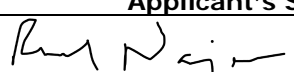


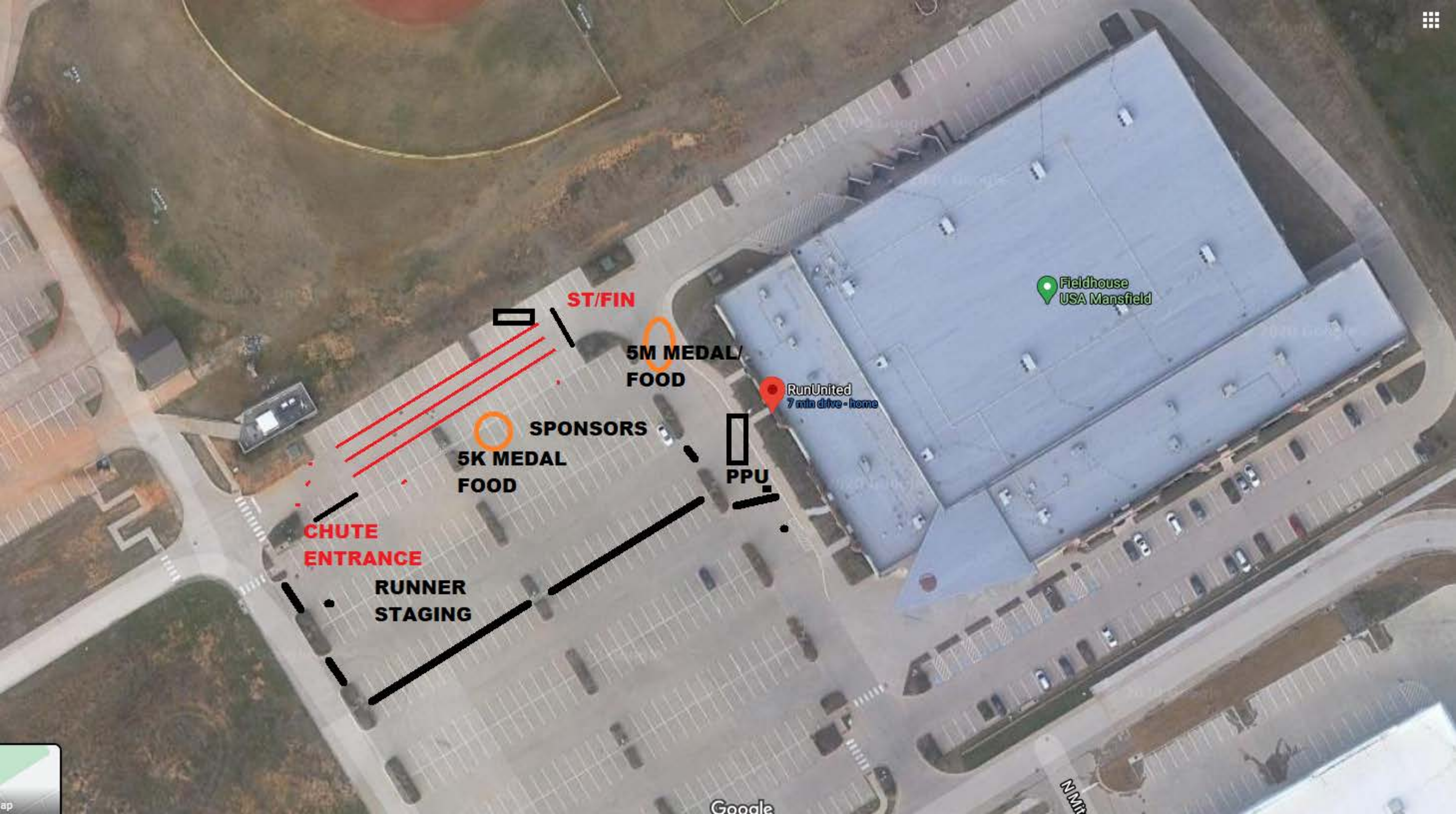


1200 East Broad Street, Mansfield, TX 76063

www.mansfieldtexas.gov Email: jennifer.johnston@mansfieldtexas.gov

Special Event Application

Organization/Group: RUNFAR RACING SERVICES, INC.	Date: 9/20/2021
Applicant: RAUL NAJERA	
Applicant's Address: 1609 PICCADILLY CT	Phone No. 512-569-0165
Name of the Event MANSFIELD TURKEY TROT	Email: raul@runfarusa.com
Address of Event: 650 U.S. 287 Frontage Rd #110, Mansfield, TX 76063	
Description & Activities: 5 Mile, 5K & Fun Run	
Date of Event: 11/25/2021	Hours of Event: 5am - 11am
Public Invited or Private Party? Public	Estimated Number of Attendees 700
Is the event in a Mansfield Park? Patially	*If yes, Insurance is required
Do you plan to Temporarily Close a Public Street? Partially	*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? NO	*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:	
Barricades/ Street Closure? NO	*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	*If yes, attach an explanation and the name of the person you are working with
<p>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:
RAUL NAJERA	 9/20/21



ST/FIN

**5M MEDAL
FOOD**

SPONSORS
**5K MEDAL
FOOD**

PPU

**CHUTE
ENTRANCE**

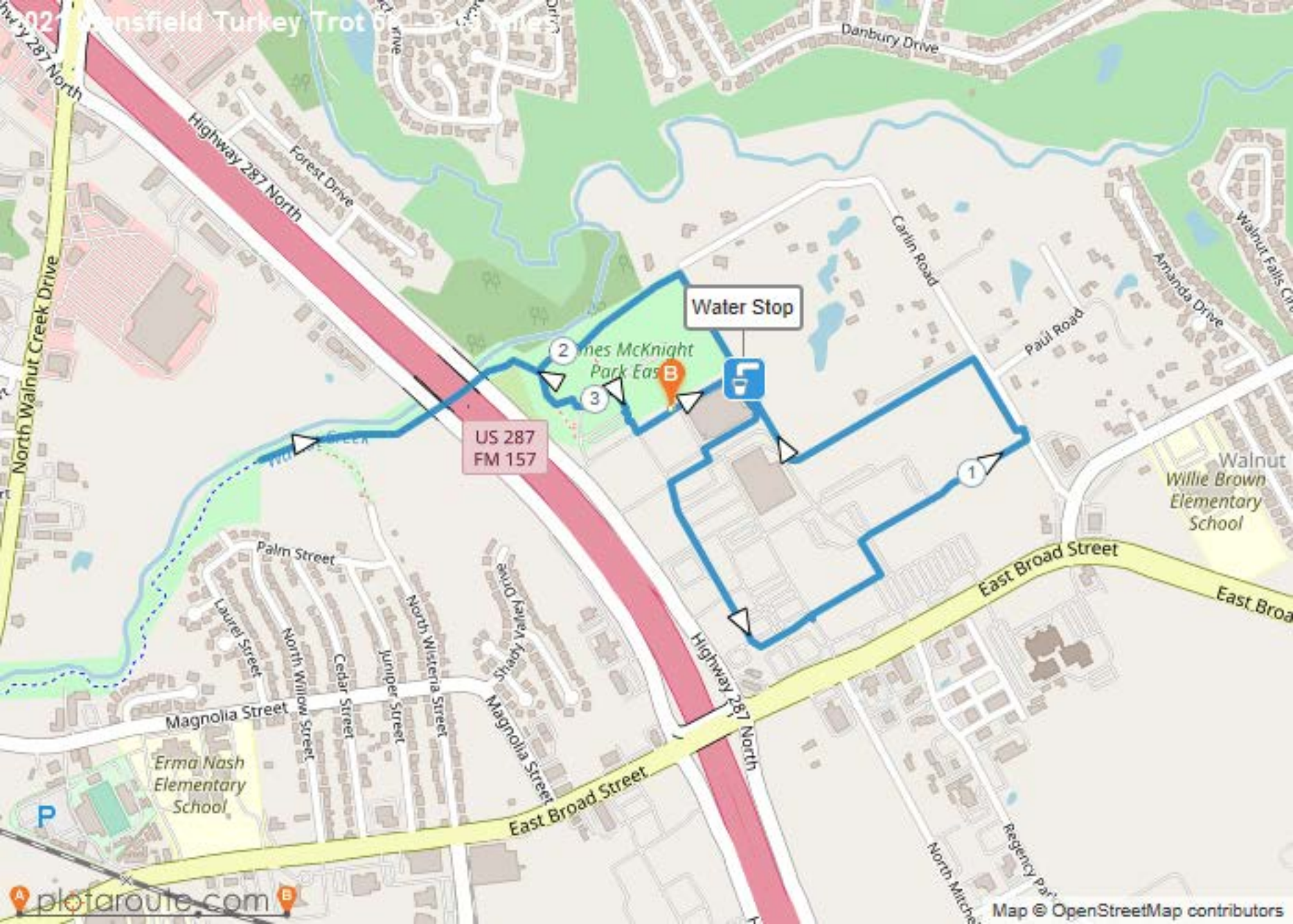
**RUNNER
STAGING**

**Fieldhouse
USA Mansfield**

RunUnited
7 min drive-home

Google

NMT



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

Mansfield Turkey Trot permission to have their special event on said property.
(Person, group or business name)

Property address: 650 US 287, Mansfield, TX 76063

Please check all that apply:

- ☒ Entire Special Event, including all activities listed, are approved to 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, ^{FH}~~Petting Zoo~~, Children's Games and/or Kid's activities
- ☐ Misc. Approved: _____

Brandon Hebert
Signature of Property Owner or Property Management Company

Brandon Hebert
Printed Name/ Job Title

650 US 287 N., Mansfield, TX 76063
Mailing Address

682-307-5210
Contact Phone Number

bhebert@fieldhouseusa.com
Email Address



Jennifer Johnston <jennifer.johnston@mansfieldtexas.gov>

Fwd: Mansfield Turkey Trot - New 5 Mile Course

1 message

Raul Najera <raul@runfarusa.com>

Fri, Oct 22, 2021 at 8:27 AM

To: Jennifer.johnston@mansfieldtexas.gov

Hi Jennifer,

Below is Van Duzee's email.

Thank you!

Raul Najera
RunFAR Racing Services, Inc.
512-569-0165
www.runfarusa.com

----- Forwarded message -----

From: **Jim Van Duzee** <jim.vanduzee@mansfieldtexas.gov>
Date: Fri, Oct 15, 2021, 7:46 AM
Subject: Re: Mansfield Turkey Trot - New 5 Mile Course
To: Raul Najera <raul@runfarusa.com>

The route looks good since Carlin Rd is not affected. I will try to get you 3 officers and 1 supervisor to work the entrances to the parking lot.

On Thu, Oct 14, 2021 at 5:08 PM Raul Najera <raul@runfarusa.com> wrote:

Hi Jim,

Let me know if this is doable so we can complete the permit for the City.

Thank you!

Raul

On Sat, Oct 9, 2021 at 1:00 PM Raul Najera <raul@runfarusa.com> wrote:

Hi Jim,

Yes, I'd like to have at least officers if we can:

- 1 - Carlin/Shops entrance
- 1 - 287 & 1st Shop entrance
- 1 - at the Starbucks intersection in the shops.

Thank you!

Raul

On Tue, Oct 5, 2021 at 7:26 AM Jim Van Duzee <jim.vanduzee@mansfieldtexas.gov> wrote:

Raul,

That route looks good. Since you will not be closing any streets or lanes, do you still want officers to help with controlling the traffic in the parking lots?

On Mon, Oct 4, 2021 at 2:54 PM Raul Najera <raul@runfarusa.com> wrote:

Hi Andy,

Yes, I passed it by Shirley and I'm waiting on Jim's course approval to submit the city special event app.

Thanks!

Raul

On Mon, Oct 4, 2021 at 2:52 PM Andrew Binz <andrew.binz@mansfieldtexas.gov> wrote:

Raul,

This might require a city wide special event application since it goes on public streets. I'll check with Shirley.

On Mon, Oct 4, 2021 at 2:50 PM Raul Najera <raul@runfarusa.com> wrote:

Hi Andy,

That's great news.

Thank you!

Raul

On Mon, Oct 4, 2021 at 2:45 PM Andrew Binz <andrew.binz@mansfieldtexas.gov> wrote:

Raul,

Yes, James Fish confirmed the new trail will be ready for Thanksgiving.

On Mon, Oct 4, 2021 at 2:42 PM Andrew Binz <andrew.binz@mansfieldtexas.gov> wrote:

Raul,

Yes, the new trail should be open and ready to go. I'm confirming that with James.

I assume this is the morning of Thanksgiving? See application attached.

Thanks!

On Mon, Oct 4, 2021 at 2:37 PM Raul Najera <raul@runfarusa.com> wrote:

Hi Jim,

Let me know if this will work as along as the trail is ready by Thanksgiving:

<https://www.plotaroute.com/route/1712424>

Andy,

Will the new trail be ready by Thanksgiving?

Thank you!

Raul

--

Raul Najera
President/CEO
RunFAR Racing Services, Inc.
www.runfarusa.com
512-569-0165 (direct)
817-394-1215 (eFax)

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Andrew Binz CPRP
Recreation Superintendent
Mansfield Parks and Recreation Department
817-728-3387
www.mansfieldparks.com

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--

Raul Najera
President/CEO
RunFAR Racing Services, Inc.
www.runfarusa.com
512-569-0165 (direct)
817-394-1215 (eFax)

CONFIDENTIALITY NOTICE: The information contained in this electronic mail transmission is

A (separate) special event permit may be required if:

- The race route goes on public streets or outside the parks system OR
- Event activities go against established park rules, ordinances, or policies.
- <https://www.mansfieldtexas.gov/sites/default/files/media/special-event-permit-packet.pdf>

Race Application

RENTAL INFORMATION

Race Date: 11/25/2021	Race Title: MANSFIELD TURKEY TROT
Renter's Name: RAUL NAJERA	Email: RAUL@RUNFARUSA.COM
Address: 1609 PICCADILLY CT	City & Zip: MANSFIELD, TX 76063
Phone Number: 512-569-0165	Event Website: www.mansfieldturkeytrot.com

Expected Attendance: 600 Race Start Time : 7:30am /9am Event Time : 5am

Type of Race: ☒ 5K ☐ 10K ☐ Fun Run ☐ Sanctioned ☒ Other: 5 Mile

Please check any other activity associated with this event:

☐ Sponsor Booths ☐ Food Vendors ☐ Generators ☐ Bounce House/Inflatables (generator required)
☐ Merchandise Vendors ☐ Race Theme: _____ ☐ DJ/Loud Music ☒ Other: WATER STOP

Please select location: ☐ Rose Park (303 N Walnut Creek Dr) ☐ Town Park (500 N Main St)

Race Fees ☒ Residents: \$325 for up to 5 hours \$75 per additional hour
☐ Non-Residents: \$500 for up to 5 hours \$125 per additional hour
☐ Non-Profit: May be eligible for discounts, must submit 501c3 proof

Additional Rules for Races: (Please initial each one)

- RN _____ The sale of food and/or merchandise is not allowed without the approval from the Parks and Recreation Department. If allowed, it is the permit holders' responsibility to make sure all vendors are in compliance with Federal, State, and Local laws and permitting requirements.
- RN _____ Permanent markings (including water based spray paint) are not allowed to be used to mark route. Chalk and yard signs only.
***Directional yard signs are available through the Recreation Department with a \$35 deposit .*
- RN _____ If sufficient parking is not available, it is the renter's responsibility to arrange for adequate parking.
- RN _____ Copy of Certificate of Insurance covering all activities and listing the City of Mansfield as an additional insured with limits of \$500,000 will be required.
- RN _____ Race route and promotional material must be submitted for approval by the Parks and Recreation Department before being advertised.
- RN _____ If access into the park is required, an additional staffing fee will be assessed for a Parks and Recreation staff person to be on site during event (minimum of \$100).
- RN _____ Race obstacles must be located off of the main trail.
- RN _____ All trails are to remain open to the public, before, during, and after the event.

Suggestions for a Successful Race:

- EMT's provided on site
- Additional Port-A-Potties for races of more than 150 people
- Clearly mark the route
- Provide route maps for participants
- Provide plenty of water for participants
- Provide volunteers to direct traffic
- Contact Kelly Hall for additional parking at R.L. Anderson Stadium (kellyhall@misdmail.org / 817-299-4343)

Renter's Signature:

Raul Najera

Date: 10/15/2021

SUPERVISOR USE ONLY

<input type="checkbox"/> Rental booked <input type="checkbox"/> Copy of Driver's License <input type="checkbox"/> Total Fees Charged: \$ _____ <input type="checkbox"/> Notify Kyle Lanier with Mansfield PD <input type="checkbox"/> Notify Toby Fojtik with Parks <input type="checkbox"/> Insurance Forms <input type="checkbox"/> Payment Made	<input type="checkbox"/> Water Truck <input type="checkbox"/> Directional Signs <input type="checkbox"/> Food Permits <input type="checkbox"/> Bounce House <input type="checkbox"/> Staff Assigned (if needed & paid for) <input type="checkbox"/> Special Event Permit (if needed) <input type="checkbox"/> Promotional Items/Website	Rental #: Supervisor Approval: Date:
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