

City of Mansfield  
**SPECIAL EVENT APPLICATION**

**Today's Date:** April 5, 2012

**Organization/Group:** Mansfield Farmers Market

**Applicant Name:** Rex Wenger

**Applicant Address:** 6916 Hollow Oak Trail, Mansfield, TX 76063-4930

**Phone:** 817-501-6027

**Event Address:** 150 E. Broad St.      **Date:** Each Saturday May 19 thru Oct 8, 2012.

**Time:** 7:00 AM to 1:00 PM

**Event Name, Purpose & Description:**

Mansfield Farmers Market provides a place for local / area vendors to display and sell their products. The location was chosen to encourage Mansfield citizens to see and shop in Historic Downtown Mansfield.

**History of Event (if any):** In operation in 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011 with steady growth each year in numbers of vendors and customers.

**Expected Size of Audience:** 250-350 Will fees be charged? **NO** **YES**  
The first Saturday is free to new vendors. All other Saturdays, new /returning vendors will pay \$10.00 for a parking space (9' x 17'). All fees collected are used for market operational expenses / improvement.

**List all proposed activities:** \*Attach a site plan to show any outdoor activities.

Market activity with vendors under canopies. Special entertainment: Blue Grass Gospel music.  
Equipment: 2 JDL speakers , 100 watts, 120 volts

- **Will this event be held at a Mansfield park?** **NO** **YES** \*If yes, do you have a reservation? **NO** **YES**
- **Is the event on private property other than your own?** **NO** **YES** \*If yes, attach written permission letter *city owned parking lot*
- **Will there be new or temporary electric lines installed for this event?** **NO** **YES** \*If yes, attach a site plan showing line locations. Note: A registered electrician must obtain a permit and have an inspection.
- **Do you plan to use a generator(s) for electrical power?** **NO** **YES** \*If yes, show location on site plan.
- **Will any Tents be used for this event?** **NO** **YES** \*If yes, *canopies* a separate permit will be required. Please read and follow directions on the attached tent permit application before submitting
- **Will there be any promotional displays (banners, streamers) for your event?** **NO** **YES** \*If yes, a separate permit will be required. Please read and follow directions on the attached promotional signage application before submitting. A banner on administrative canopy facing Broad St, which was approved in 2005. An American Flag will be displayed on Broad St.

**City of Mansfield Assistance Requested:**

- **Barricades/Cones requested?** **NO** **YES** \*If yes, attach a site plan indicating exactly where you propose the street be closed and attach a signed resident roster. A resident roster sign-off sheet is included in this packet.
- **Police Assistance requested?** **NO** **YES** \*If yes, attach an explanation of assistance requested ( fees may apply)

Linda Johnson  
Code Compliance Inspection

April 5, 2012

The Mansfield Farmers Market was created in 2004, and continued in 2005, 2006, 2007, 2008, 2009, 2010, 2011 to provide a place for local area vendors to sell their produce, crafts, baked goods, etc. and encourage Saturday traffic to the business's in Historic Downtown Mansfield. All of the requirements for 2011 were met. This market is an organization supported by Sponsors and Vendors and operated by volunteers. We do accept donations from the public. All moneys collected go back into the growth and improvement of the market. The market will be open from May 19 to Oct 8, 2012.

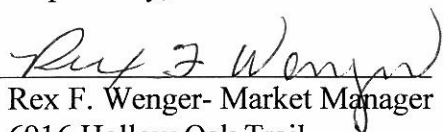
The attached site plan shows the general arrangement of the market on the parking lot. The parking lot will always be cleaned up back to the condition it was in before market was set up.

A \$1,000,000.00 insurance policy will be provided from April 20, 2012 to April 20, 2013.

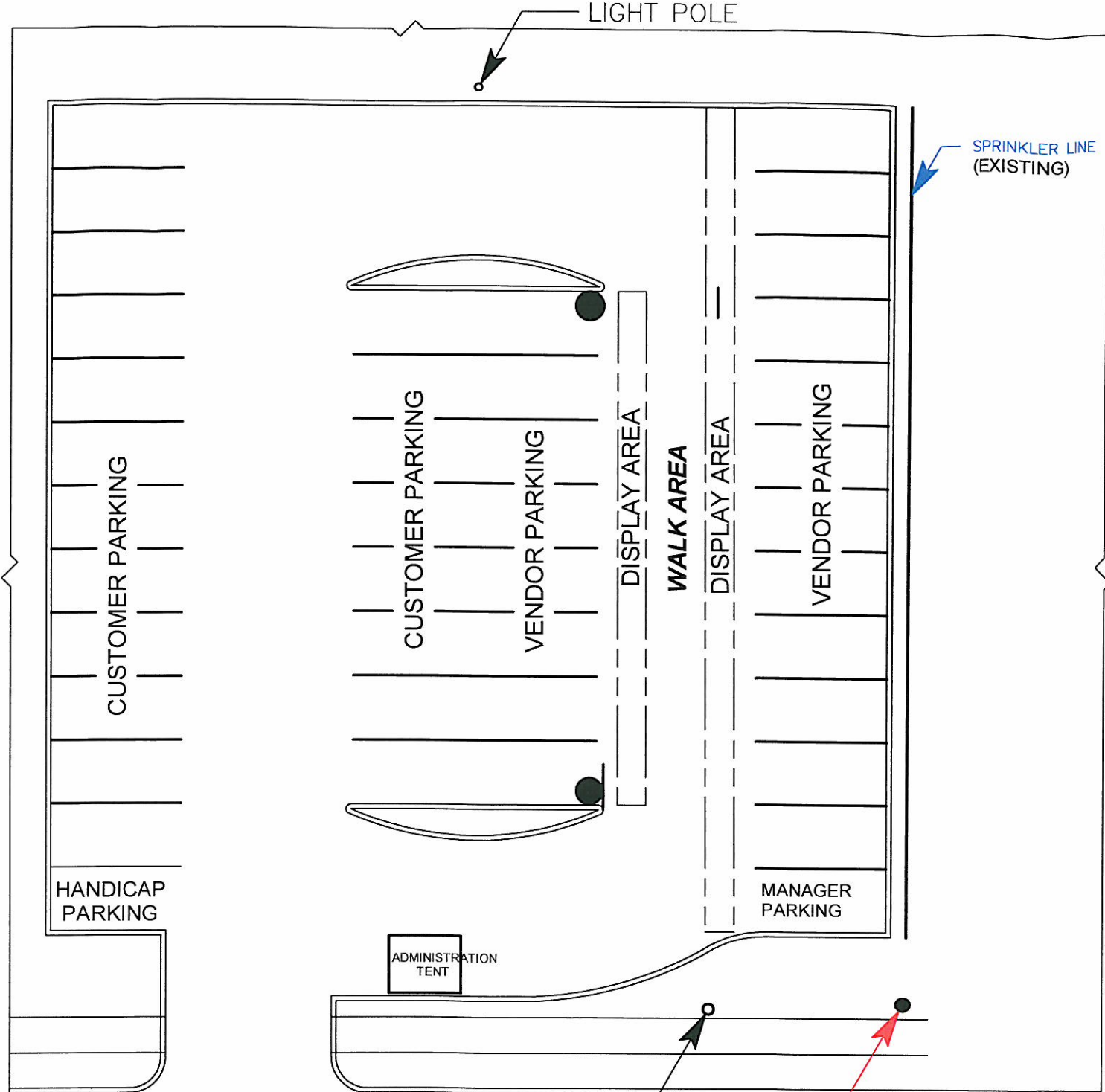
We have permission to use the rest room facilities at the C & S mini Mart. A letter of permission from the owners will be provided to the city. Please give the market permission to use the bathroom in the building (Jail & Storage) adjacent to the market. Crossing Broad street is very dangerous.

To the best of my knowledge, this letter provides you with all the information required for your approval of our Special Event Permit. If you have any questions please call me. I would be glad to meet you at any time to provide any additional information you may require.

Respectfully,



Rex F. Wenger- Market Manager  
6916 Hollow Oak Trail  
Mansfield, TX 76063-4930  
817-501-6027 (Cell)



BROAD STREET

POWER POLE  
(EXISTING)  
120 AMP, 120 VOLT SERVICE  
4-30 AMP RECEPT  
BOX WITH LOCKABLE COVER  
EXTENSION CORDS  
PRVIDED BY MARKET



● TRASH BARREL

**MANSFIELD FARMERS MARKET**  
SCALE: 1' = 20'  
APR 10, 2011

# MANSFIELD FARMER'S MARKET

EAST BROAD @ MAIN STREET

**SATURDAY**

7:00AM to 1:00 PM

MAY 19 TO OCTOBER 8  
2012

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

FOR MORE INFORMATION CALL:

**RUSS ZIMMER 817 266-2516**

**REX WENGER 817 501-6027**

**JOHN COX 817 473-8733**

C & S Mini Mart  
Mansfield, TX  
Supporter of Mansfield Farmers Market

April 5, 2012

Linda Johnson  
City of Mansfield

This is to inform the city that we have authorized the Mansfield Farmers Market to use our Restroom, for the Vendors and staff each Saturday from May 19 to Oct 8, 2012.

This service is provided at no charge as part of our continued support for the markets growth and success in Historic Downtown Mansfield.



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Anna Shaffer



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

### Promotional Signage Display Application

Installation Address	150 E. BROAD	Suite No.	
Tenant/Business			
Applicant*			Phone No.
*Will be called for information about the sign and when the permit is ready for pick-up			

<b>Sign Company</b>			
Name			Contact Name
Address	City	State	Zip
Phone No.	Email		

<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			

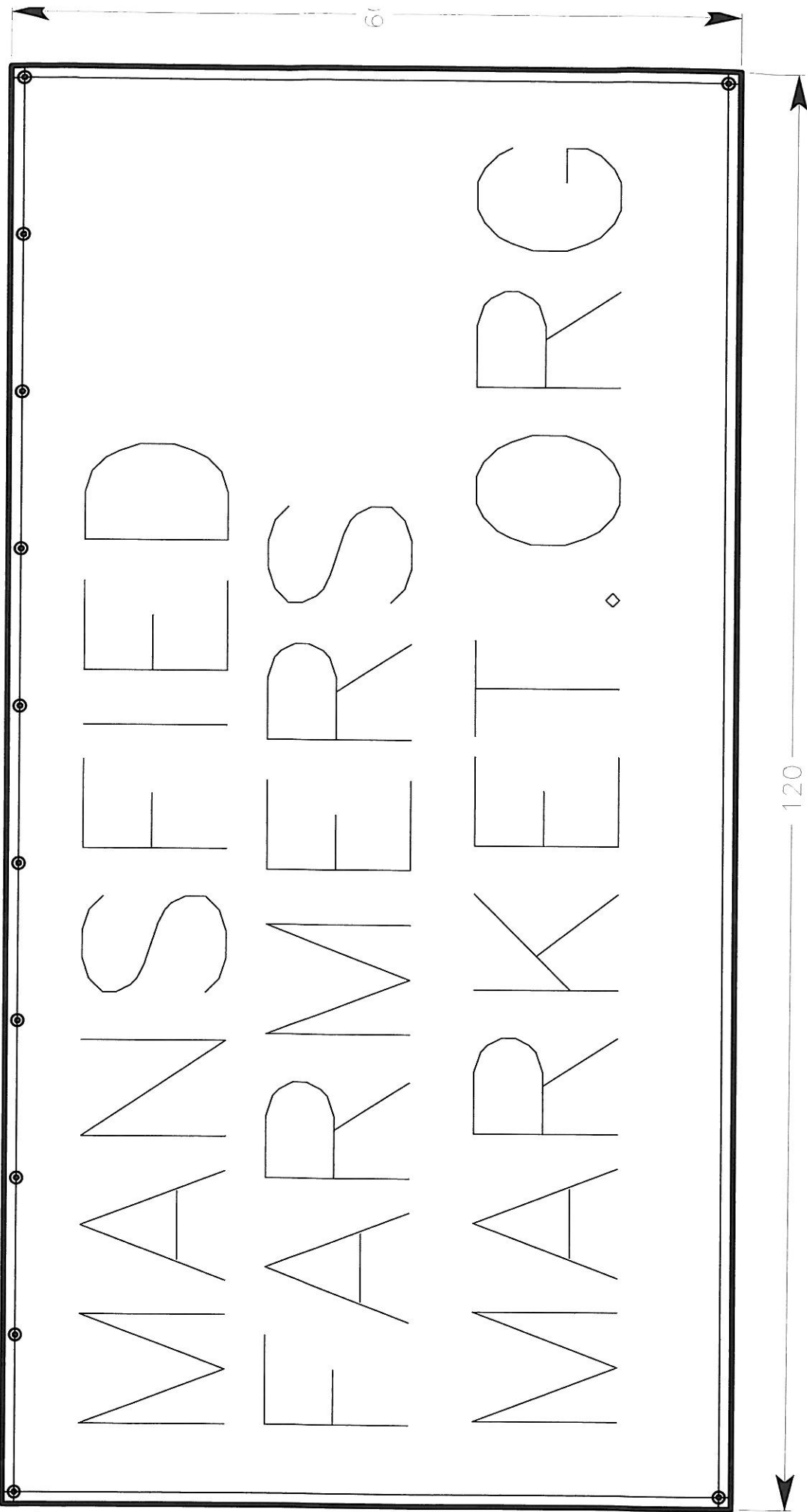
<b>Type of Sign</b>			
Banner	<input checked="" type="checkbox"/>	Quantity	1
Size of Sign in Sq Ft	60	Height and Width in Ft	6'x10'
Balloon	<input type="checkbox"/>	Quantity	
Wind Signs (pennants, spinners, streamers)	<input type="checkbox"/>	Quantity	

<b>Please read and Include the Following Information With This Application</b>		<b>Fee</b>
THIS PERMIT APPLICATION WILL BE AUTOMATICALLY DENIED IF ALL INFORMATION IS NOT COMPLETED/PROVIDED.		<b>\$40</b>
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>		
<input checked="" type="checkbox"/>	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.		

Applicant Signature	REX WENGER <i>Rex Wenger</i>
Property Owner/Manager Printed Name & Signature <b>*REQUIRED</b>	

<b>FOR OFFICE USE</b>			
Comments			
Planning Dept	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date

1 TYP



120

SCALE 1" = 10"