

PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL23-000034

File #: 23-003971

Application for: Public Event

Organization name: City of Somerville

Description: Civic Day is a citywide celebration for residents to visit City Hall and learn about upcoming services, projects and events. Residents will be able to meet with city staff, interact with fun activities, eat and mingle with other members of the Somerville community. Information tables, activity stations and departments will be spread throughout City Hall, the concourse and Somerville High School to allow for a large turnout. Residents will also be able to get certain business done that they would typically get done during the work week.

Date(s): Saturday, September 30

Setup starts at (time): 8:30am

Cleanup after the event ends at (time): 6:30pm

Entertainment: Interactive activities from different city departments.

Attendees:

Max attendance at one time: 300

Maximum attendees accommodated: 800

Attendee fees or suggested donations: None

Social or cultural benefits:

Residents will be able to mingle with other members of the Somerville community and meet with city staff. They will be able to hear about any changes and updates that are in the pipeline for the city.

Event Contact: Courtney Henderson

Event name: Civic Day

Location: Somerville City Hall's Welcome Center and Concourse

Rain date(s): n/a

Event starts at (time): 9am

Event ends at (time): 6pm

Temporary Structures: None

Total people attending: 500

Total Somerville residents attending: 500

What is your budget for this event: A budget has not been defined yet.

Financial benefits:

None

Event Contact Phone: 7818086308

Event Information	Yes/No	If yes, Describe
Open to the public?	Yes	CTY, newsletter, flyering, social media and word of mouth.
Food served?	Yes	Vendors/food trucks will be available throughout the day
Caterer used?	Yes	TBD
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	No	
Sidewalks blocked?	Yes	The concourse outside of Somerville City Hall will be blocked off. We will leave handicap parking available for residents needing that accommodation.
Describe any accessibility features available to attendees/participants		Handicap parking
Arrangements:		
Police Detail:	Yes	We will have police detail to help controlling street traffic and to provide barriers to City Hall's concourse.

Parking (for Attendees)?	Yes	We will leave the handicap parking available for residents needing that accommodation along with making a few street parking spots handicap.
Restrooms?	Yes	Restrooms will be open and available inside of Somerville High School and inside of City Hall.
Liability Insurance?	Yes	City of Somerville may have liability insurance
Will any public parks be used?	No	
Has the event occurred in the last two years?	No	

Approval Conditions:

Approved By:

CS Mayor, Approved

Maureen Lee, Approved

Kevin Roche, Approved

Charles Breen, Approved with Conditions

All food trucks contact Fire Prevention to discuss any needed permits. Be sure that no obstructions are placed where they could interfere with emergency vehicles having to enter the concourse if needed, Barriers at the entrance and exit should be easily moveable.

CS Traffic and Parking, Approved

Timothy Mitsakis, Approved

Eric Weisman, Approved

Kimberly M. Wells, Approved