



DOWNTOWN EVENTS IN MANSFIELD

Dear Mansfield Business/Organization:

One of the Mansfield Downtown Partnership's main goals over the past twelve years has been to strengthen the sense of community in town by creating a central gathering place for events and celebrations. The Town Square will become the main space for everything from casual meetings between friends and neighbors to large special events, such as the *Festival on the Green*. While the Town Square will be the main location, Storrs Center will include other public spaces that can accommodate a wide variety of events. As with the rest of Storrs Center, these spaces will evolve over the next few years.

With One, Nine, and Eleven Dog Lane and One Royce Circle now open, there are opportunities to host events downtown, albeit with some constrictions (e.g. limited physical space).

If your business or organization would like to host an event downtown, please complete and submit the Downtown Event Application. The Application is available on the Partnership's website (www.mansfieldct.org), or you can request an application through email (mdp@mansfieldct.org).

The Partnership, in coordination with LeylandAlliance, will review each event application based on the space available, dates available, special requirements, and anticipated attendance, among other factors. If additional Town permits are required, the Partnership will direct you to the appropriate municipal department.

The Partnership will also promote your events when possible through its events calendar, website, email blasts, and social media.

Please feel free to contact the Mansfield Downtown Partnership with any questions. We look forward to working with you as our downtown grows!

Sincerely,

Cynthia van Zelm
Executive Director



MANSFIELD DOWNTOWN PARTNERSHIP, INC.
4 S. Eagleville Road, P.O. Box 513, Storrs, CT 06268
860.429.2740
mdp@mansfieldct.org www.mansfieldct.org/mdp

Application for Downtown Event

BE SURE TO READ & COMPLETE BOTH SIDES OF THIS FORM

Organization/Business Name

Contact person

Address

Phone

Email

Date of Proposed Event

Proposed Location

Planned Activity

Special Requirements (e.g. electrical access, water)

Anticipated Attendance

FOR OFFICE USE ONLY:

Date Received _____ Date Reviewed _____ Approved _____





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Information for Promotion of Event

BE SURE TO READ & COMPLETE BOTH SIDES OF THIS FORM

The Mansfield Downtown Partnership may be able to assist in promoting your event. Please provide the following information for the Partnership to share with the public.

If you have a logo or image for this event, please email it to the Partnership in .jpg (mdp@mansfieldct.org).

Submitting this information does not guarantee that the Partnership will promote your event.

Organization/Business Name

Contact person for public

Phone for event information for public

Email for event information for public

Website for event (if applicable)

Website (if applicable)

Complete both pages of this form and return to the Mansfield Downtown Partnership by mail or email (see addresses at the top of the page).

Requests should be made a minimum of **8 weeks prior to proposed event date**.

The Mansfield Downtown Partnership will review the request based on space available, dates available, special requirements, and anticipated attendance among other factors. The Partnership reserves the right to decline event requests at its discretion.