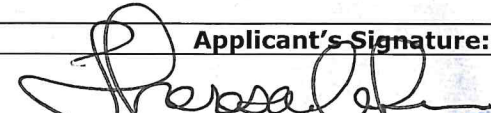


### Special Event Application

Organization/Group: <u>Mansfield Commission for the Arts</u> <sup>City and the</sup>		Date: <u>Aug 17, 2020</u>
Applicant: <u>Theresa Cohagen - serving as city rep for questions.</u>		
Applicant's Address: <u>1164 Matlock Road</u>		Phone No. <u>817-728-3384</u>
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up		Email: <u>Theresa.cohagen@mansfieldtexas.gov</u>
Address of Event: <u>Main St. Downtown (map provided)</u>		
Description & Activities: <u>smaller scaled version of Music Alley with covid-19 protocols</u>		
Date of Event: <u>Oct. 17, 2020</u>		Hours of Event: <u>4p.m - 10p.m</u>
Public Invited or Private Party? <u>yes</u>		Estimated Number of Attendees <u>Capped 1500</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>Working w/ Building Maint.</u>		
<small>*If yes, a registered Electrician must obtain a permit. Indicate the line locations on the site plan.</small>		
Will you be using generators? <u>yes - City owned</u>		*If yes, show location on the site plan
Do you plan to have any Tents? <u>yes - on site plan</u>		*If yes, a separate permit is required.
Do you plan to have any pop-up canopies? <u>see map.</u>		
Do you plan to have any Promotional Signs? (banners, streamers, balloons) <u>pd will put out.</u>		*If yes, a separate permit is required
City of Mansfield Assistance Requested: <u>MCA is working with all city dept.</u>		
Barricades/ Street Closure? <u>yes - see Map</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 - working w/pd.</u>		*If yes, attach an explanation and the name of the person you are working with
<b>Please Read and Include the Following Information With This Application</b> <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>Theresa Cohagen</u>		

# Certificate of Flame Resistance



REGISTRATION  
APPLICATION  
CONCERN No.  
F419.01

ISSUED BY  
California Combining Corp  
5607 S. Santa Fe Ave  
Los Angeles, CA 90058 USA

Date treated or  
manufactured  
July 30, 2010

This is to certify that the materials described on the reverse side hereof have been flame-retardant treated (or are inherently nonflammable).

FOR Ideal Canopy ADDRESS Unit 2 8900 River Rd  
CITY Delta, B.C. STATE V49 1B5 Canada

Certification is hereby made that (Check "a" or "b")

☐ (a) The articles described on the reverse side of this Certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.

Name of chemical used..... Chem. Reg. No.....

Method of application.....

☒ (b) The articles described on the reverse side hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use.

Trade name of flame-resistant fabric or material used LAM TEX Reg. No. F419.01

The Flame Retardant Process Used WILL NOT Be Removed By Washing  
(will or will not)

Vincent Lopez  
Name of Applicator or Production Superintendent

By Cathy Dior  
Title Secretary Treasurer

0008  
PAGE 05/07

CONTROL NO. 073010

CUSTOMER ORDER NO. Raj

CUSTOMER INVOICE NO. 99375

YARDS OR QUANTITY 3020

COLOR .....

STYLE 15x61 B/O Polish

DATE PROCESSED July 30, 2010

CALIFORNIA COMBINING

## AGREEMENT TO ASSIST AT SPECIAL EVENT

Special Event Name and Date: Music Alley

Name of Group Assisting:

☒ Mansfield Police

☐ MISD Police

☐ Constable Office

☒ Other FD.

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: \_\_\_\_\_

Robert Minnich - is the pd rep / Jeff Smith is the Fire rep.  
Signature of the Mansfield Police Department, MISD Police Department, and/or Constables Office

Printed Name/ Job Title

Mailing Address

Contact Phone Number

E-mail

Planning Meeting with PD/FD/parks/Building  
Maint.  
On 8/13/20 - final plan -



Pd will put out electric Sign to the Public



1200 East Broad Street, Mansfield, TX 76063  
[www.mansfieldtexas.gov](http://www.mansfieldtexas.gov) Fax: 817-477-1416

### Promotional Signage Display Application

<b>Installation Address:</b>		<b>Suite No.:</b>
<b>Tenant/Business:</b>		
<b>Applicant*:</b>		<b>Phone No.:</b>
<b>Email:</b>		
*Will be contacted for any questions and/or when the permit is ready for pick-up		

<b>Sign Company</b>			
<b>Name:</b>		<b>Contact Name:</b>	
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone No.:</b>		<b>Email:</b>	

<b>Purpose of Sign</b>			
Special Event	<input type="checkbox"/>	Sale or Promotion	<input type="checkbox"/>
Grand Opening	<input type="checkbox"/>	Other	<input type="checkbox"/>
<b>Date Requesting* Display to Begin:</b>		*signs are not allowed to be installed until permit is issued and paid for	

<b>Type of Sign</b> (limited to a max. of one (1) inflatable sign <b>OR</b> three (3) of any other type of temporary sign per display)			
Banner	<input type="checkbox"/>	Quantity:	Size of Sign in Sq Ft:
Inflatable*	<input type="checkbox"/>	Max. 1	Height and Width in Ft:
Wind Signs	<input type="checkbox"/>	Quantity:	Height and Width in Ft.
Other	<input type="checkbox"/>	Quantity:	Type: Size/Height:
*Inflatable signs shall be ground-mounted and are subject to setback regulations as outlined in Sect. 7100, K, 2, h of the Zoning Ordinance			

<b>Please read and Include the Following Information With This Application</b> <i>THIS PERMIT APPLICATION WILL BE AUTOMATICALLY DENIED IF ALL INFORMATION IS NOT COMPLETED/PROVIDED.</i>	
1. <b>SIGN CONTENT:</b> For all signs, include a simple drawing, rendering, or attach a picture of the sign, showing sign content and dimensions. <b>List everything that you plan to put up for the promotion.</b>	
2. <b>SITE PLAN SHOWING LOCATION OF SIGN(S):</b>	
A. For promotional signage affixed to the building, include a drawing of the face of the building with the sign(s). Label dimensions of building(s) and sign(s).	
B. For all other signs, show the sign and its relation to the building on the property and to the lot boundaries. Label distances of sign(s) from building and lot boundaries.	
3. <b>NOTE:</b> One promotional signage display, (temporary signs such as banners, search lights, pennants, spinners, balloons, streamers or any kind of wind sign) is permitted three (3) times in a calendar year, for a maximum of fourteen (14) consecutive days. A minimum of ninety (90) days is required between each display. One (1) Grand Opening display is allowed for a period of twenty-one (21) consecutive days within the first three (3) months of the date of issuance of a certificate of occupancy or business license.	<b>Permit Fee \$40</b>

<b>Applicant Signature</b>	<b>Date:</b>
<b>Property Owner/Mgr Signature *REQUIRED</b>	<b>Date:</b>

### FOR OFFICE USE

<b>Comments</b>	
-----------------	--



# Plan 2020



**MUSIC ALLEY**  
A DOWNTOWN MANSFIELD MUSIC+ARTS EXPERIENCE





# Map





# Map

## Basic Layout





# Weekend events

October 15<sup>th</sup> - **Haunt the Block** hosted by HMBA 5:00pm-8:00pm

October 16<sup>th</sup> - **Haunted Mansfield** at the Farr Best/Ghost Tours by Mansfield Historical Museum

October 17<sup>th</sup> - **Music Alley** 4:00-10:00 (only day for road closure)

The LOT downtown has a dance performance





# Event set up

**October 13<sup>th</sup>** PD electric signs go up on North and South Main St. about road closures. (PD will pick the location)

**October 17<sup>th</sup>-**

6:00 AM soft road closures at Pleasant Ridge and Main St.

6:00 AM hard road closure Main St. and Broad Street

7:00 AM hard road closures at Pleasant Ridge and Main St.

7:00 AM-3:00 PM- vendor, food and entertainment set up

4:00 PM-10:00 PM- Event limited by Covid 19 protocol set by FD

10:00-midnight- event breakdown

Midnight roads open to the public





# COVID 19

- The layout will control entrance/exit points.
- Digital temp checks at entry points on the TABC map
- Mask/social distance signs up throughout the downtown area and along Main St.
- Have Mask available for patrons
- Extra hand sanitizers and require all booths to have hand sanitizers available to patrons
- Map 6ft social distance stickers along Main ST.
- Eventbrite/Facebook page set up to control amount of participants, also to get information out quickly to attendees and the public





# Marketing

- **Media drop deadline** is September 21<sup>st</sup>
- Event promotions will be more **informational** this year
- **Consistent messaging** across all social media channels
- Advertising Market is **smaller** in scope, size and reach of the audience
- **Live stream** of the event for those wishing to not attend in person
- Push **cashless** option to vendors and FB
- **SAFETY** first in this years motto



# Next Steps

Special event application approval from City Council

MCA has to submit TABC application

**Media drop deadline** is September 21<sup>st</sup>

