

Hometown  
Holiday &  
Parade

**Special Event Application**

Organization/Group: <u>City of Mansfield</u>	Date: <u>11-7-16</u>
Applicant: <u>Angie Henley</u>	
Applicant's Address:	Phone No. <u>817 804 5795</u>
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up	Email: <u>angie.henley@mansfield-tx.gov</u>
Address of Event: <u>1200 E Broad</u>	
Description & Activities: <u>Friday - fireworks, music kids activities Sat - Parade Downtown</u>	
Date of Event: <u>December 2-3</u>	Hours of Event: <u>5-10 / Noon - 5:00pm</u>
Public Invited or Private Party? <u>Public</u>	Estimated Number of Attendees <u>3500 / 4000</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>Saturday</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 pop-up canopies?	
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>Sat - Parade Route</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>Daniel Shearn</u>	*If yes, attach an explanation and the name of the person you are working with
<p style="text-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. <b>You need to show where all items will be located on the site plan.</b></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>Angie Henley</u>	<u>Angie Henley</u>



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

### Temporary Tent Application

<b>Tent location Address</b>	Fri - City Hall Sat - Main St.		<b>Suite No.</b>	
<b>Tenant/Business</b>				
<b>Applicant*</b>			<b>Phone</b>	
<b>Applicant Address</b>			<b>E-mail</b>	
*Will be called for questions and/or when the permit is ready for pick-up				
<b>Tent Company</b>	Rental Stop			
<b>Tent Company Name</b>		<b>Contact Number</b>	817-343-5353	
<b>Company Address</b>				
<b>Purpose of Tent:</b>				
Special Event <input type="checkbox"/>	Sale or Promotion <input type="checkbox"/>	Assembly <input type="checkbox"/>	Other <input type="checkbox"/>	
<b>Dates Tent will be on the Property</b>		<b>Erected:</b>	<b>Removed:</b>	
		12/4 12/5	same day	
<b>Size and Height of Tent (in feet at tallest peak)</b>				
#1 Tent Size	10x20		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 <u>no more than once a year</u> . 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		
<b>Applicant's Signature</b>		Angie Henley		
<b>Property Owner/Manager Printed Name</b>				
<b>Property Owner/Manager Signature</b>		<b>*REQUIRED</b>		





Firework Fallout Zone

FB

Food Booths



Generator



Portolets



Photo op

Holiday Craft Market

Movie

Hay Bales

Manstfield Public Library

Manstfield Nursing  
& Rehabilitation

Reindeer/  
Petting Zoo

Photo Snow  
Globe

92.1 HAWK FM  
95.9 FM  
THE POWER OF  
100.3



## 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

City of Mansfield  
(Person, group or business name)

permission to have their special event on said property.

Property address: St. Jude Catholic Church

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

see attachment  
Signature

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

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

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



Andrew Binz &lt;andrew.binz@mansfield-tx.gov&gt;

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## 2016 Hometown Holidays Parade

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Father George Foley <georgehfoley@sbcglobal.net>  
To: Andrew Binz <andrew.binz@mansfield-tx.gov>

Wed, May 25, 2016 at 1:44 PM

Andrew

I am not sure the definition of a letter of approval is fulfilled by this e mail

St Jude Catholic Church offers the use of the parking lot for the Christmas parade on December 3rd 2016. St Jude is proud to be the starting point of this parade and we give our consent without reservation.

Fr George H Foley  
Pastor St Jude Church

**From:** Andrew Binz  
**Sent:** Wednesday, May 25, 2016 1:34 PM  
**To:** Father George Foley  
**Subject:** 2016 Hometown Holidays Parade

Dear Fr. Foley,

The Mansfield Parks and Recreation Department would like to ask you for approval to use the St. Jude Catholic Church parking lot for the 2016 Hometown Holidays Parade. This year's parade will be held on Saturday, December 3rd with a start time of 2:30 pm. I anticipate that parade entries will start showing up at around noon to get in line for the parade. Typically the parade lasts until approximately 4:30 pm.

With approval, I will need a letter from you giving us permission to use your parking lot on that day between noon and 5:00 pm.

We certainly appreciate your support with past parades and look forward to working with you again this year.

Sincerely,  
Andrew Binz

—

Andrew Binz CPRP  
Mansfield Parks and Recreation  
817-804-5797  
mailto:andrew.binz@mansfield-tx.gov



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## AGREEMENT TO ASSIST AT SPECIAL EVENT

Special Event Name and Date: Hometown Holidays + Parade

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: Mansfield PD - Daniel Sherwin

\_\_\_\_\_  
Signature

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

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

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

/ \_\_\_\_\_  
E-mail

