

Special Event Application

Organization/Group: <u>Legacy HS Band Boosters</u>		Date: <u>07/09/2013</u>
Applicant: <u>Julie Jackson (Co-Chair)</u>		
Applicant's Address: <u>1263 N. Main St. Mansfield</u>		Phone No. <u>817-879-6655</u>
*Will be called for information needed and when the permit is ready for pick-up		Email:
Address of Event: <u>Tanglewood and Twin Creeks Subdivisions</u>		
Description & Activities: <u>Legacy HS. March-a-thon (See attached)</u>		
Date of Event: <u>08/10/2013</u>		Hours of Event: <u>9:00am-12:00pm</u>
Public Invited or Private Party?		Estimated Number of Attendees <u>200</u>
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>NO</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>NO</u>		*If yes, show location on the site plan
Do you plan to have any Tents? <u>NO</u>		*If yes, a separate permit is required.
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>NO</u>		*If yes, show on site plan where you want to close the street and a resident roster must be submitted
Police/Traffic Control/Security? <u>NO (MUSD Police Officer)</u>		*If yes, attach an explanation and the name and contact number of person you are making arrangements with.
<p style="text-align: center;">Please Read and Include the Following Information With This Application</p> <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>Julie Jackson</u>		<u>Julie Jackson</u>

Attached:

Event Name, Purpose and Description:

Legacy HS Band and March-a-thon

Our band members will march through the Tanglewood and Twin Creeks Subdivisions, playing drum cadences, the school fight song and other entertaining songs which are performed at the Legacy HS football games.

The band uses this march-a-thon as a fundraiser as students will be obtaining pledges from family and friends to support their efforts. This is a great opportunity for our band to show off their skills to the community and rally community support for our local high school. The neighborhoods of Tanglewood and Twin Creeks are zoned for Legacy HS, so the kids that live there are being exposed to the spirit Legacy HS is known for.

The band will march in parade formation. Two pickup trucks, on the front and one following, will be used to carry water jugs for our participants. First aiders are on hand during the duration of the event in case of an emergency. Chaperones and band directors will be on site as well to ensure an orderly atmosphere is maintained at all times.

***MISD police** will also escort the march-a-thon.

List All Proposed Activities:

All other activities involving this event will take place at Legacy HS. Attached are maps of our proposed routes.

Proposed Parade/March-a-thon Route: (Twin Creeks)

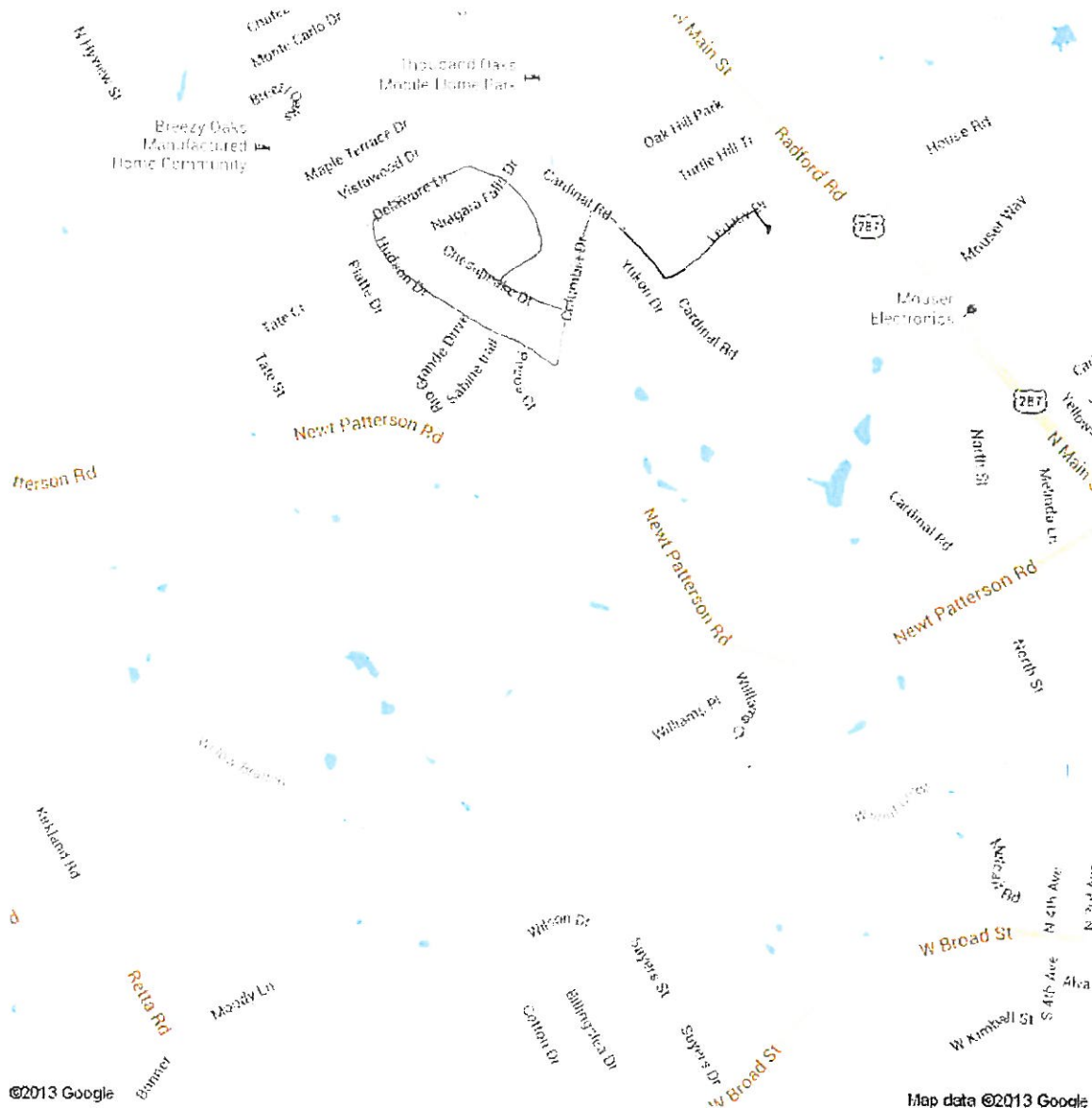
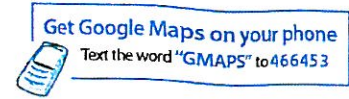
Start on Columbia
Right on Chesapeake
Right on Delaware
Left on Niagara Falls
Right on Chesapeake
Left on Delaware
Left on Hudson
Left on Columbia

Proposed Parade/March-a-thon Route: (Twin Creeks)

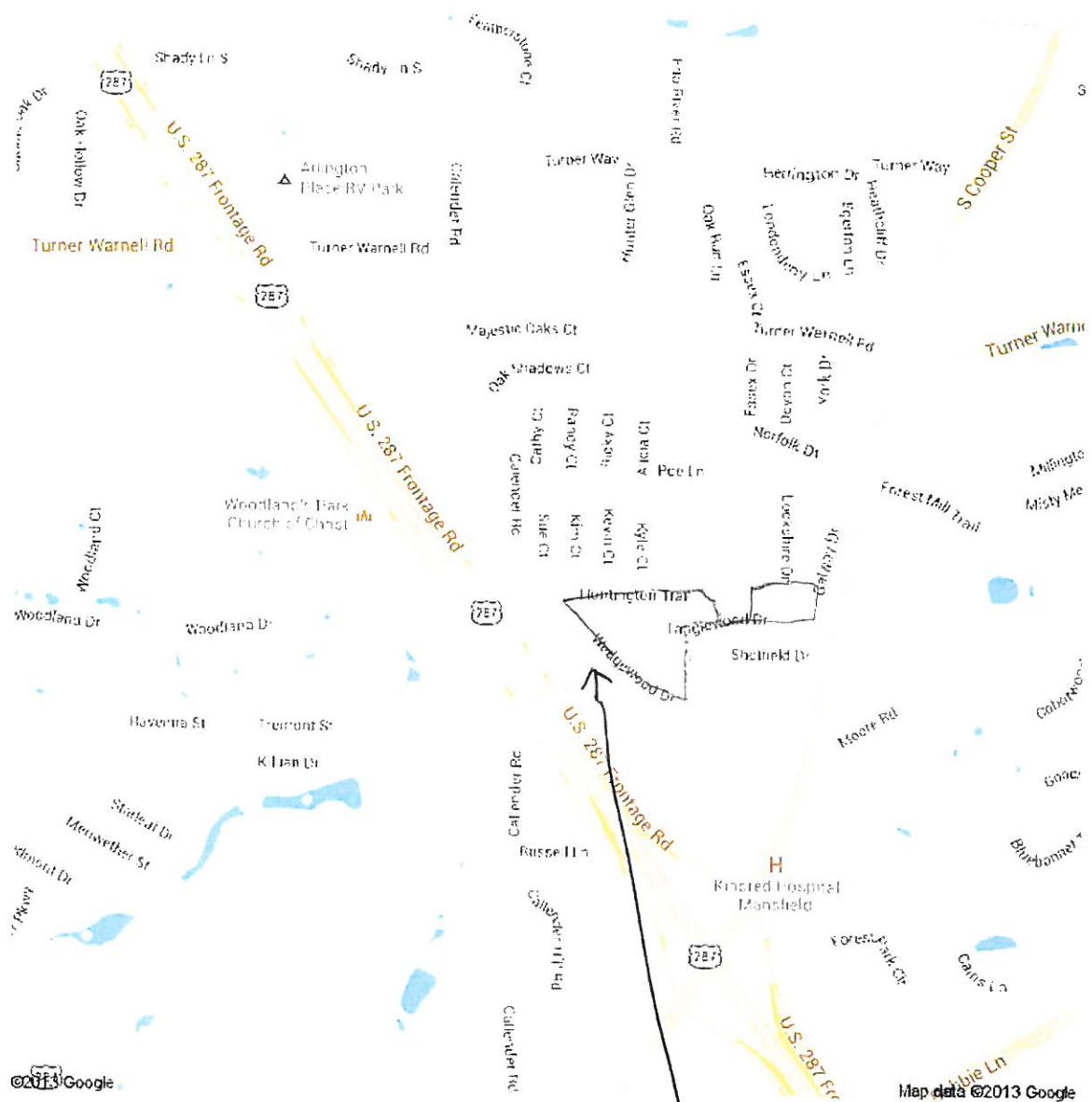
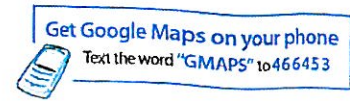
Start on Wedgewood Dr.
Right on Huntington Tr.
Left on Tanglewood Dr.
Left on Forest Creek Dr.
Right on Liverpool Ln.
Right on Galway Dr.
Right on Tanglewood
Left on Wedgewood Dr.



Address **Twin Creek**
Mansfield, TX 76063



Cardinal Rd - will use sidewalks
only - they will not be
in the street



1 bus will drop off students & be parked here temporarily

July 1, 2013

Twin Creeks Home Owners Association
1112 Chesapeake Drive
Mansfield TX 76063

To Whom It May Concern:

The Legacy High School Band has our permission to march through our neighborhood on August 10, 2013, in the morning. If the date needs to be changed, we still support the Marchathon.

If there are any questions, please contact Jan Harmon.

Twin Creeks Homeowners Association Board
Jan Harmon, Secretary
817-473-1693

Julie Jackson

From: Bill Dale
Sent: Monday, July 08, 2013 6:57 AM
To: Christina Tillotson
Cc: 'Rayanna & Todd Hoeft'
Subject: RE: Legacy HS Marchathon

This is approved, please follow up with definite times by August 3rd.

We are looking forward to your great band marching through our neighborhood again. We are glad our community has such a great relationship with LHSMB.

Bill Dale
Tanglewood at Mansfield

From: Christina Tillotson [mailto:
Sent: Saturday, July 06, 2013 8:28 PM
To: Bill Dale
Cc: Rayanna & Todd Hoeft'
Subject: Legacy HS Marchathon

Mr. Dale,

I am a parent volunteer with Legacy High School Band Boosters. Every year we have had our marchathon in Tanglewood and would like to continue that tradition. Do to scheduling issues we need to have our marchathon earlier this year. We have scheduled our event on August 10. Would we still be available to have the marchathon in your neighborhood and is that date okay?

Please let me me know if you have any questions and concerns. If our request is approved, could you please send a letter via email to my address stating that Legacy HS band is approved to have a marchathon in Tanglewood on August 10. We appreciate all you have done for us in the past and look forward to working with your neighborhood again this year.

Sincerely,
Christina Tillotson

817-453-7858

This entire email message (including all forwards and replies) and any attachments are for the sole use of the intended recipient(s) and may contain proprietary, confidential, trade secret, work-product, attorney-client or privileged information. Any unauthorized review, use, disclosure or distribution is prohibited and may be a violation of law. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

7/8/2013

AGREEMENT TO ASSIST AT SPECIAL EVENT

Special Event Name and Date: LEGACY H.S. MARCH-A-THEM 8/10/13

Name of Group Assisting:

☐ Mansfield Police

☒ MISD Police

☐ Constable Office

☐ Other _____

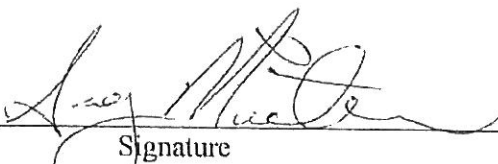
Please check all that apply:

☐ We have an agreement to be Security Escorts.

☒ We have an agreement to be Traffic Officers.

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

☐ Other:


Signature

GREG MINTEL LIEUTENANT
Printed Name/ Job Title

1522 N. WALNUT CREEK DR. MANSFIELD, TX. 76063
Mailing Address

817-299-6000
Contact Phone Number



MEMBER CERTIFICATE OF INSURANCE

7/5/13

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: TX074309

NAMED INSURED MEMBER:

Legacy Band Boosters
Attn: Rayanna Hoeft or Current Officer
P.O. Box 450
Mansfield, TX 76063

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 742946
Dallas TX, 75374-2946

PRODUCER NAME

AIM Association Insurance
Management, Inc.
PO Box 742946
Dallas TX, 75374-2946

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Homeland Ins Co of New York / BW65949 Commercial General Liability		6/19/13 - 6/19/14	NONE	Each Occurrence	\$1,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS Aggregate	\$2,000,000
				Personal & Advertising Injury	\$1,000,000
				Fire Damage (any one fire)	\$50,000
Homeland Ins Co of New York / BW65949 Medical (Accident Medical)		6/19/13 - 6/19/14	NONE	Any One Person	\$5,000
				Aggregate	\$5,000
Homeland Ins Co of New York / BV49749 Comm'l Crime & Fidelity (Bond)		6/19/13 - 6/19/14	\$ 250	Each Occurrence	\$50,000
Homeland Ins Co of New York / BX49838 Non-profit Prof Liability (Officers Liability)*		6/19/13 - 6/19/14	\$ 1,500	Aggregate	\$1,000,000
				*Annual Aggregate applies to all member certificate holders combined.	\$20,000,000

Retro-active Effective Date: 6/19/12

City of Mansfield is added as an Additional Insured to the General Liability policy only.

Event/Date: Legacy Band March-A-Thon (Fundraising Event) on Saturday, August 10, 2013 from 8:00 A.M. - 12:00 P.M..

Certificate Holder:

City of Mansfield
1200 East Broad Street
Mansfield, TX 76063

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE



POLICY NUMBER: BW00001-2012

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City of Mansfield is added as an Additional Insured to the General Liability policy only.
Event/Date: Legacy Band March-A-Thon (Fundraising Event) on Saturday, August 10, 2013 from 8:00 A.M. - 12:00 P.M..
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

A. In the performance of your ongoing operations; or

B. In connection with your premises owned by or rented by you.