



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

### Special Event Application

Organization/Group: 1st Annual Mansfield Wine Festival	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
<b>Please Read and Include the Following Information With This Application</b>	
<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>	
Applicant's Printed Name: Rebecca C. Walden	Applicant's Signature: Rebecca Walden









From: [Rebecca Cybulsky W...](#) >



To: [Rebecca Cybulsky Wal...](#) > [Hide](#)

## Route

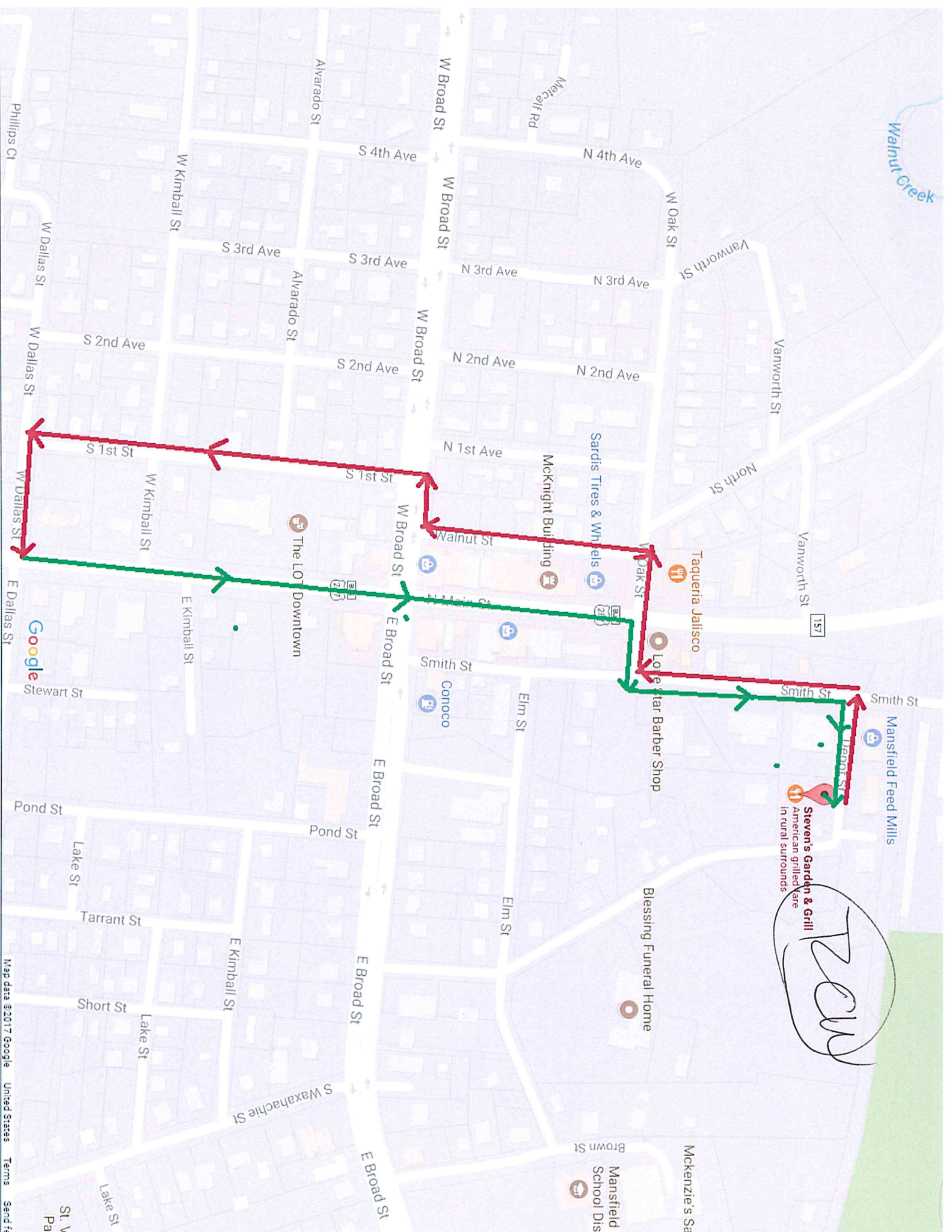
Yesterday at 11:44 AM

📌 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 Witcher  
Ride Mansfield*





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

RCW



## AGREEMENT TO ASSIST AT SPECIAL EVENT

Special Event Name and Date: 1<sup>st</sup> Annual Mansfield Witches Ride

Name of Group Assisting:

☒ Mansfield Police

☐ MISD Police

☐ Constable Office

☐ Other \_\_\_\_\_

Sgt. Travis Waybourn.

PD to provide barricades.

Please check all that apply:

☒ We have an agreement to be Traffic Officers for this Special Event.

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

☐ Other: \_\_\_\_\_

Rebecca Walden by permission from Sgt. Waybourn  
Signature

Rebecca Walden / ride organizer  
Printed Name/ Job Title

905 Glen Abbey Drive  
Mailing Address

205 - 908 - 1757 rwalden77@gmail.com  
Contact Phone Number E-mail

gmail.com

## 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: \_\_\_\_\_

Signature

John Steven Cox

Printed Name/ Job Title

John Steven Cox - owner.

Mailing Address

P.O. Box 1105

Mailing Address

817. 473. 8733

Contact Phone Number