



1200 East Broad Street, Mansfield, TX 76063  
 www.mansfieldtexas.gov Fax: 817-728-3639

**Special Event Application**

Organization/Group: 1<sup>st</sup> Annual Mansfield Witches Parade Date: 9/28/17

Applicant: Rebecca Walden

Applicant's Address: 905 Glen Abbey Dr. Phone No. (205) 908-1757

\*Will be called or emailed for more information needed and/or when the permit is ready for pick-up Email: rwalden77@gmail.com

Address of Event: 223 Depot Street, Mansfield

Description & Activities: 100 person bike ride - witch / Halloween theme

Date of Event: 10/19/17 Hours of Event: 530 - 730

Public Invited or Private Party? public Estimated Number of Attendees 100

Is the event in a Mansfield Park? n/a \*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 done

Will there be any new or temporary electric lines installed?  
 \*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.

Will you be using generators? 0 \*If yes, show location on the site plan

Do you plan to have any Tents? 0 \*If yes, a separate permit is required.

Do you plan to have any pop-up canopies? 0

Do you plan to have any Promotional Signs? (banners, streamers, balloons) 0 \*If yes, a separate permit is required

City of Mansfield Assistance Requested:

Barricades/ Street Closure? see attached. \*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? \*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**
- 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: Rebecca C. Walden Applicant's Signature: Rebecca Walden



Depot St

Depot St

Depot St

Depot St

Sycamore St

Sycamore St

Sycamore St

Sycamore St

Sycamore St

Sycamore St

Steven's Garden & Grill  
American grilled fare  
in rural surroundings

over the fence meet up

Parking

Google



From: Rebecca Cybulsky W... >



To: Rebecca Cybulsky Wal... > Hide

### Route

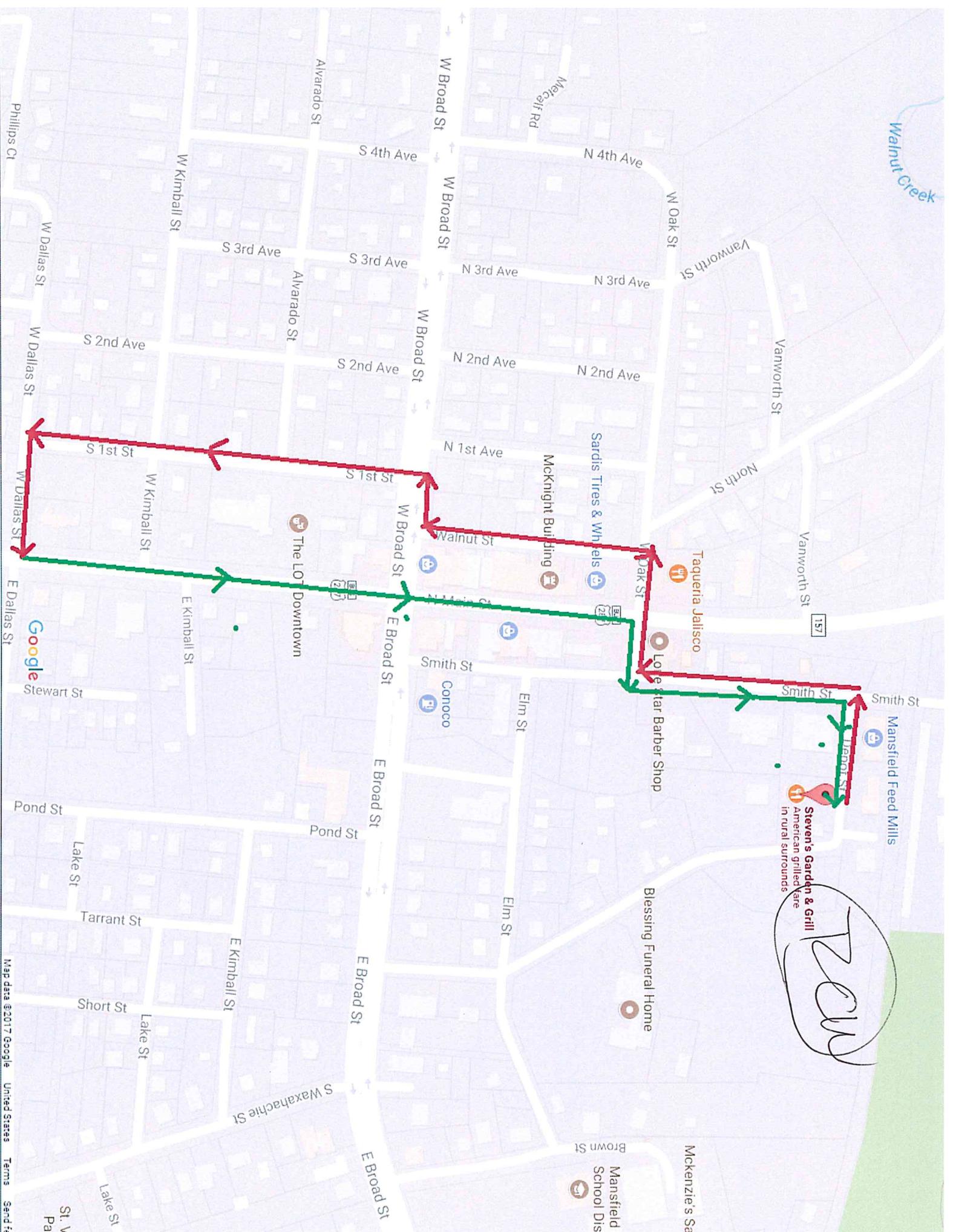
Yesterday at 11:44 AM

Found in Gmail Sent Mailbox

Steven's, Depot,  
 Left into Smith  
 Right on East Oak St  
 Cross over Main  
 Left on Walnut  
 Right on W Broad  
 Left on S 1st (behind Lot)  
 Cross over W Kimball  
 Left on W Dallas Street  
 Left on South Main  
 Right on Oak  
 Left on Smith  
 Right on Depot

*1st Annual Witches  
 Ride Mansfield*





**Steven's Garden & Grill**  
American grilled fare  
in rural surrounds

*RCW*



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

Steven Marden & Mill

(Person, group or business name)

permission to have their special event on said property.

Property address: 223 Depot Street, Mansfield.

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

John Steven Coy

Signature

John Steven Coy - owner.

Printed Name/ Job Title

P.O. Box 1105

Mailing Address

817. 473. 8733

Contact Phone Number