

Special Event Application

Organization/Group: City of Mansfield	Date: 11/07/2019
Applicant: Angie Henley	
Applicant's Address: 1164 Matlock	Phone No. 817-804-5795
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up	Email: angie.henley@mansfieldtexas.gov
Address of Event: 1200 E Broad	
Description & Activities: Live music, food and art vendors, activities for kids Santa and tree lighting.	
Date of Event: December 6 & 7th	Hours of Event: 12/06 5-9pm 12/7 2-4pm
Public Invited or Private Party? Public invited	Estimated Number of Attendees 5000
Is the event in a Mansfield Park? No	*If yes, Insurance is required
Do you plan to Temporarily Close a Public Street? Yes	*If yes, Insurance is required
Is the event on Private Property other than your own? Yes	*If yes, signed permission is required
Will there be any new or temporary electric lines installed? No	
*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.	
Will you be using generators? Yes	*If yes, show location on the site plan
Do you plan to have any Tents? Yes	*If yes, a separate permit is required.
Do you plan to have any pop-up canopies? Yes	
Do you plan to have any Promotional Signs? (banners, streamers, balloons) No	*If yes, a separate permit is required
City of Mansfield Assistance Requested: Yes	
Barricades/ Street Closure? Yes	*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? Police department	*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:
Angie Henley	<i>Angie Henley</i>

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

St Jude's Catholic Church

(Person, group or business name)

permission to have their special event on said property.

Property address: 500 E Dallas

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: Parade lineup

Signature

Fr. Nguyen

Printed Name/ Job Title

Mailing Address

Contact Phone Number

get letter



Andrew Binz <andrew.binz@mansfieldtexas.gov>

2019 Hometown Holidays Parade

9 messages

Andrew Binz <andrew.binz@mansfieldtexas.gov>

Wed, May 29, 2019 at 8:55 AM

To: Thu Nguyen <frtnguyen@stjudecc.org>

Dear Fr. Nguyen,

The Mansfield Parks and Recreation Department would like to ask you for approval to use the St. Jude Catholic Church parking lot for the 2019 Hometown Holidays Parade. This year's parade will be held on Saturday, December 7th with a start time of 2:00 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 4:00 pm.

Last year you mentioned you may have a 2:00 pm mass on that Saturday. If that is the case, can we meet and discuss what your needs would be for parking and access to the church?

With approval, I will need a letter or e-mail from you giving us permission to use your parking lot on that day between noon and 4:30 pm.

We certainly appreciate the church's support with past parades and look forward to working with you again this year. If you have any questions or concerns, please contact me at the information below.

Sincerely,

--

Andrew Binz CPRP
Recreation Superintendent
Mansfield Parks and Recreation Department
817-804-5797
www.mansfieldparks.com

Father Thu <frtnguyen@stjudecc.org>

Wed, May 29, 2019 at 11:48 AM

To: Andrew Binz <andrew.binz@mansfieldtexas.gov>

Cc: Veronica Pina <v.pina@stjudecc.org>

Good morning Andrew,

Yes I am approved for the Mansfield Parks and Recreation Department to utilize our building spaces for the 2019 Hometown Holidays Parade. However, please meet with me or Veronica to discuss about spaces that reserved for a Quinceanera celebration scheduled that same day.

Thank you.

[Quoted text hidden]



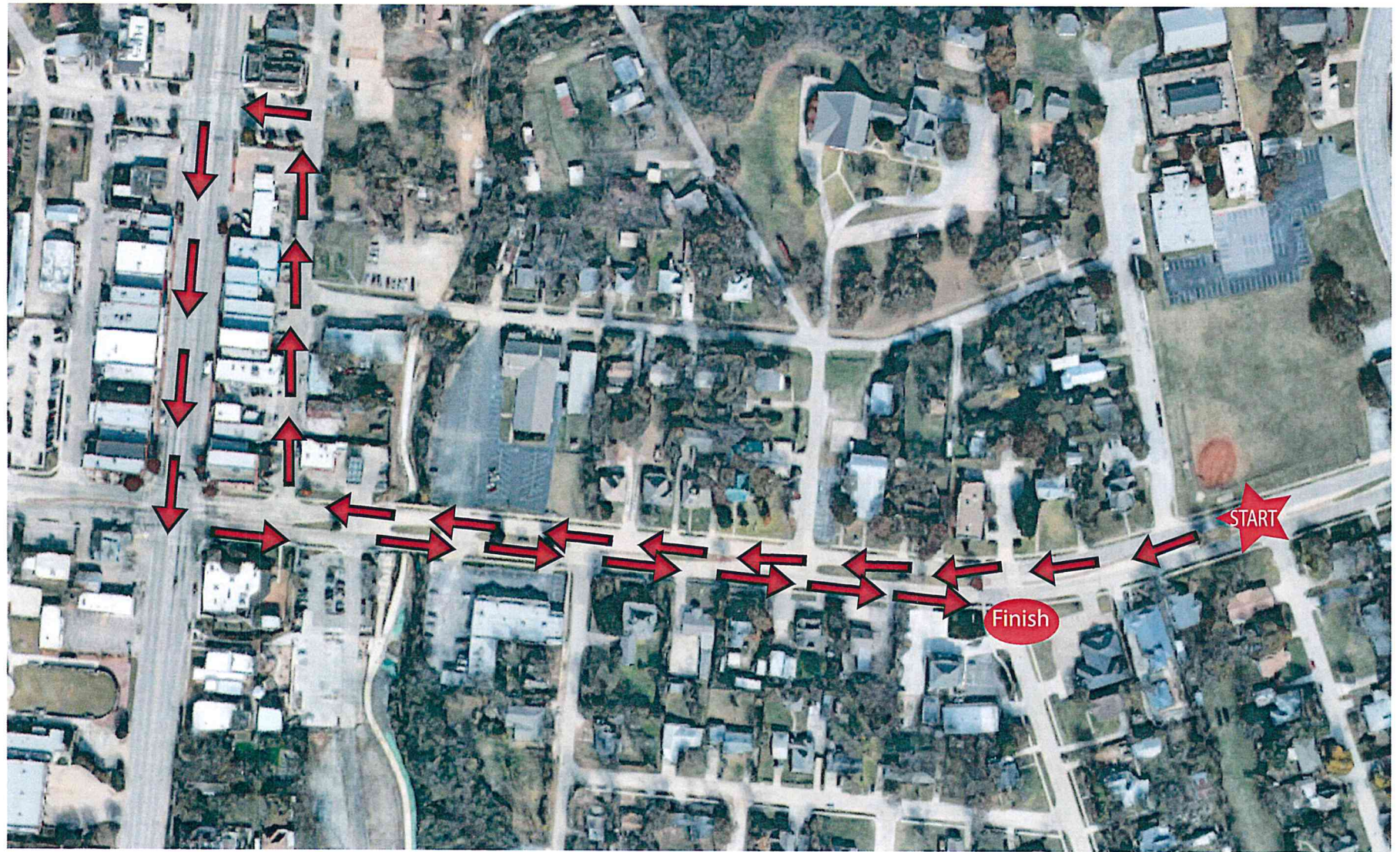
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1200 East Broad Street, Mansfield, TX 76063
www.mansfieldtexas.gov Fax: 817-728-3639

Temporary Tent Application

Tent location Address	1200 E Broad		Suite No.	
Tenant/Business				
Applicant*	Angie Henley		Phone	817-804-5795
Applicant Address 1164 Matlock			E-mail angie.henley@mansfieldtexas.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	817-343-5353
Company Address				
Purpose of Tent:				
Special Event <input checked="" type="checkbox"/>	Sale or Promotion <input type="checkbox"/>	Assembly <input type="checkbox"/>	Other <input type="checkbox"/>	
Dates Tent will be on the Property		Erected: Nov 30	Removed: Nov 30	
Size and Height of Tent (in feet at tallest peak)				
#1 Tent Size 10 x 10		Height in feet		
#2 Tent Size 10 x 20		Height in feet		
#3 Tent Size		Height in feet		
Please read and Include the Following Information With This Application				Permit Fee \$60
<p>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.</p> <p>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.</p> <p>3. FLAME RESISTANT CERTIFICATE: You must attach a Flame Resistant Certificate for the specific tent you are renting. The Tent Company can provide this.</p> <p>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.</p>				
Applicant's Printed Name & Date		Angie Henley 11/07/2019		
Applicant's Signature				
Property Owner/Manager Printed Name				
Property Owner/Manager Signature *REQUIRED		<i>Angie Henley</i>		

AGREEMENT TO ASSIST AT SPECIAL EVENT

Special Event Name and Date: Hometown Holidays and 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:

Angie Henley

Signature

Angie Henley/ Special Events

Printed Name/ Job Title

210 Smith Street

Mailing Address

817-804-5795

Contact Phone Number

/ angie.henley@mansfieldtexas.gov

E-mail



FB Food Booths Generator Portolets Photo op