



July 20, 2023

Honorable Mayor Jayne Lankford and City Council members,

The Mineola Chamber of Commerce is seeking street closures for Iron Horse Heritage Festival, which will take place on Saturday, September 23, 2023. The map titled "Iron Horse Heritage Festival Street Closure" depicts the streets we seek to close.

We are requesting street closures of Commerce Street (from Pacific to Line) and S. Johnson Street (from the alley to Commerce) starting Friday, September 22, 2023 5:00 PM through Saturday, September 23, 2023 6:30 PM. This would allow time to set up large tents around the Gazebo to provide seating and shade for visitors.

I am always available for any questions. You may reach me at 903-569-2087.

Thank you,

Danielle Vance
Chamber Coordinator
Mineola Chamber of Commerce



City of Mineola

Street Closure Request

Name: Danielle Vance
 Address: 101 E Broad St City, State, Zip: Mineola, TX 75773
 Phone number: 903-569-2087 email address: Chamber@mineola.com
 Name of organization: Mineola Chamber of Commerce
 Event: Iron Horse Heritage Festival
 Date & time of closure (to include setup and takedown): Sept 22 5:00pm -
 Streets/Location of area to be closed: Sept 23 6:30 pm

N. Johnson - Broad to Blair (Sept. 23 6:00am-6:30pm)
 Kilpatrick St - Line to alley by EZ mart (Sept 23 6:00am-6:30pm)
 S. Johnson - Broad to alley (Sept 23 6:00am-6:30pm)
 S. Johnson - alley to Commerce (Sept 22 5pm - Sept. 23 6:30 pm)
 Commerce St - Pacific to Line St (Sept 22 5pm - Sept 23 6:30 pm)
 Line St - Commerce St to the alley (Sept 23 6:00am-6:30 pm)

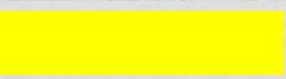
****Please include a map detailing the area(s) requesting to be closed**

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) in process

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



Street closure Sept. 23
6:00AM-6:30 PM



Street closure Sept. 22
5:00PM- Sept. 23 6:30 PM



Blair

Kilpatrick

N. Johnson

Broad

Line

S. Johnson

Commerce

Pacific

son Park

orse Square Park