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

Special Event Application Organization/Group: Applicant: Applicant's Address: **Phone No** *Will be called or emailed for more information needed and/or when the permit is ready for pick-up Address of Event: Description & Activitie Date of Event: Hours of Event: Public Invited or Estimated Number Private Party? of Attendees Is the event in a Mansfield Park? *If yes, Insurance is required Do you plan to Temporarily Close a Public Street? *If yes, Insurance is required Is the event on Private Property other than your own? *If yes, signed permission is required Will there be any new or temporary electric lines installed? *If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan. NO Will you be using generators? *If yes, show location on the site plan Do you plan to have any Tents? **\\b** *If yes, a separate permit is required. Do you plan to have any pop-up canopies? \\0 Do you plan to have any Promotional Signs? *If yes, a separate permit is required (banners, streamers, balloons) City of Mansfield Assistance Requested: If yes, show on site plan where you want to Barricades/ Street Closure? have barricades. A resident roster must be NO submitted for a block party. *If yes, attach an explanation and the name Police/Traffic Control/Security? of the person you are working with Please Read and Include the Following Information With This Application 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:



