



City of Mineola

Street Closure Request

Name: Holly Herring
Address: 101 E. Broad St City, State, Zip: Mineola, TX
Phone number: _____ email address: _____
Name of organization: Mineola Chamber of Commerce
Event: Iron Horse Festival
Date & time of closure (to include setup and takedown): 9/25/2021 - All day
Streets/Location of area to be closed:

Johnson : Kilpatrick to Commerce
Commerce St : Line to Hwy 69
See map

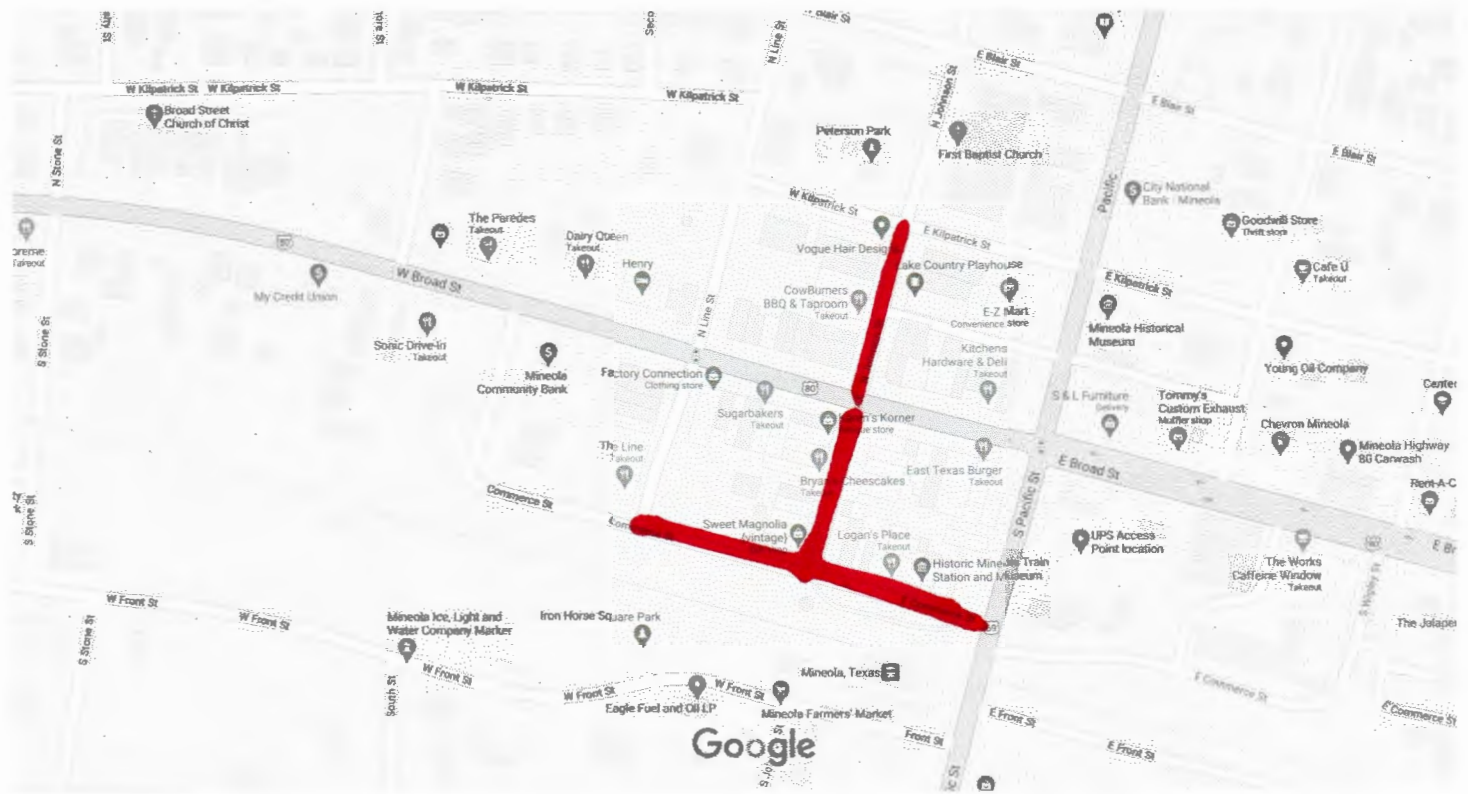
****Please include a map detailing the area(s) requesting to be closed**

Event coordinators are responsible for trash collection and removal after the event. Please contact City Hall for additional dumpsters/receptacles if needed (at current rates).

You are required to alert the building owner/operators in the street closure area of the street closure either a minimum two weeks before the event or once the council has approved the request. This includes the Historic District sidewalk walking district.

Do you have insurance coverage for the event? No Yes (if yes, please include copy of the policy)

Return form to City Secretary at Mineola City Hall, 300 Greenville Highway, Mineola, TX 75773, fax 903-569-6551, or ckarch@mineola.com.



Map data ©2021 100 ft

Iron Horse Festival 2021

September 25

Committees:

- Logistics and Sanitation
- Entertainment / Contest
- Vendors and sponsors
- Advertisement and PR
- Merchandise
- Volunteer coordinator

Entertainment – Mary, Connie and Dave

- Sound @ gazebo
- Schedule acts
- Contest schedule
- Owen Tiner (Mineola Director of Communications and Market) reach out to him for help – also has organized and performed for Iron Horse in the past
- Reach out to city to see if their committees would like to participate – like the Hobo Stew

Vendors and Sponsors – Holly & Jackie Rodieck

- Find vendors (start with vendor list)
- Sponsorship list
- Membership list
- Sponsorship levels and the benefits
- Organizing donations

Sanitation / Logistics – Jim & Dave

- Large dumpsters
- Port-a-potties
- Plenty of trashcans – and ensuring they aren't overflowing with board and volunteer help
- Transportation –
 - o Securing tents for contest and events
- Power for vendors
- Event insurance

Advertisement & PR – Phil and Josh