

Special Event Application

Organization/Group: <u>City of Mansfield</u>	Date: <u>7/30/14</u>
Applicant: <u>Angie Henley</u>	
Applicant's Address: <u>210 Smith Street</u>	Phone No. <u>817-804-5795</u>
*Will be called for information needed and when the permit is ready for pick-up	Email: <u>angie.henley@mansfield-tx.org</u>
Address of Event: <u>210 Smith Street</u>	
Description & Activities: <u>Bounce house, band, wienie dog races, food vendors.</u>	
Date of Event: <u>September 13, 2014</u>	Hours of Event: <u>5:00-10:00pm</u>
Public Invited or Private Party? <u>Public</u>	Estimated Number of Attendees <u>1500</u>
Is the event in a Mansfield Park? <u>NO</u>	*If yes, Insurance is required
Do you plan to Temporarily Close a Public Street? <u>YES</u>	*If yes, Insurance is required
Is the event on Private Property other than your own? <u>NO</u>	*If yes, signed permission is required
Will there be any new or temporary electric lines installed? <u>NO</u>	
*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.	
Will you be using generators? <u>YES</u>	*If yes, show location on the site plan
Do you plan to have any Tents? <u>YES</u>	*If yes, a separate permit is required.
Do you plan to have any Promotional Signs? (banners, streamers, balloons) <u>NO</u>	*If yes, a separate permit is required
City of Mansfield Assistance Requested:	
Barricades/ Street Closure? <u>Oak Street & part of Smith</u>	*If yes, show on site plan where you want to close the street and a resident roster must be submitted
Police/Traffic Control/Security? <u>Michael Midkiff Jim Vanduzee</u>	*If yes, attach an explanation and the name and contact number of person you are making arrangements with.
<p>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 <u>all items</u> 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:
<u>Angie Henley</u>	<u>Angie Henley</u>

9-27-12

* TABC liscence will be provided
by Terry Moore



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

Temporary Tent Application

Tent location Address		210 Smith Street	Suite No.	
Tenant/Business		City of Mansfield		
Applicant*	Angie Henley		Phone No.	214-557-6438
Applicant Address				
*Will be called for information about the tent and when the permit is ready for pick-up				
Tent Company		Rental Stop		
Tent Company Name		Contact Number		
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:	9/13/14	Removed: 9/14/14
Size and Height of Tent (in feet at tallest peak)				
#1 Tent Size	10 x 20	Height in feet #1	10	
#2 Tent Size	10 x 20	Height in feet #2	10	
#3 Tent Size		Height in feet #3		
Please read and Include the Following Information With This Application				Permit Fee \$60
1. SITE PLAN: 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. FLOOR PLAN: 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. FLAME RESISTANT CERTIFICATE: You must attach a Flame Resistant Certificate for the specific tent you are renting. The Tent Company can provide this.				
4. NOTE: 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		