

Special Event Application

Organization/Group: <u>Mansfield/Mansfield Comm for the Arts</u>		Date: <u>7/31/2018</u>
Applicant: <u>Theresa Cohagen</u>		
Applicant's Address: <u>210 Smith St.</u>		Phone No. <u>817.804.5785</u>
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up		Email: <u>Theresa.cohagen@mansfield.tx.gov</u>
Address of Event: <u>Downtown Mansfield</u>		
Description & Activities: <u>Downtown Music & Art Festival (2nd yr)</u>		
Date of Event: <u>9/8/2018</u>		Hours of Event: <u>4-10pm.</u>
Public Invited or Private Party? <u>public Invited</u>		Estimated Number of Attendees <u>6000</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>yes</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? <u>no</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:		
Barricades/ Street Closure?	<u>yes</u> <u>already met with Fire, Police</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>yes</u> <u>Streets.</u>	*If yes, attach an explanation and the name of the person you are working with
<p style="text-align: center;">Please Read and Include the Following Information With This Application</p> <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 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:
<u>Theresa Cohagen</u>		<u>Theresa Cohagen</u>



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

Temporary Tent Application

Tent location Address		Downtown Mansfield		Suite No.	
Tenant/Business		See Map			
Applicant*	Theresa Cohagen		Phone	817-804-5785	
Applicant Address			E-mail Theresa.cohagen@mansfieldtx.gov		
*Will be called for questions and/or when the permit is ready for pick-up					
Tent Company		Rental Stop			
Tent Company Name				Contact Number	
Company Address					
Purpose of Tent:					
Special Event	<input checked="" type="checkbox"/>	Sale or Promotion	<input type="checkbox"/>	Assembly	<input type="checkbox"/>
			<input type="checkbox"/>	Other	<input type="checkbox"/>
Dates Tent will be on the Property		Erected:		Removed:	
Size and Height of Tent (in feet at tallest peak)					
#1 Tent Size	20x20		Height in feet		
#2 Tent Size	20x20		Height in feet		
#3 Tent Size	20x20		Height in feet		
Please read and Include the Following Information With This Application					Permit Fee \$60
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. <i>Site plan included.</i>					
2. FLOOR PLAN: 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. FLAME RESISTANT CERTIFICATE: You must attach a Flame Resistant Certificate for the specific tent you are renting. The Tent Company can provide this.					
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's Printed Name & Date		Theresa Cohagen			
Applicant's Signature		<i>Theresa Cohagen</i>			
Property Owner/Manager Printed Name		Theresa Cohagen			
Property Owner/Manager Signature		<i>Theresa Cohagen</i>			

AGREEMENT TO ASSIST AT SPECIAL EVENT

Special Event Name and Date: Music Alley

Name of Group Assisting: had a meeting about this event - June 4, 2018

☒ Mansfield Police - Kyle Lanier

☐ MISD Police

☐ Constable Office

☒ Other Fire - Barry Bondurant / Streets - David Boski, Bart Van Amburg

Please check all that apply:

- ☒ We have an agreement to be Traffic Officers for this Special Event. - Officers will be working the event monitoring exit points w/ street closures.
- ☐ We have an agreement to be Security Officers for this Special Event.
- ☐ Other: - Fire will have a Fire lane on Main St.

Theresa Cohagen
Signature

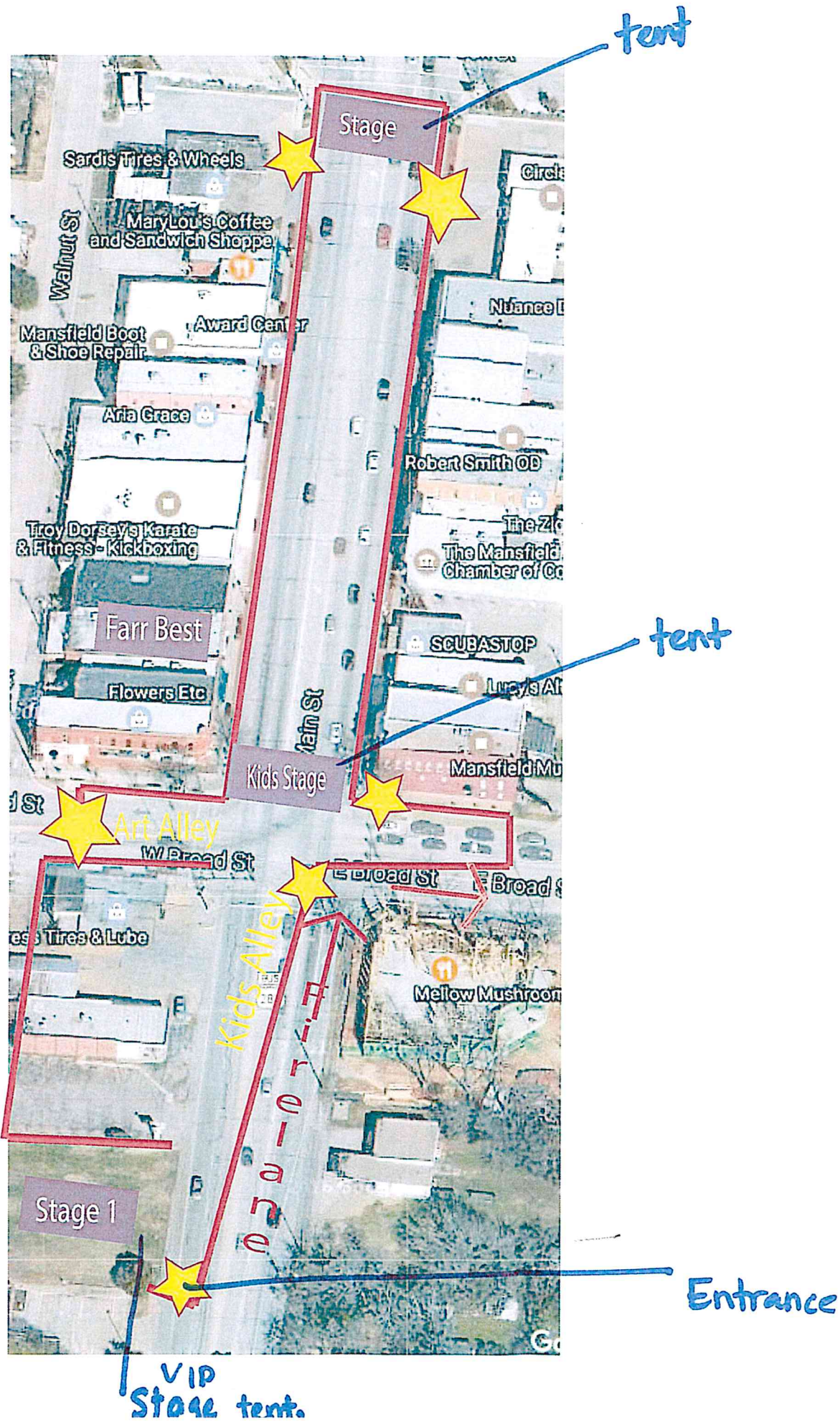
Theresa Cohagen - Director of the CVB.
Printed Name/ Job Title

210 Smith St., Mansfield, TX 76063
Mailing Address

817-804-5785

Contact Phone Number

Theresa.Cohagen@Mansfieldtexas.gov
E-mail





Barricade Map

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

X Kathryn Orsak
(Person, group or business name)

permission to have their special event on said property.

Property address: 110 S. Main St, Mansfield, TX 74063

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: _____

Kat Orsak
Signature

Ex. Director of the Lot
Printed Name/ Job Title

110 S. Main St, Mansfield, TX
Mailing Address

817.
Contact Phone Number