

**Special Event Application**

Organization/Group: <b>MANSFIELD FARMERS</b>	Date: <b>MAR 20, 2017</b>
Applicant: <b>REX F WENGER</b> MKT	
Applicant's Address: <b>6916 HOLLOW OAK TRL</b>	Phone No. <b>817-501-6027</b> *
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up	Email: <b>rwenger@prodigy.NET</b>
Address of Event: <b>703 E. BROAD ST.</b>	
Description & Activities: <b>PROVIDE LOCATION FOR VENDORS TO SELL THEIR PRODUCTS.</b>	
Date of Event: <b>APR 22 TO OCT 28, 2017</b>	Hours of Event: <b>8 AM - 1 PM</b>
Public Invited or Private Party? <b>PUBLIC INVITED</b>	Estimated Number of Attendees <b>250-350</b>
Is the event in a Mansfield Park? <b>NO</b>	*If yes, Insurance is required
Do you plan to Temporarily Close a Public Street? <b>NO</b>	*If yes, Insurance is required
Is the event on Private Property other than your own? <b>YES</b>	*If yes, signed permission is required
Will there be any new or temporary electric lines installed? <b>YES</b>	
*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.	
Will you be using generators? <b>NO</b>	*If yes, show location on the site plan
Do you plan to have any Tents? <b>VENDORS TENTS</b>	*If yes, a separate permit is required.
Do you plan to have any pop-up canopies? <b>YES - VENDORS</b>	
Do you plan to have any Promotional Signs? <b>YES</b> (banners, streamers, balloons)	*If yes, a separate permit is required
City of Mansfield Assistance Requested: <b>NO</b>	
Barricades/ Street Closure? <b>NO</b>	*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? <b>NO</b>	*If yes, attach an explanation and the name of the person you are working with
<p align="center"><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 all items 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>	
<b>Applicant's Printed Name:</b>	<b>Applicant's Signature:</b>
<b>REX F. WENGER</b>	<i>Rex F. Wenger</i>

\*Call Applicant when permit is ready for Pick Up

BATHROOMS

THRIFT STORE

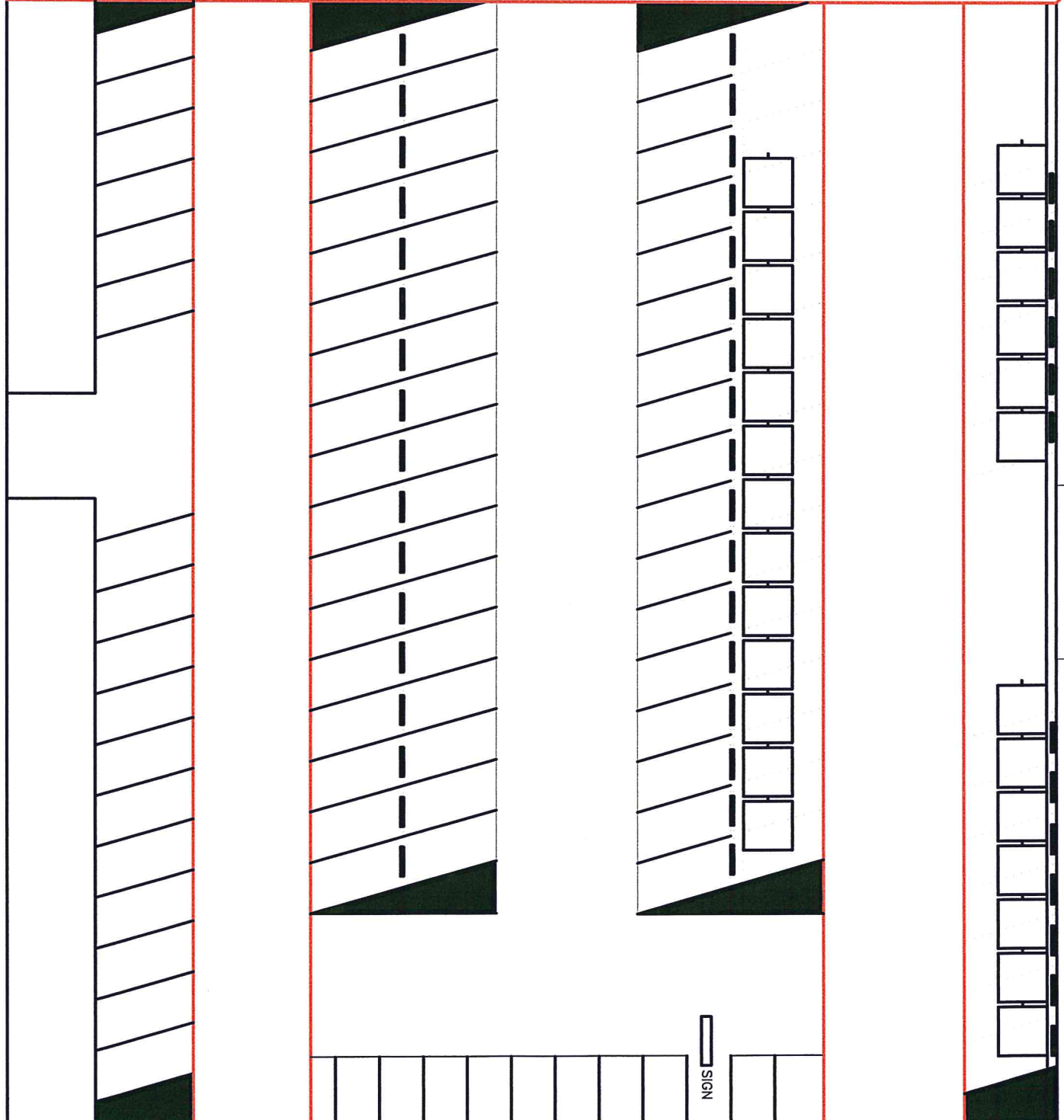
ELECTRIC SERV.

SNOW CONE

FIRE LANE

PARKING SPACE

FARMERS MARKET  
PLAN



SCALE: 1 : 30

DATE: APR 22, 2017

WALNUT CREEK DR.



■ PDO Temporaries, Inc

■ MinuteMan Press

■ Extreme Cuts

703 East Broad Street

■ Sonic Drive-In

■ Premier Advisors

■ Mansfield Farmers Market

■ Mansfield In Sch District

N Walnut Creek Dr

N Walnut Creek Dr

N Walnut Creek Dr

E Broad St

E Broad St

E Broad St



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/20/17

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> KnH Insurance Services 1701 Highway 287 N., Suite 105 Mansfield, TX 76063 Phone (817) 453-1477 Fax (817) 453-1473	<b>CONTACT NAME:</b> Bo Rankin <b>PHONE (A/C, No, Ext):</b> (817) 453-1477 <b>E-MAIL ADDRESS:</b> brankin@knhinsurance.com	<b>FAX (A/C, No):</b> (817) 453-1473
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Mansfield Farmers Market 6916 Hollow Oak Trail Mansfield, TX 76063 817-501-6027	<b>INSURER A :</b> EMC Insurance Company	<b>NAIC #</b>
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		5A2312917	04/20/2017	04/20/2018	EACH OCCURRENCE \$ 1,000,000.00
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000.00						
	MED EXP (Any one person) \$ 10,000.00						
	PERSONAL & ADV INJURY \$ 1,000,000.00						
	GENERAL AGGREGATE \$ 2,000,000.00						
	PRODUCTS - COMP/OP AGG \$ 2,000,000.00						
	\$						
<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS							COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							EACH OCCURRENCE \$ AGGREGATE \$ \$
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N		N / A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Location: 703 E Broad St Mansfield, TX 76063

**CERTIFICATE HOLDER****CANCELLATION**

City of Mansfield 1200 East Broad Street Mansfield, TX 76063	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

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	GENERAL AGGREGATE \$ 2,000,000.00					
	PRODUCTS - COMP/OP AGG \$ 2,000,000.00					
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**CERTIFICATE HOLDER****CANCELLATION**

First Methodist Mansfield  
 777 N Walnut Creek Dr  
 Mansfield, TX 76063

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

# **MANSFIELD FARMER'S MARKET**

**Broad & Walnut Creek**

(703 EAST BROAD ST.)

**SATURDAY**

8:00AM to 1:00 PM

**APRIL 22 TO OCTOBER 28  
2017**

***POTTED PLANTS, BAKED GOODS, FRESH PRODUCE,  
JEWELRY, HONEY, CLOTHES, BABY CLOTHES, ARTS &  
CRAFTS, CANDLES, SOAPS and more***

**FOR MORE INFORMATION CALL:**

**REX WENGER 817 501-6027**

**JOHN COX 817 473-8733**

**PAM COMEAU 817-705-9355**

**BOB COMEAU 603-793-6385**

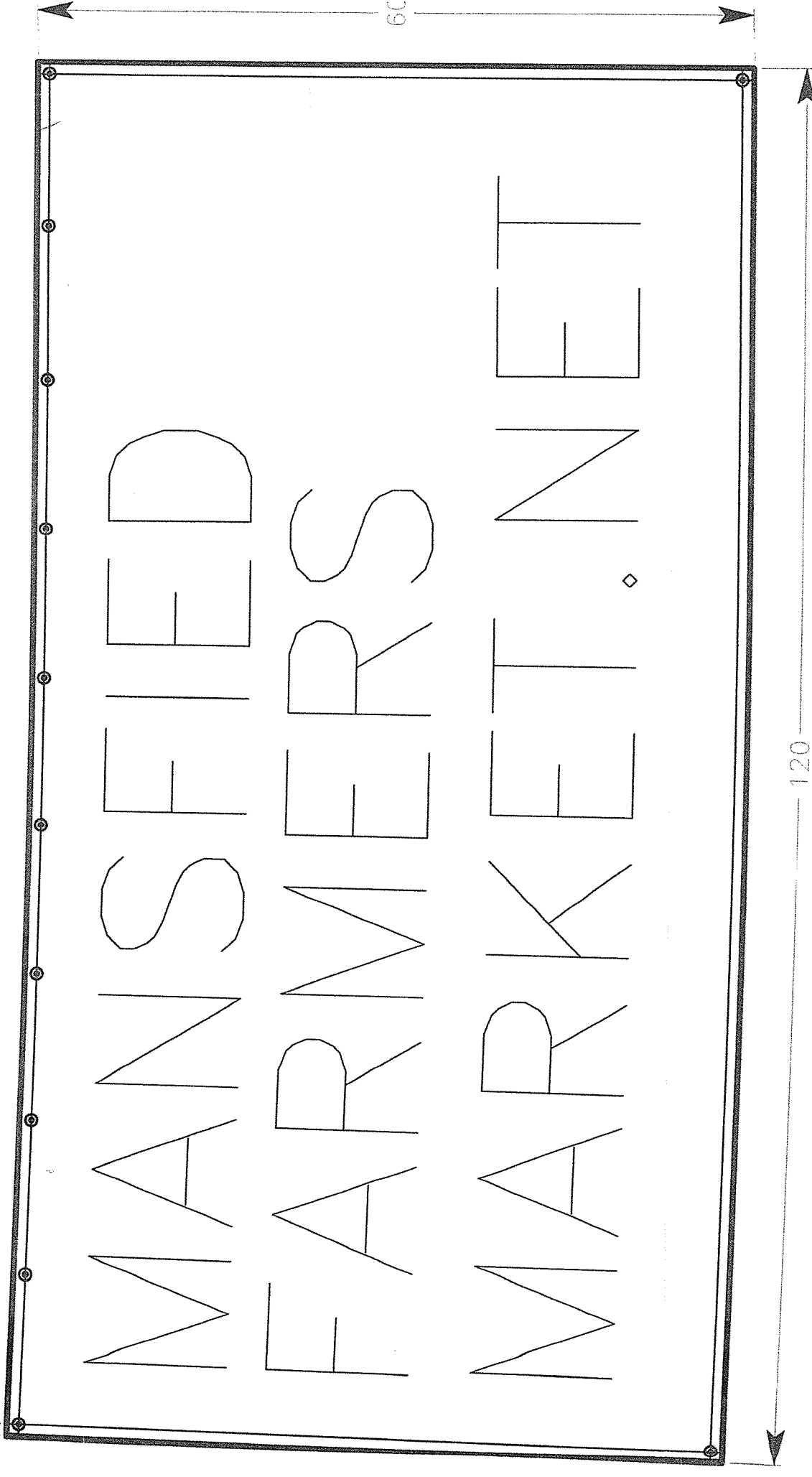


1200 East Broad Street, Mansfield, TX 76063  
 www.mansfieldtexas.gov Fax: 817-477-1416

**Promotional Signage Display Application**

Installation Address		703 E BROAD ST.		Suite No.	
Tenant/Business		MANSFIELD FARMERS MKT			
Applicant*		REX F. WENGER		Phone No.	817-501-6027
*Will be called for any questions and/or when the permit is ready for pick-up				E-mail:	
<b>Sign Company</b>					
Co. Name		Contact Person			
Phone No.		E-mail			
<b>Purpose of Sign</b>					
Special Event <input checked="" type="checkbox"/>		Sale or Promotion <input type="checkbox"/>		Grand Opening <input type="checkbox"/> Other <input type="checkbox"/>	
Date Requesting Display to Begin		*signs are not allowed to be put up until permit is issued and paid for APR 22, TO OCT 28, 2017			
<b>Type of Sign</b> Rex F. Wenger					
Banner <input type="checkbox"/>		Quantity:		Height and Width in Feet	
Rooftop Balloon <input type="checkbox"/>		Quantity:		Wind Signs (pennants, streamers) <input type="checkbox"/> Quantity:	
<b>Please read and Include the Following Information With This Application</b> THIS PERMIT APPLICATION WILL BE AUTOMATICALLY DENIED IF ALL INFORMATION IS NOT COMPLETED/PROVIDED.					
1. <b>SIGN CONTENT:</b> For all signs, include a simple drawing or attach a picture of the sign, showing sign content and dimensions. List everything that you plan to put up for the promotion.					
2. <b>SITE PLAN SHOWING LOCATION OF SIGN(S):</b>					
A. For wall signs or banners, include a drawing of the face of the building with the sign(s). Label dimensions of buildings and sign(s).					
B. For all other signs, show the sign and its relation to the building on the property and to the lot boundaries. Label distances of sign(s) from building and lot boundaries.					
3. <b>NOTE:</b> One promotional signage display, (temporary signs such as banners, balloons, streamers or any kind of wind sign) is permitted three (3) times in a calendar year, for a maximum of fourteen (14) consecutive days. A minimum of ninety (90) days is required between each display. One (1) Grand Opening display is allowed for a period of twenty-one (21) consecutive days within the first three (3) months of the date of issuance of a certificate of occupancy or business license.					<del>Permit Fee \$40</del>
Applicant's Signature		Rex F. Wenger			
Property Owner or Manager Printed Name & Signature					
<b>*REQUIRED</b>					
FOR OFFICE USE					
Comments					
Planning Dept		Approve <input type="checkbox"/>		Deny <input type="checkbox"/> Date	

1 TYP





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

Mansfield Farmers Market  
(Person, group or business name)

permission to have their special event on said property.

Property address: 703 E. Broad Street, Mansfield, Texas 76063

**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: \_\_\_\_\_

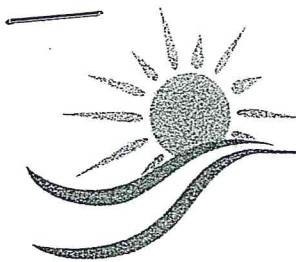
Paulette Tutor  
Signature

Paulette Tutor, Director of Operations, Wesley Mission Center  
Printed Name/ Job Title

777 N. Walnut Creek, Mansfield, Texas 76063  
Mailing Address

(817) 473-6650  
Contact Phone Number

Copy



# The Wesley Mission Center

*Empowering people on their journey*

## Memorandum of Understanding

This memorandum of understanding sets forth terms and understanding between the Wesley Mission Center, Inc. (WMC) "Property Owner" and the Mansfield Farmers Market "User". This memorandum is for the sole purpose of providing market space for the Mansfield Farmer's Market one day a week.

The Wesley Mission Center Inc. agrees to:

- Provide open space for Farmer's Market April through October at 703 E. Broad Street.
- Space to be used Saturday's 6:00 a.m. – 4:00 p.m.
- Access to electricity, water and restroom for vendor's.
- Public parking for approximately 30 cars.
- 3 x 3 area for storage of supplies.

The Mansfield Farmer's Market agrees to:

- Pay monthly fee of \$10.00 April through October. (~~\$70~~) *Alto*
- Electric and water usage costs if provided by WMC.
- Provide copy of insurance yearly with WMC as insured.
- Secure premises upon completion of market.

This agreement will be effective January 1, 2017 through December 31, 2017 and will be updated yearly or terminated at will by either party after 30 days' notice.

The undersigned understands and agrees that this does not establish an employer-employee relationship and furthermore keeps harmless property owner against any and all liability, claims or demands arising directly or indirectly from users meeting at the premises.

*Rex S. Wenger*  
 Rex Wenger  
 Mansfield Farmer's Market

*2-22-17*  
 Date

\_\_\_\_\_  
 Pam Clothey  
 Mansfield Farmer's Market

\_\_\_\_\_  
 Date

*Carmin MacMillan*  
 Carmin MacMillan, Executive Director  
 Wesley Mission Center

*Feb 22, 2017*  
 Date