

**Special Event Application**

Organization/Group:	Date:
Applicant:	
Applicant's Address:	<b>Phone No.</b>
*Will be called or emailed for more information needed and/or when the permit is ready for pick-up	<b>Email:</b>
Address of Event:	
Description & Activities:	
Date of Event:	Hours of Event:
Public Invited or Private Party?	Estimated Number of Attendees
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"><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>	
<b>Applicant's Printed Name:</b>	<b>Applicant's Signature:</b>