



1200 East Broad Street, Mansfield, TX 76063
 www.mansfieldtexas.gov Email: jennifer.johnston@mansfieldtexas.gov

Special Event Application

Organization/Group: City of Mansfield	Date of Submission : 9/22/2022
Applicant: Angie Henley	
Applicant's Address: 1164 Matlock Rd	Phone No. 817-804-5795
Name of the Event: Veterans Day Parade and Salute	Email: angie.henley@mansfieldtexas.gov
Address of Event: 110 South Main Stree (The Lot), Parade Route	
Description & Activities: Parade with a program/salute at The Lot	
Date of Event: November 5, 2022	Hours of Event: 10:00-12:30
Public Invited or Private Party? Public invited	Estimated Number of Attendees 2000
Do you plan on having Food Trucks or carts? No	*If yes, a separate permit is required.
Is the event in a Mansfield Park? In a PPP	*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
Will there be any new or temporary electric lines installed? No	
*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.	
Will you be using generators? No	*If yes, show location on the site plan
Do you plan to have any Tents? No	*If yes, a separate permit is required.
Do you plan to have any pop-up canopies? No	
Do you plan to have any Promotional Signs? (banners, streamers, balloons) No	*If yes, a separate permit is required
City of Mansfield Assistance Requested: yes	
Barricades/ Street Closure? yes	*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? yes, Justin Graves	*If yes, attach an explanation and the name of the person you are working with
<p 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:
Angie Henley	

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

St Judes Catholic Church _____ permission to have their special event on said property.
(Person, group or business name)

Property address: 500 East Dallas Ave _____

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: Parade line up _____

Signature of Property Owner or Property Management Company

Printed Name/ Job Title

Mailing Address

Contact Phone Number

Email Address



AGREEMENT TO ASSIST AT SPECIAL EVENT

Special Event Name and Date: Veterans Day Parade & Salute

Name of Group Assisting:

- Mansfield Police
- MISD Police
- Constable Office
- Other _____

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: _____

Justin
Signature of the Mansfield Police Department, MISD Police Department, and/or Constables Office

Justin Graves
Printed Name/ Job Title

Mailing Address

Contact Phone Number / E-mail



ST. JUDE CATHOLIC CHURCH

Phone: (817) 473-6709 www.stjudemansfieldtx.org
500 E. Dallas Street, Mansfield, TX 76063-3155

Roman Catholic Diocese of Fort Worth

To: City of Mansfield
September 23, 2022

To whom it may concern:

The American Legion has authorization to utilize the St. Jude Parking Lot next to the center and the Parking Lot in front of St. James Hall on Saturday, November 5, 2022, from 0700 until 1400. Our point of Contact is Mr. William Ray.

Sincerely,



Reverend Daniel Kelley, Pastor
d.kelley@stjudemansfieldtx.org

