



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

Special Event Application

Organization/Group <u>Mellow Mushroom</u>		Today's Date <u>2/17/2014</u>	
Applicant Name <u>Kim Skawson</u>			
Applicant Address <u>100 S. Main</u>		Phone No. <u>682-225-0714</u>	
*Will be called for information needed and when the permit is ready for pick-up		Email	
Address of Event <u>101 S Main Street and 105 E Broad Street</u>			
Date(s) of Event <u>Sunday, May 4, 2014</u>		Hours of Event: <u>10 AM - 5 PM</u>	
Annual Event or <u>1st</u> , <u>2nd</u> , <u>3rd</u> year? <u>1st</u>		Estimated Number of Attendees <u>100</u>	
Will Fees be charged? <u>No</u>		Public Invited or Private Party? <u>Public</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>No</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 any generators? <u>Y</u>		*If yes, indicate the location on the site plan	
<u>Location identified at bake bus</u>			
Do you plan to have any Tents? <u>Y</u>		*If yes, a separate permit is required.	
Do you plan to have any Promotional Signs (i.e. banners, streamers, balloons)? <u>Y</u>		*If yes, a separate permit is required	
City of Mansfield Assistance Requested:			
Barricades/ Street Closure	<u>No</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>No</u>	*If yes, attach an explanation and the name and contact number of person you are making arrangements with.	
Please Read and Include the Following Information With This Application <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 Signature and Date: <u>[Signature]</u>			
FOR OFFICE USE			
MAC	PUBLIC WORKS	FIRE DEPT	PLANNING
POLICE DEPT	DEV SERVICES	PARKS	
CITY COUNCIL	AGENDA:		



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Temporary Tent Application

Tent location Address		100 S. Main		Suite No.			
Tenant/Business		Mellow Mushroom					
Applicant*		Kim Slawson		Phone No.		682 225 0714	
*Will be called for information about the tent and when the permit is ready for pick-up							
Tent Company using our own tents							
Tent Company Name				Contact Number			
Purpose of Tent							
Special Event		<input checked="" type="checkbox"/> Sale or Promotion		<input checked="" type="checkbox"/> Assembly		<input type="checkbox"/> Other <input checked="" type="checkbox"/> job application	
Dates Tent will be on the Property				Erected: 5/4		Removed: 5/4	
Size and Quantity of Tent(s)							
Quantity		Size		Height in ft			
		#1 10 X 10		#1			
		#2 10 X 10		#2			
Please read and Include the Following Information With This Application							Fee \$60
THIS PERMIT APPLICATION WILL BE AUTOMATICALLY <u>DENIED</u> IF ALL INFORMATION IS NOT COMPLETED/PROVIDED.							
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. (If you do not have a site plan, one may be provided if requested in advance).							Attached
2. FLOOR PLAN: Provide a simple floor plan for each tent showing the set up for tables, chairs, stages, width of aisles, exits, fire extinguishers and if the tent sides will be Up or Down.							Attached
3. FLAME RESISTANT CERTIFICATE: You must attach a Flame Resistant Certificate for the specific tent you are renting. The Tent Company can provide this.							Not Renting
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 Signature				[Signature]		Date 2/17/2014	
Property Owner/Manager Printed Name & Signature				Kim Slawson		Date 2/17/2014	
*REQUIRED							
FOR OFFICE USE							
Comments							
Planning Dept		Approve <input type="checkbox"/>		Deny <input type="checkbox"/>		Date	
Fire Dept		Approve <input type="checkbox"/>		Deny <input type="checkbox"/>		Date	



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Promotional Signage Display Application

Installation Address	100 S. Main	Suite No.	
Tenant/Business	Mellow Mushroom		
Applicant*	Kim Slawson	Phone No.	682-225-0714
*Will be called for information about the sign and when the permit is ready for pick-up			

Sign Company - Already produced			
Name		Contact Name	
Address		City	
Phone No.		Email	

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			
Banner	<input checked="" type="checkbox"/>	Quantity	1
		Size of Sign in Sq Ft	3x5
		Height and Width in Ft	15x14
Balloon	<input type="checkbox"/>	Quantity	
		Wind Signs (pennants, spinners, streamers)	<input type="checkbox"/>
		Quantity	

Please read and Include the Following Information With This Application THIS PERMIT APPLICATION WILL BE AUTOMATICALLY <u>DENIED</u> IF ALL INFORMATION IS NOT COMPLETED/PROVIDED.	Fee \$40
1. SIGN CONTENT: For all signs, include a simple drawing or attach a picture of the sign, showing sign content and dimensions. <u>List everything that you plan to put up for the promotion.</u>	
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.	

Applicant Signature		
Property Owner/Manager Printed Name & Signature *REQUIRED	Kim Slawson	

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

1" = 40'

E BROAD ST

May 4, 2014

Music
Games

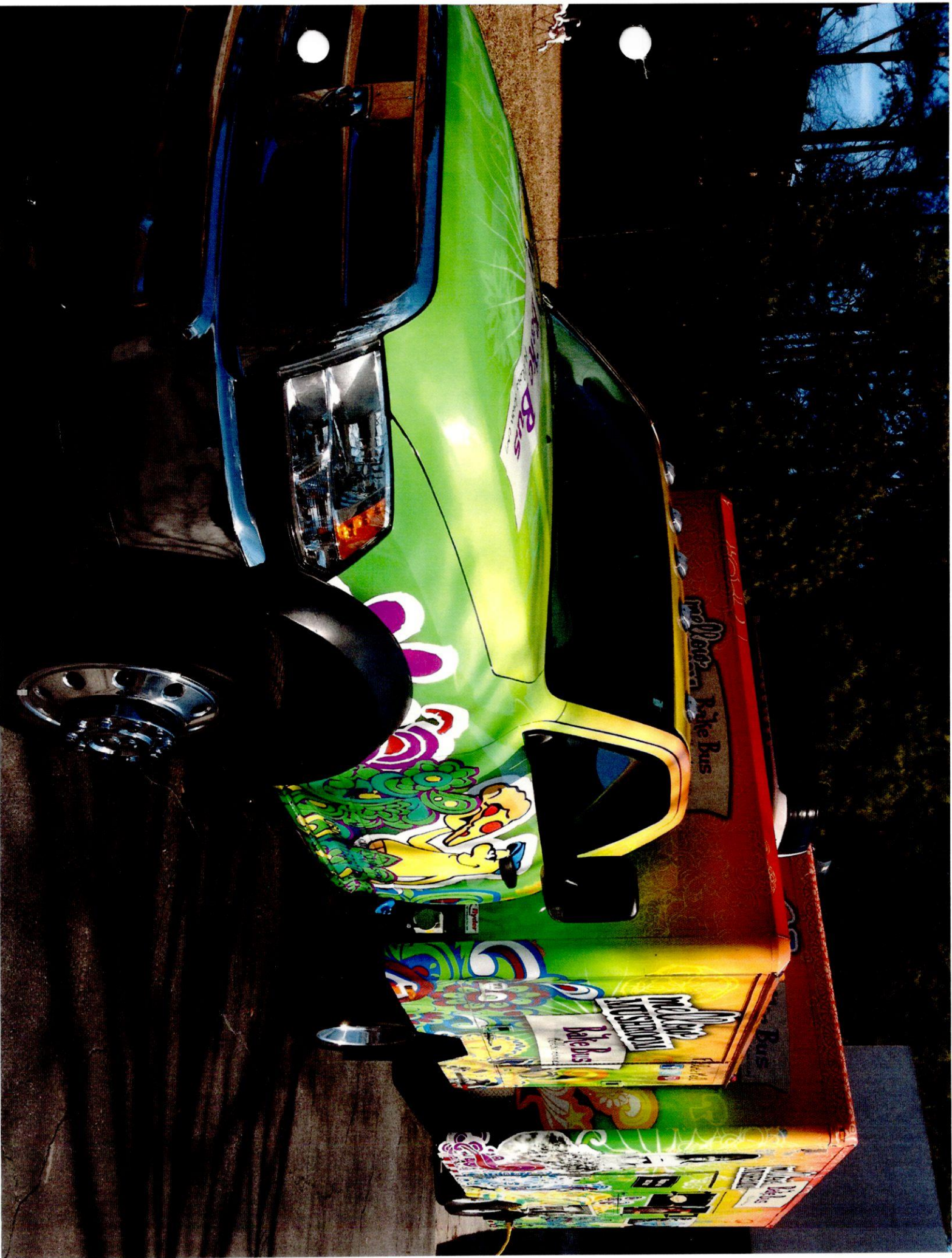
Tents

BAKE
BUS

TABLES

Tour







mellon MUSHROOM
PIZZA BAKERS

Bake Bus
Mellon down easy



I smell like pizza

Bake Bus



