



SPECIAL EVENT PACKET
Introduction and General Information

Special Event Permits are processed through the Planning Department. The City will make every effort to consider your request in a timely manner. Please allow 10 days for departmental review. **If City Council approval is required, a minimum of 20 days is necessary.**

1) A special event permit Is Required for the following events:

- a) Mass gatherings (more than 100 people for over a six (6) hour time period) where the general public is invited (i.e. circus, carnival, parade, music festival).
- b) Any event held at a Commercial, Retail, Industrial or any Non-Residential property (except a Mansfield Park) where the **general public is invited** and activities will be **held outdoors** (i.e. Festival at a Church or School, Car Show, Grand Opening, Music- Live Band or DJ).
- c) When any portion of a City street within the City right-of-way is to be temporarily restricted or closed (i.e. Block Parties, Parades, Bike Rides or 5K Walk/Runs on City Streets).

2) A special event permit is Not Required for the following events:

- a) **Events held in any Mansfield Park** after a Pavilion has been reserved or rented (required if your group has more than 50 people) and you were given approval by Park Personnel to have your event. This would include having bounce houses and music (Exceptions: mass gathering events). A sign may be placed with permission from Park Personnel as long as it is **not** visible from the street. All Park Rules and City Ordinances must be followed, including the Noise Ordinance. If a large Rental Tent will be used, a Temporary Tent Permit needs to be obtained.
- b) **5K Walk/Run event** that will take place completely in a Mansfield Park or along the Linear Trail
***Contact the Mansfield Activity Center for any stipulations (817) 728-3680**

Please note that obtaining a Special Event Permit does not exempt you from any City Rules or Regulations, including the Noise Ordinance. *Noise Ordinance is shown on the next page

Submit completed applications and all attachments to:
Mansfield City Hall
Attn: Jennifer Johnston
1200 East Broad Street
Mansfield, TX 76063

Office: 817-276-4229
E-mail: Jennifer.johnston@mansfieldtexas.gov

SPECIFIC RULES AND REGULATIONS

FIRE SAFETY: Contact Mansfield Fire Admin for questions (817) 276-4790

- 1) Fire hydrants and fire lanes may not be blocked.
- 2) No campfires or open burning is permitted.

The applicant may be required to provide a number of off-duty fire and emergency medical services personnel and emergency services vehicles for the special event. The total number of emergency medical personnel or fire department personnel required to work the event will be determined by fire department Operations Division staff and the Fire Chief of the Mansfield Fire Department. The determination of fire department personnel will be based on a number of planning variables, including but not limited to:

- The estimated number of participants and spectators
- The availability of alcoholic beverages
- Topography and size of the event location
- Time of day and/or day of week
- Expected weather conditions
- The special event requires street closures or rerouting of vehicular or pedestrian traffic that may affect emergency access to the event
- The special event involves specific activities that create a higher risk of illness or injury to persons participating in or attending the event
- The prior history of the event indicates that EMS is likely to be required to protect the public health, safety, and welfare
- The use of fireworks, pyrotechnics, and open flames
- The use of tents and temporary membrane structures

When the presence of fire or EMS personnel is necessary for the event as determined by the approval team, the applicant is responsible for reimbursing the city for the cost of providing fire personnel. The cost for city fire personnel shall be the actual costs for the services provided. Actual costs shall include salary, overtime, and any equipment usage costs. There is a minimum four (4) hour cost per firefighter. City estimated cost must be paid to the city before permit issuance.

The emergency personnel that may be required to be provided at the event, by this section must be sworn members of the Mansfield Fire Department. Personnel from other jurisdictions or entities may be called upon to assist in unusual situations and must have approval of the Fire Chief for the City of Mansfield.

The use of off-duty emergency service personnel assures that Mansfield Fire Stations remain fully staffed to assure the City of Mansfield's standards of resident safety.

FOOD/BEVERAGES: Contact Regulatory Compliance for questions (817) 728-3330

- 1) For information concerning food / beverage permit requirements.

LIABILITY INSURANCE: Contact Mansfield City Secretary (817) 276-4204 for specific questions

- 1) For events that will take place on city properties, regardless of crowd size, liability insurance policy with limits of \$1,000,000 will be required listing City of Mansfield as "additional insured".

PUBLIC PROPERTIES (PARKS): Contact Mansfield Activities Center (817) 728-3680

- 1) You may not charge a fee to enter any public properties unless approved by the City Council.
- 2) Reservations for pavilions and athletic fields must be done at the Mansfield Activities Center **before** the special event application is submitted and approved.

PRIVATE PROPERTIES:

- 1) If the event is being held on private property (i.e. Retail center parking lot), a site plan showing the location of all activities is required along with a signed permission form from the property owner or manager.
(A site plan can be provided upon request)

TEMPORARY TENTS, PROMOTIONAL SIGNS, TEMPORARY ELECTRIC, GENERATORS:

Contact Development Services (817) 276-4221 for any questions

- 1) If the event requires temporary electric wiring (i.e. for lighting) a registered electrician must obtain the necessary permit. Note any generator locations on the site plan if they plan to be used.
- 2) For any Temporary Tents or Promotional Signs, separate permits must be obtained.

STREET CLOSURES: Contact David Boski in Public Works at (817) 276-4208 for any questions

- 1) You may not close a **major** street or the **primary access** to a subdivision. You cannot block off only the middle portion of a street, it must be the entire block.
- 2) A site plan and a resident signature roster must be submitted
- 3) Streets may only be blocked off using barricades or cones; vehicles must not be used. Streets must be accessible by emergency vehicles. A maximum of 4 barricades is allowed.
- 4) Tents, Bounce Houses, Canopies or temporary structures are not permitted on public streets.

TRAFFIC CONTROL/ SECURITY ASSISTANCE/ NOISE ORDINANCE:

Contact Mansfield Police Department, Assistant Chief of Police Gary L. Fowler (817) 276-4723 for any questions

- 1) For traffic control or security assistance, you must make arrangements through the Mansfield Police Department at your own cost.
- 2) If you plan to use MISD police or any other group for assistance, please attach a written statement from them.
- 3) Note that a Special Event Permit does not give you permission to disobey any City Rules or Regulations. The noise ordinance is still applicable and is enforced through the Mansfield Police Department.
 - a) 130.7.2 Noises Disrupting the Peace- Radios, phonographs and the like. The use or operation of any radio receiving set, musical instrument, phonograph or other machine or device for the producing or reproducing of sound in such manner as to disturb the peace, quiet and comfort of the neighboring inhabitants or at any time with louder volume than is necessary for convenient hearing for the person of normal hearing who is in the room, vehicle or chamber in which the machine or device is operated and who is a voluntary listener there to or allowing the use or operation. The operation of any set, instrument phonograph, machine or device between the hours of 11:00 p.m. and 7:00 a.m. in a manner as to be plainly audible at a distance of 50 feet from the building, structure or vehicle in which it is located shall be prima facie evidence of a violation of this section.
 - b) Penal Code-Title 9 Chapter 42.01 (a) (5) makes unreasonable noise in a public place other than a sport shooting range, as defined by Section 250.001, Local Government Code, or in or near a private residence that he has no right to occupy.



1200 East Broad Street, Mansfield, TX 76063
 www.mansfieldtexas.gov Email: jennifer.johnston@mansfieldtexas.gov

Special Event Application

Organization/Group:	Date of Submission :
Applicant:	
Applicant's Address:	Phone No.
Name of the Event:	Email:
Address of Event:	
Description & Activities:	
Date of Event:	Hours of Event:
Public Invited or Private Party?	Estimated Number of Attendees
Do you plan on having Food Trucks or carts?	*If yes, a separate permit is required.
Is the event in a Mansfield Park?	*If yes, Insurance is required
Do you plan to Temporarily Close a Public 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?	*If yes, show location on the site plan
Do you plan to have any Tents?	*If yes, a separate permit is required.
Do you plan to have any pop-up canopies?	
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?	*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?	*If yes, attach an explanation and the name of the person you are working with
<p 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:

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

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

Property address: _____

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: _____

Signature of Property Owner or Property Management Company

Printed Name/ Job Title

Mailing Address

Contact Phone Number

Email Address



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Promotional Signage Display Application

Installation Address:		Suite No.:	
Tenant/Business:			
Applicant*:		Phone No.:	
Email:			
*Will be contacted for any questions and/or when the permit is ready for pick-up			
Sign Company			
Name:		Contact Name:	
Address:		City:	State: Zip:
Phone No.:		Email:	
Purpose of Sign			
Special Event	<input type="checkbox"/>	Sale or Promotion	<input type="checkbox"/>
Grand Opening	<input type="checkbox"/>	Other	<input type="checkbox"/>
Date Requesting* Display to Begin:		*signs are not allowed to be installed until permit is issued and paid for	
Type of Sign (limited to a max. of one (1) inflatable sign OR three (3) of any other type of temporary sign per display)			
Banner	<input type="checkbox"/>	Quantity:	Size of Sign in Sq Ft: Height and Width in 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			
Please read and Include the Following Information With This Application			
<i>THIS PERMIT APPLICATION WILL BE AUTOMATICALLY DENIED IF ALL INFORMATION IS NOT COMPLETED/PROVIDED.</i>			
1. SIGN CONTENT: For all signs, include a simple drawing, rendering, or attach a picture of the sign, showing sign content and dimensions. List everything that you plan to put up for the promotion.			
2. SITE PLAN SHOWING LOCATION OF SIGN(S):			
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. NOTE: 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.			Permit Fee \$40
Applicant Signature		Date:	
Property Owner/Mgr Signature *REQUIRED		Date:	
FOR OFFICE USE			
Comments			



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Temporary Tent Application

Tent location Address		Suite No.	
Tenant/Business			
Applicant*		Phone	
Applicant Address		E-mail	
*Will be called for questions and/or when the permit is ready for pick-up			
Tent Company			
Tent Company Name		Contact Number	
Company Address			
Purpose of Tent:			
Special Event <input 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:	
Size and Height of Tent (in feet at tallest peak)			
#1 Tent Size	Height in feet		
#2 Tent Size	Height in feet		
#3 Tent Size	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.			
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			
Applicant's Signature			
Property Owner/Manager Printed Name			
Property Owner/Manager Signature *REQUIRED			



AGREEMENT TO ASSIST AT SPECIAL EVENT

Special Event Name and Date: _____

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: _____

Signature of the Mansfield Police Department, MISD Police Department, and/or Constables Office

Printed Name/ Job Title

Mailing Address

Contact Phone Number / E-mail



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Food Truck /Cart Information			
Company Name		Contact Number	
Company Address:			
Description of service (example: BBQ, food cart, slushies):			
Have operation permits been issued by Health and Safety?:		By Fire?:	
Company Name		Contact Number	
Company Address:			
Description of service (example: BBQ, food cart, slushies):			
Have operation permits been issued by Health and Safety?:		By Fire?:	
Company Name		Contact Number	
Company Address:			
Description of service (example: BBQ, food cart, slushies):			
Have operation permits been issued by Health and Safety?:		By Fire?:	