



# City of Mineola

## Street Closure Request

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ email address: \_\_\_\_\_

Name of organization: \_\_\_\_\_

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

Date & time of closure (to include setup and takedown): \_\_\_\_\_

Streets/Location of area to be closed:

**\*\*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](mailto:ckarch@mineola.com).

