

### Special Event Application

Organization/Group: City of Mansfield	Date: May 24, 2022
Applicant: Angie Henley	
Applicant's Address: 1164 Matlock Rd	Phone No. 817-728-3386
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up	Email: angie.henley@mansfieldtexas.gov
Address of Event: 500 Heritage Parkway, (Big League Dreams)	
Description & Activities: Live band, food, beverage, fireworks and strolling entertainment	
Date of Event: July 3, 2022	Hours of Event: 5:00-10:00pm
Public Invited or Private Party? Public	Estimated Number of Attendees 3000
Is the event in a Mansfield Park? ppp	*If yes, Insurance is required N/A
Do you plan to Temporarily Close a Public Street? Yes for firework fallout	*If yes, Insurance is required N/A
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? Yes	*If yes, show location on the site plan
Do you plan to have any Tents? Yes	*If yes, a separate permit is required.
Do you plan to have any pop-up canopies? Yes	
Do you plan to have any Promotional Signs? Yes inside the park (banners, streamers, balloons)	*If yes, a separate permit is required
City of Mansfield Assistance Requested: Yes	
Barricades/ Street Closure? Yes PD & FD will supply map	*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	*If yes, attach an explanation and the name of the person you are working 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>	
<b>Applicant's Printed Name:</b>	<b>Applicant's Signature:</b>
Angie Henley/ Special Events	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

(Person, group or business name)

permission to have their special event on said property.

Property address: \_\_\_\_\_

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

\_\_\_\_\_  
Letter attached

Signature

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

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

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



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

### Promotional Signage Display Application

Installation <b>Address</b>	N/A	Suite No.	
Tenant/Business			
<b>Applicant*</b>		Phone No.	
*Will be called for any questions and/or when the permit is ready for pick-up		E-mail:	

<b>Sign Company</b>			
Co. Name		Contact Person	
Phone No.		E-mail	
<b>Purpose of Sign</b>			
Special Event <input type="checkbox"/>	Sale or Promotion <input type="checkbox"/>	Grand Opening <input type="checkbox"/>	Other <input type="checkbox"/>
Date <b>Requesting</b> Display to Begin	*signs are not allowed to be put up until permit is issued and paid for		
<b>Type of Sign</b>			
Banner <input type="checkbox"/>	Quantity:	Height and Width in Feet	
Rooftop Balloon <input type="checkbox"/>	Quantity:	Wind Signs (pennants, streamers) <input type="checkbox"/>	Quantity:
<b>Please read and Include the Following Information With This Application</b> <i>THIS PERMIT APPLICATION WILL BE AUTOMATICALLY DENIED IF ALL INFORMATION IS NOT COMPLETED/PROVIDED.</i>			
1. <b>SIGN CONTENT:</b> For all signs, include a simple drawing or attach a picture of the sign, showing sign content and dimensions. <b>List everything that you plan to put up for the promotion.</b>			
2. <b>SITE PLAN SHOWING LOCATION OF SIGN(S):</b>			
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. <b>NOTE:</b> 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.			<b>Permit Fee \$40</b>

Applicant's Signature		
<b>Property Owner or Manager</b> Printed Name & Signature		<b>*REQUIRED</b>

<b>FOR OFFICE USE</b>			
Comments			
Planning Dept	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Date



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### Temporary Tent Application

<b>Tent location Address</b>	500 Heritage Parkway, (Big League Dreams)		<b>Suite No.</b>	
<b>Tenant/Business</b>	Big League Dreams			
<b>Applicant*</b>	City of Mansfield		<b>Phone</b>	817-728-3386
Applicant Address 1164 Matlock Rd			<b>E-mail</b> angie.henley@mansfieldtexas.gov	
*Will be called for questions and/or when the permit is ready for pick-up				
<b>Tent Company</b>				
<b>Tent Company Name</b>	Rental Stop	<b>Contact Number</b>		
Company Address				
<b>Purpose of Tent:</b>				
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: July 3, 2021	Removed: July 3, 2021	
<b>Size and Height of Tent (in feet at tallest peak)</b>				
#1 Tent Size	10X10		Height in feet	
#2 Tent Size			Height in feet	
#3 Tent Size			Height in feet	
<b>Please read and Include the Following Information With This Application</b>				<b>Permit Fee \$60</b>
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 no more than once a year. No tents or similar structures shall be erected in any required yard setbacks or designated easements.				
<b>Applicant's Printed Name &amp; Date</b>		Angie Henley/ Special Events 5/11/2021		
<b>Applicant's Signature</b>		<i>Angie Henley</i>		
<b>Property Owner/Manager Printed Name</b>				
<b>Property Owner/Manager Signature *REQUIRED</b>				

## AGREEMENT TO ASSIST AT SPECIAL EVENT

Special Event Name and Date: Mansfield Rocks

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: \_\_\_\_\_

*Angie Henley*

Signature

Angie Henley/ Special Events

Printed Name/ Job Title

1164 Matlock Rd

Mailing Address

817-728-3386

Contact Phone Number

/ angie.henley@mansfieldtexas.gov

E-mail



**PrestoTechnics**

**Display Date:**

**Time of Display:**

**Pyrotechnicians on Site:**

There are no buildings in the fallout zone.

Fallout zone to be secured by fencing, natural barriers, traffic cones, and caution tape.

There are no schools, churches, asylums, or child care facilities within 600' of the firing site.

There are no hazardous materials within 840' of the firing site.

The closest residence is 890' from the nearest firing site.

**Site Plan**  
**SLICGOLF**

**3750 National Pkwy, Mansfield, TX 76063**  
**(32.55460, -97.07863)**

