

## *Downtown Mansfield Special Events Guidelines*

*The following guidelines contain resources designed to assist you in the coordination and launch of your event in downtown Mansfield, Ohio. The primary goals of the Downtown Mansfield Special Event Guidelines are as follows:*

- To support organizations and individuals in the promotion and development of downtown events.*
- To ensure that events held within downtown Mansfield are responsibly maintained and considerate of businesses, residents and employees populating the district.*
- To promote downtown Mansfield as a desirable place to live, shop, work and invest.*

### Applications

Special Event Applications should be submitted 45 days prior to the event date. Applicants must the Mansfield Police Department and the City of Mansfield Parks Department to verify need for additional forms, including the Street Closing/Parade Permit Form or the City of Mansfield, Special Activities Form.

#### **Mansfield Police Department**

30 North Diamond Street  
Mansfield, Ohio 44902  
419-522-1234

#### **City of Mansfield**

Parks Department  
30 North Diamond Street  
Mansfield, Ohio  
419-755-9628

### Food and Beverage

The Special Events Committee of DMI prefers that concession opportunities be provided by those restaurants, cafés and businesses located within downtown.

### Insurance

All event organizers must obtain and maintain for the duration of the event, insurance against any and all claims for injuries or damages which may arise from or in connection with the event. The cost of such insurance is the responsibility of the organizer and a valid Certificate of Insurance must be provided for inclusion with the Special Activities Application.

### Parking

Event organizers should include a detailed site plan, demonstrating event parking and other temporary or special parking required. If your event requires parking meters to be hooded, please indicate on the plan the location and number of meters to be hooded. Event coordinators should also plan to provide temporary signage instructing guests and drivers to event parking locations.

*This information will be shared and coordinated with Mansfield Police Department Streets and Traffic Division.*

### Sanitation

Event organizers must provide clean, safe restroom access. Organizers shall not rely on downtown businesses as their source for restroom facilities. Event organizers should also provide additional trash receptacles throughout the event location and be prepared to cleanup the area upon the completion of the event. All trash generated by the event must be removed following the event.

### Security

If security is needed, event organizers should contact the Mansfield Police Department or a private security firm. All costs associated with security are the responsibility of the event organizer.

*Downtown Mansfield, Inc. appreciates your interest in holding an event in downtown. Please let us know if there is anything else we can do to help!*

*Downtown Mansfield, Inc. is a nonprofit membership organization whose mission is to stimulate economic development, improve the appearance and create a positive image of the downtown as a desirable place to work, live, shop and invest.*

*DMI-55 North Mulberry Street, Mansfield, 44902, 419-522-0099*

[jamie@downtownmansfield.com](mailto:jamie@downtownmansfield.com)

[www.downtownmansfield.com](http://www.downtownmansfield.com)

[www.gooddaymansfield.com](http://www.gooddaymansfield.com)

## Special Events Application

**Event:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_

**Hours:** \_\_\_\_\_

**Location:** \_\_\_\_\_

*\*Please attach a site plan, including location of barricades, sanitation and hooded meters if necessary.*

**Sponsoring Organization:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

<b>Will you need:</b>	<i>Yes/No</i>	<i>Details</i>
Special parking provisions?	_____	_____
Security?	_____	_____
On site medical assistance?	_____	_____
Additional trash receptacles?	_____	_____
Water connection?	_____	_____
Barricades?	_____	_____
Electrical connection?	_____	_____
Fencing?	_____	_____
Sanitation?	_____	_____

Will this event be free and open to the public? If not, how much is admission? \_\_\_\_\_

Does your event require a liquor license? If yes, please attach a copy of the license and include the sponsoring organization name and contact information. \_\_\_\_\_

How will you promote this event? \_\_\_\_\_

Number of people estimated to attend? \_\_\_\_\_