

### Special Event Application

Organization/Group: City of Mansfield		Date: 10/5/2020
Applicant: Angie Henley		
Applicant's Address: 1164 Matlock		Phone No. 214-557-6438
*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: Main Street and Broad, The Lot		
Description & Activities: Holiday entertainment: ferris wheel, carousel, food vendors, music, tree lighting Santa, fireworks		
Date of Event: December 4-5, 2020	Hours of Event: 12/4 5:00pm-9:00pm 12/5 12:00-8:00pm	
Public Invited or Private Party? yes	Estimated Number of Attendees 7000	
Is the event in a Mansfield Park?		*If yes, Insurance is required
Do you plan to Temporarily Close a Public Street? Yes- Main Street		*If yes, Insurance is required
Is the event on Private Property other than your own?		*If yes, signed permission is required
Will there be any new or temporary electric lines installed?		
*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)		*If yes, a separate permit is required
City of Mansfield Assistance Requested:		
Barricades/ Street Closure? Yes- using Crossroads		*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? Yes, Tracey Aaron		*If yes, attach an explanation and the name of the person you are working with
<p><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:
Angie Henley		Angie Henley

# 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

The lot

(Person, group or business name)

permission to have their special event on said property.

Property address: 110 S. Main St, Mansfield, TX 76063

## 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: School performances / Lighting of Christmas tree  
Volunteer program

(see email)

Signature

Justin Gilmore

Printed Name/ Job Title

110 S. Main St.

Mailing Address

817-966-2822

Contact Phone Number



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

### Temporary Tent Application

<b>Tent location Address</b>		Main Street		<b>Suite No.</b>	
Tenant/Business					
<b>Applicant*</b>	Angie Henley		<b>Phone</b>	214-557-6438	
Applicant Address 1164 Matlock Rd			<b>E-mail</b> angie.henley@mansfieldtexas.gov		
*Will be called for questions and/or when the permit is ready for pick-up					
<b>Tent Company</b> Rental Stop					
Tent Company Name				Contact Number	
Company Address					
<b>Purpose of Tent:</b>					
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:	Removed:		
<b>Size and Height of Tent (in feet at tallest peak)</b>					
#1 Tent Size	20 x 10		Height in feet		
#2 Tent Size	10 x 10		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.					
Applicant's <b>Printed Name &amp; Date</b>		Angie Henley 10/5/2020			
Applicant's <b>Signature</b>					
Property Owner/Manager <b>Printed Name</b>					
Property Owner/Manager <b>Signature</b> <b>*REQUIRED</b>					



# Certificate of Flame Resistance



REGISTERED  
APPLICATION  
CONCERN No.  
F419.01

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

Date tested 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 8500 River Rd  
CITY Delta, B.C. STATE V40 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 LAN TEX Reg. No. F419.01

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

Vince Lassard  
Name of Applicator or Production Superintendent

By Cathy Dior  
Title Secretary Treasurer

009  
PAGE 05/07

CONTROL NO. 073010

CUSTOMER ORDER NO. Raj

CUSTOMER INVOICE NO. 99375

YARDS OR QUANTITY 3020

COI OR \_\_\_\_\_

STYLE 15x61 B/O Polish

DATE PROCESSED July 30, 2010

CALIFORNIA COMBINING

## AGREEMENT TO ASSIST AT SPECIAL EVENT

Special Event Name and Date: Merry Main Street Midway

**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:

We will be meeting w/ PD again on 10/21/20

\_\_\_\_\_  
Signature

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

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

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

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





MAIN ENTRANCES



PUBLIC PARKING



GENERATOR



BATHROOMS

