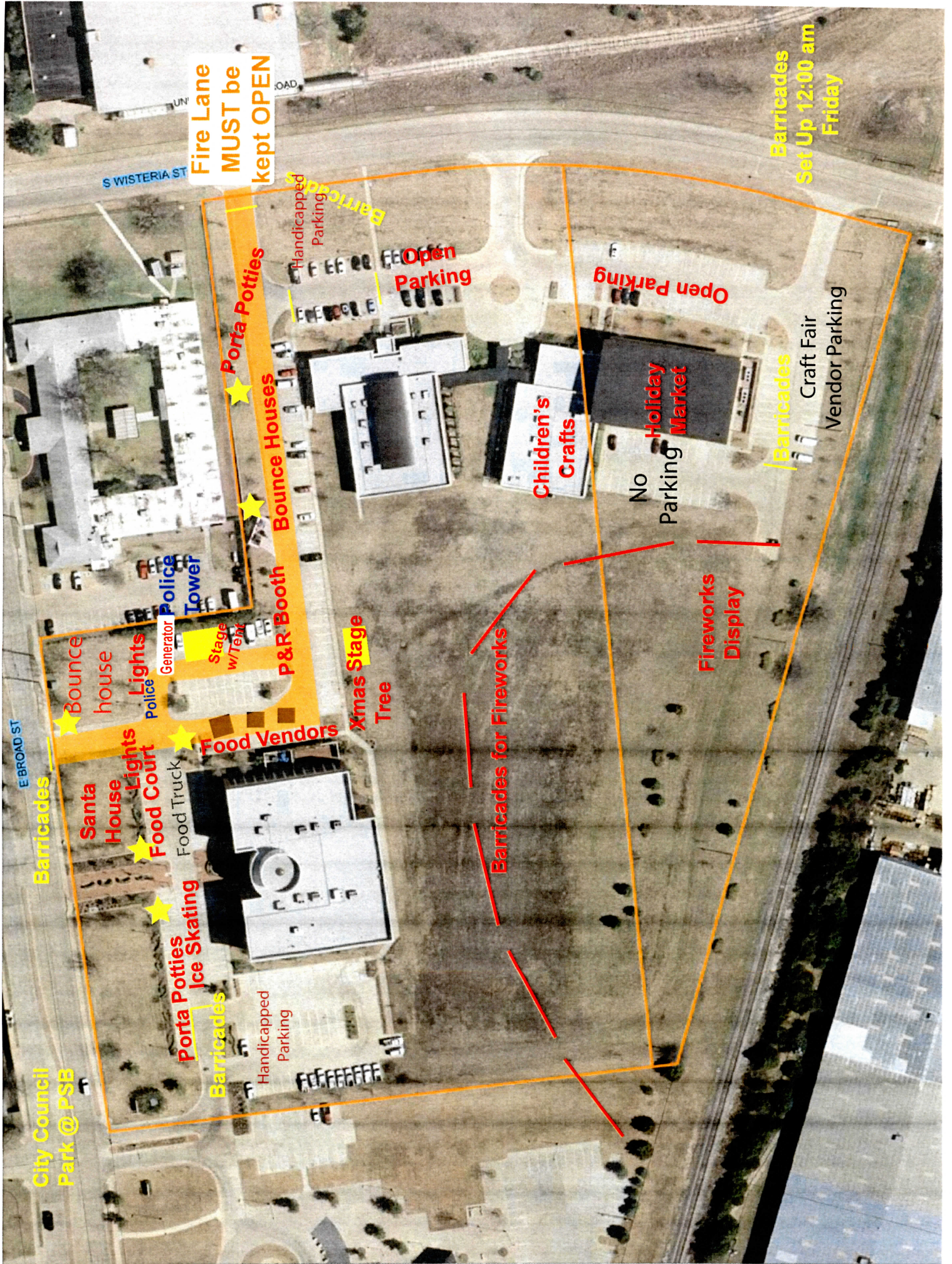
Tracy L. Aaron
Chief of Police
(817) 804-5782
tracy.aaron@mansfieldtexas.gov

TA/lkm

Enclosure: Map - Hometown Holiday Parade Route

NO ACTION TAKEN BY
TXDOT. REQUESTED
PORTION OF ROADWAY
IS NO LONGER A TXDOT
ROADWAY.

Clark Fulbright 9/23/15



City Council
Park @ PSB

E BROAD ST

S WISTERIA ST

Fire Lane
MUST be
kept OPEN

Barricades
Handicapped
Parking

Open
Parking

Open Parking

Barricades
Set Up 12:00 am
Friday

Craft Fair
Vendor Parking

No
Parking

Holiday
Market

Barricades

Fireworks
Display

Barricades for Fireworks

Xmas Stage
Tree

P&R Booth

Bounce Houses
Porta Potties

Police
Tower

Generator

Stage
w/Tent

Food Court
Lights

Santa
House
Bounce
house

Porta Potties
Ice Skating

Barricades

Handicapped
Parking

