

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>

RENTAL INFORMATION

Race Date:	Race Title:
Renter's Name:	Email:
Address:	City & Zip:
Phone Number:	Race Event Website:
Expected Attendance: _____ Race Start Time : _____ Event Start & End Time : _____	
Type of Race: <input type="checkbox"/> 5K <input type="checkbox"/> 10K <input type="checkbox"/> Fun Run <input type="checkbox"/> Sanctioned <input type="checkbox"/> Other: _____	
Please check any other activity associated with this event: <input type="checkbox"/> Sponsor Booths <input type="checkbox"/> Food Vendors (need approval) <input type="checkbox"/> Generators <input type="checkbox"/> Bounce House/Inflatables (generator required) <input type="checkbox"/> Merchandise Vendors <input type="checkbox"/> Race Theme: _____ <input type="checkbox"/> DJ/Loud Music <input type="checkbox"/> Other: _____	
Please select location: <input type="checkbox"/> Rose Park (303 N Walnut Creek Dr) <input type="checkbox"/> Town Park (500 N Main St)	
Race Fees <input type="checkbox"/> Residents: \$325 for up to 5 hours \$75 per additional hour <input type="checkbox"/> Non-Residents: \$500 for up to 5 hours \$125 per additional hour	

Additional Rules for Races: (Please initial each one)

_____ 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.

_____ 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 \$50 deposit .

_____ If sufficient parking is not available, it is the renter's responsibility to arrange for adequate parking.

_____ 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.

_____ Race route and promotional material must be submitted for approval by the Parks and Recreation Department before being advertised.

_____ 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).

_____ Race obstacles must be located off of the main trail.

_____ All trails are to remain open to the public, before, during, and after the event.

Suggestions for a Successful Race:

<ul style="list-style-type: none"> • Provide EMT's on site • Additional Port-A-Potties for races of more than 150 people • Clearly mark the route with directional signs • Provide route maps for participants 	<ul style="list-style-type: none"> • Provide plenty of water for participants • Provide volunteers to direct traffic along race route • Contact Kelly Hall for additional parking at R.L. Anderson Stadium (kellyhall@misdmail.org / 817-299-4343)
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Renter's Signature:	Date:
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STAFF USE ONLY

<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Payment Made \$ _____ <input type="checkbox"/> Non Profit: 501c3 proof & letter <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Bounce House Insurance <input type="checkbox"/> Food Vendor Permit <input type="checkbox"/> Copy of Promotional Items </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Staff Assigned (if needed & paid for) <input type="checkbox"/> Special Event Permit (if needed) <input type="checkbox"/> Notify Mansfield PD <input type="checkbox"/> Notify Parks <input type="checkbox"/> Special Event Permit (if needed) <input type="checkbox"/> Other _____ </td> </tr> </table>	<input type="checkbox"/> Payment Made \$ _____ <input type="checkbox"/> Non Profit: 501c3 proof & letter <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Bounce House Insurance <input type="checkbox"/> Food Vendor Permit <input type="checkbox"/> Copy of Promotional Items	<input type="checkbox"/> Staff Assigned (if needed & paid for) <input type="checkbox"/> Special Event Permit (if needed) <input type="checkbox"/> Notify Mansfield PD <input type="checkbox"/> Notify Parks <input type="checkbox"/> Special Event Permit (if needed) <input type="checkbox"/> Other _____	Rental #: <hr/> Booking Staff: <hr/> Date: <hr/> <input type="checkbox"/> Rental booked <input type="checkbox"/> Copy of Driver's License <input type="checkbox"/> Total Fees Charged: \$ _____
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