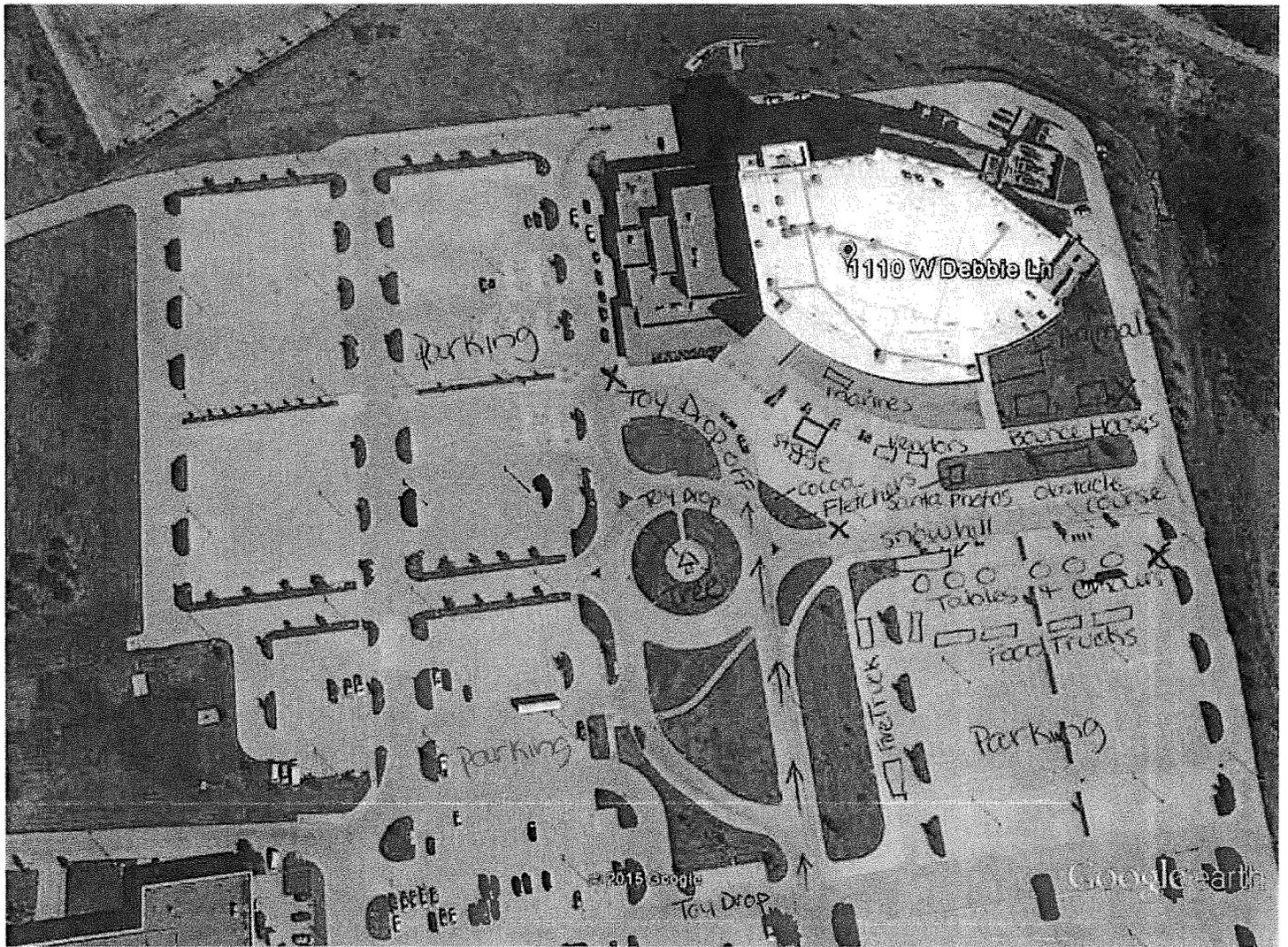


**Special Event Application**

Organization/Group: <u>Mansfield ISD</u>	Date: <u>10/18/16</u>
Applicant: <u>Center for the Performing Arts</u>	
Applicant's Address: <u>1110 W. Debbie Lane</u>	Phone No. <u>817-299-1230</u> <del>52</del>
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up <u>Jeanne Cassidy</u>	Email: <u>jeannecassidy@mscdmail.org</u>
Address of Event: <u>1110 W. Debbie Lane</u>	
Description & Activities: <u>Toy drop site for Toys for Tots</u>	
Date of Event: <u>Wed, Dec 7, 2016</u>	Hours of Event: <u>5:00-10:30 pm</u>
Public Invited or Private Party? <u>Public event</u>	Estimated Number of Attendees <u>5,000</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 generators? <u>Yes</u>	*If yes, show location on the site plan
Do you plan to have any Tents? <u>NO</u>	*If yes, a separate permit is required.
Do you plan to have any pop-up canopies? <u>Yes 10'x10'</u>	
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: <u>-</u>	
Barricades/ Street Closure? <u>NO</u>	*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? <u>Police for traffic help</u>	*If yes, attach an explanation and the name of the person you are working with
<p align="center"><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:
<u>Jeanne Cassidy</u>	<u>Jeanne Cassidy</u>



Google earth



X = generator

MISD Toys for Tots Drive

Wednesday, December 7, 2016

5:00 pm - 10:30 pm

- MISD Police will be present & assisting w/ parking & traffic flow
- We request additional help from Mansfield Police for traffic flow on Debbie Lane & 157.