

RECEIVED  
OCT 21 2014



BY: *gg*  
Hometown Holidays  
+ Parade

**Special Event Application**

Organization/Group: <i>City of Mansfield</i>	Date: <i>10/20/14</i>
Applicant: <i>Angie Henley</i>	
Applicant's Address: <i>210 Smith Street</i>	Phone No. <i>817-804-5795</i>
*Will be called for information needed and when the permit is ready for pick-up	Email: <i>angie.henley@mansfield-tx.gov</i>
Address of Event: <i>1200 E Broad St</i>	
Description & Activities: <i>Friday - event music / kids activities entertainment, fireworks</i>	
Date of Event: <i>December 5th + 6th</i>	Hours of Event: <i>Sat - Parade Downtown 5-9pm / Noon-5:00pm</i>
Public Invited or Private Party? <i>Public</i>	Estimated Number of Attendees: <i>Feu 3000 / Sat 5000</i>
Is the event in a Mansfield Park? <i>No</i>	*If yes, Insurance is required
Do you plan to Temporarily Close a Public Street? <i>Yes on Sat</i>	*If yes, Insurance is required
Is the event on Private Property other than your own? <i>No</i>	*If yes, signed permission is required
Will there be any new or temporary electric lines installed? <i>No</i>	
*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.	
Will you be using generators? <i>Yes</i>	*If yes, show location on the site plan
Do you plan to have any Tents? <i>Yes</i>	*If yes, a separate permit is required.
Do you plan to have any Promotional Signs? (banners, streamers, balloons) <i>No</i>	*If yes, a separate permit is required
City of Mansfield Assistance Requested:	
Barricades/ Street Closure? <i>Sat - 12/5/14 Parade Route</i>	*If yes, show on site plan where you want to close the street and a resident roster must be submitted
Police/Traffic Control/Security? <i>Daniel Shewen</i>	*If yes, attach an explanation and the name and contact number of person you are making arrangements with.
<p><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>	
Applicant's Printed Name:	Applicant's Signature:
<i>Angie Henley</i>	<i>Angie Henley</i>





Barricades

E BROAD ST

Barricades

VIP Parking

Food Vendors

Generator

Lights

Children's Crafts Santa House

Horse & Carriage

Lights Lights

Xmas Stage Tree

Barricades for Fireworks

Fireworks Display

Barricades

Open Parking

Open Parking

Barricades

Fire Lane  
MUST be  
kept OPEN

S WISTERIA ST

Barricades  
Set Up 12:00 am  
Friday



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

City of Mansfield  
(person, group or business name)

permission to have their special event on said property.

Property address: St Jude Catholic Church

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

see Attachment  
Signature

\_\_\_\_\_  
Printed Name/ Job Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Contact Phone Number



## Hometown Holidays Parade

Andrew Binz <andrew.binz@mansfield-tx.gov>

Mon, Jun 16, 2014 at 3:47 PM

To: Father George Foley <georgehfoley@stjglobal.net>

Dear Fr. Foley,

The Mansfield Parks and Recreation Department would like to ask you for approval to use the St. Jude Catholic Church parking lot for the 2014 Hometown Holidays Parade. This year's parade will be held on Saturday, December 6th with a start time of 2:30 pm. I anticipate that parade entries will start showing up at around noon to get in line for the parade. Typically the parade lasts until approximately 4:30 pm.

With approval, I will need a letter from you giving us permission to use your parking lot on that day between noon and 5:00 pm.

We certainly appreciate your support with past parades and look forward to working with you again this year.

Sincerely,

—  
Andrew Binz CPRP  
Mansfield Parks and Recreation  
817-804-5797  
andrew.binz@mansfield-tx.gov

Father George Foley <georgehfoley@stjglobal.net>

Mon, Jun 16, 2014 at 5:28 PM

To: Andrew Binz <andrew.binz@mansfield-tx.gov>

You have the approval with this e mail. We have it on our schedule of events and there is no clash of interests.

Fr George

**From:** Andrew Binz  
**Sent:** Monday, June 16, 2014 3:47 PM  
**To:** Father George Foley  
**Subject:** Hometown Holidays Parade

[Quoted text hidden]

Like us on facebook.com/CityMansfieldTx  
 Follow us on twitter.com/CityMansfieldTx  
 Watch on YouTube.com



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

### Temporary Tent Application

Tent location Address		Friday 1200 E Broad St / Sat Mat Street		Suite No.	
Tenant/Business					
Applicant*				Phone No.	
Applicant Address					
*Will be called for information about the tent and when the permit is ready for pick-up					
Tent Company					
Tent Company Name		Rental Stop		Contact Number	817-343-5353
Company Address					
Purpose of Tent:					
Special Event <input checked="" type="checkbox"/>		Sale or Promotion <input type="checkbox"/>		Assembly <input type="checkbox"/>	Other <input type="checkbox"/>
Dates Tent will be on the Property		Erected: 12/5 + 12/6 Removed: 12/5 + 12/6th			
Size and Height of Tent (in feet at tallest peak)					
#1 Tent Size		10 x 20		Height in feet #1	
#2 Tent Size				Height in feet #2	
#3 Tent Size				Height in feet #3	
Please read and Include the Following Information With This Application					Permit Fee \$60
1. <b>SITE PLAN:</b> You must include a site plan showing where the Tent(s) will be located on the property. You need to indicate the distance from any structures and the property lines.					
2. <b>FLOOR PLAN:</b> Provide a simple floor plan for each tent showing the tables, chairs, stages, width of aisles, exits, etc. Note if the Tent sides will be Up or Down.					
3. <b>FLAME RESISTANT CERTIFICATE:</b> You must attach a Flame Resistant Certificate for the specific tent you are renting. The Tent Company can provide this.					
4. <b>NOTE:</b> Temporary tent sales by retail establishments or tent assemblies may be permitted for a period not to exceed thirty (30) days and <u>no more than once a year</u> . No tents or similar structures shall be erected in any required yard setbacks or designated easements.					
Applicant's Printed Name		Angie Henley			
Applicant's Signature		Angie Henley			
Property Owner/Manager Printed Name					
Property Owner/Manager Signature *REQUIRED					



# tentnology®

International Tentnology Corp.  
15427 - 66<sup>th</sup> Ave.  
Surrey, BC, Canada V3S 2A1  
tel: 604 597-8368 fax: 604 597-8749

TO WHOM IT MAY CONCERN

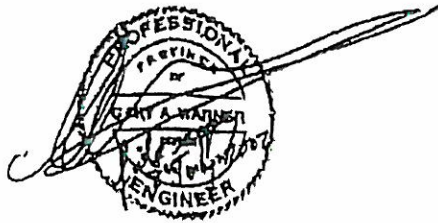
## FLAME RETARDANCY

This is to certify that the fabric used to manufacture Tentnology® Marquee, Saddle Span, Mega and Max Headroom tents and fabric structures satisfies the following specifications for flame retardancy:

ULC S109 M 1987  
NFPA 701 Large Scale Test  
State of California Fire Marshall  
Underwriters Laboratory - Method 214  
National Coal Board Specification 245/1961 for flame retardancy

Tentnology® tents with Tentnology original manufactured parts display the flame certificate on the label for the first two of these - Underwriter's Laboratory and National Fire Prevention Association.  
Mega tents also satisfy European M2 requirements & display the mark on the selvage edge of the fabric seams.

Yours truly,  
TENTNOLOGY CO.



toll free Order line Canada & USA 1 800-663-8858  
International + 800-627-78337

[tent@tentnology.com](mailto:tent@tentnology.com)

<http://www.tentnology.com>

E:\Documentation\Admin\Legal\Flame Certificate.doc

Doc 27004 Rev 1.3

*Hometown Holiday*

**Promotional Signage Display Application**

Installation Address	1200 E Broad (City Hall)	Suite No.	
Tenant/Business			
Applicant*	City of Mansfield - P+R	Phone No.	817-804-5795
*Will be called for information about the sign and when the permit is ready for pick-up			

**Sign Company**

Name		Contact Name	
Address		City	State
Phone No.		Email	Zip

**Purpose of Sign**

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			
Type of Sign	Flag banner		
Banner <input checked="" type="checkbox"/>	Quantity:	Size in Sq Feet	Height and Width in Feet 10ft x 2ft
Balloon <input type="checkbox"/>	Quantity:	Wind Signs (pennants, streamers) <input checked="" type="checkbox"/>	Quantity: 1

**Please read and Include the Following Information With This Application**

**THIS PERMIT APPLICATION WILL BE AUTOMATICALLY DENIED IF ALL INFORMATION IS NOT COMPLETED/PROVIDED.**

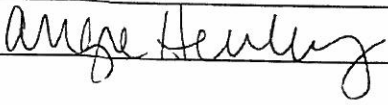
**1. SIGN CONTENT:** For all signs, include a simple drawing or attach a picture of the sign, showing sign content and dimensions. **List everything that you plan to put up for the promotion.**

**2. SITE PLAN SHOWING LOCATION OF SIGN(S):**

- 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. NOTE:** 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.

Permit Fee  
\$40

Applicant's Signature		
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

City Hall

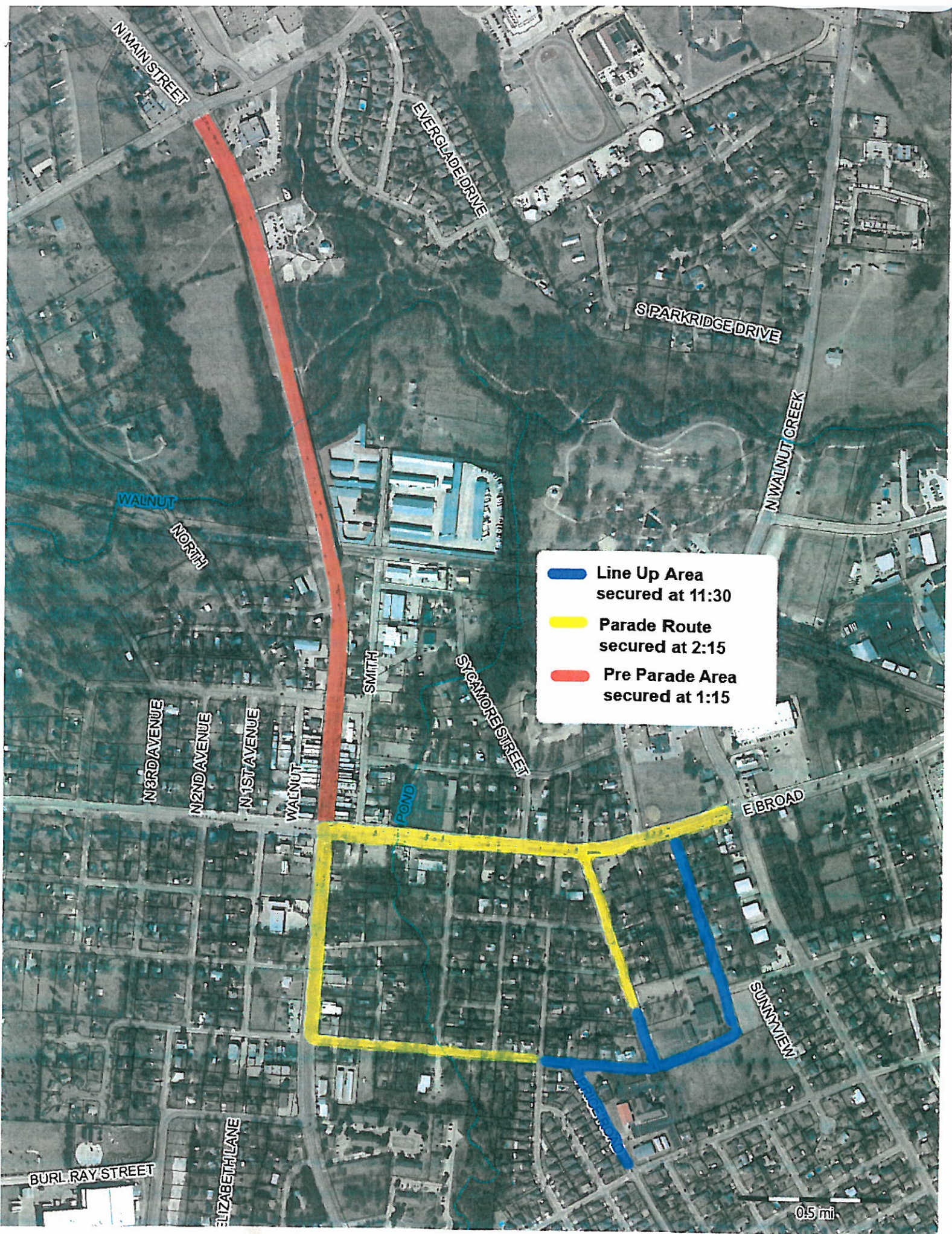
\* banner  
on  
Broad

Hometown Holidays













Closes at 2:00

Drop-Off  
Route

Reserved

Food Tent

Info Drop-Off

Parking

Staff/Volunteer  
Parking

ST. JUDE  
CATHOLIC CHURCH

Parking

Hillary/Shelly

Mary

Garett

Ashley

Buz

Sleva

Reanna

Nick

Andy/Sam  
Line Up People  
Coco/Bernie  
Santa/Judges

Nikki

Bands

PRICE RD

BLUEBERRY HILL LN

PLAINVIEW DR

CIRCLEVIEW DR

SUNNYVIEW CT

PRAIRIEVIEW DR

E DALLAS ST

SUNNYVIEW DR

STELL AVE

SUNNYVIEW DR

E BROAD ST

BROWN ST

SUNNYVIEW DR

E KIMBALL ST

LAKE ST

SHORT ST

HANCOCK ST









# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/16/2014

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> Hylant Group Inc-Indianapolis 301 Pennsylvania Parkway, #201 Indianapolis IN 46280		<b>CONTACT NAME:</b> Adam Reiff <b>PHONE (A/C, No, Ext):</b> 317-817-5139 <b>E-MAIL:</b> adam.reiff@hylant.com <b>ADDRESS:</b> adam.reiff@hylant.com	
		<b>FAX (A/C, No):</b> 317-817-5151	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Lexington Insurance Company	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**INSURED**  
KIWAN03  
Kiwanis International, All Clubs and Their Members  
3636 Woodview Trace  
Indianapolis IN 46268

**COVERAGES****CERTIFICATE NUMBER:** 1117246591**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 <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		013136005	11/1/2014	11/1/2015	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 Liquor Liability \$1,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			013136005	11/1/2014	11/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Aggregate \$3,000,000
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB 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				WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Self-Insured Retention			013136005	11/1/2014	11/1/2015	All Claims \$75,000

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

Certificate Holder is named as Additional Insured as respects to General Liability only regarding the following Kiwanis event (setup, take down & rain date(s) during policy term are included):  
12/6/2014 or any future date(s) during the policy term - Mansfield Kiwanis FaLaLaLa 5K Run at Katherine Rose Memorial Park, 303 N. Walnut Creek Road, Mansfield, TX and Walnut Creek Linear Park Trail with participant parking at MISD's R.L. Anderson Football Stadium

**CERTIFICATE HOLDER****CANCELLATION**

City of Mansfield  
Attn: City Secretary  
1200 E. 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

Judy K. Wilson