

**From:** jlong@somervillema.gov  
**Sent:** 08/12/2015 - 09:42 PM  
**To:** laur.fisher@gmail.com  
**CC:**  
**Subject:** BOA Interim Approval

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To Whom It May Concern:

Lauren Fisher has requested permission to conduct a West Street Block Party at West Street from Hawthorne Street to Highland Avenue, on 8/29/2015 (raindate 8/30/2015), from 11 AM to 5 PM. Setup will begin no earlier than 10 AM, and cleanup will end no later than 6 PM.

The appropriate city departments have all signed off on the appropriate documents, which are now at City Hall awaiting the next meeting of the Board of Aldermen.

The President of the Board of Aldermen, the Chair of the Board's Committee on Licenses and Permits, and the appropriate Ward Aldermen have also indicated their interim approval. This email will confirm interim approval by the Board of Aldermen, so this Public Event may proceed as long as the following conditions are observed:

1. If you request a rain date, you may use it only if you notify the City Clerk with a voicemail or email (617-625-6600 x4110 or cityclerk@somervillema.gov) immediately after cancelling your event due to weather. Failure to notify the City Clerk will result in the loss of the rain date.
2. Your event must not obstruct or inhibit the flow of vehicles or pedestrians except for any street/sidewalk closures or detours described in this application or conditions. All street closures or detours must be created with devices specified by the Traffic and Parking Department. Vehicles must not be used to block streets. Anything placed on any streets must be movable by city employees whenever necessary.
3. If any streets are closed, you must contact the MBTA so they can review and adjust their bus routes as needed. Contact the city's Traffic and Parking Department for MBTA contact information.
4. If any streets are closed, you must provide written notice to each resident and business that abuts the area to notify them of the date and time of the event, and provide them with contact information for the event organizer(s) in case they have questions.
5. You must not make permanent markings on the street or sidewalk using paint or other indelible materials, or else you will be held liable for the cost of removing those markings. The use of chalk is acceptable for street or sidewalk markings.
6. If your event is a neighborhood block party, you must keep a fire extinguisher available near any grille in use, and you must not consume or carry alcohol on any public street or sidewalk.
7. Any fees charged by the city are your responsibility and must be paid in full prior to the event.

8. If you find more attendees signing up for or attending your event than you indicated on the application, you must contact the Police Department immediately to notify them.
9. This permit is valid only for the listed location and time, and is subject to all of the terms, conditions, and limitations set forth in the Somerville Code of Ordinances, any applicable State and Federal laws, any city officials, and the Board of Aldermen.
10. You hereby agree to release, discharge, indemnify and hold harmless, the City of Somerville, a municipal corporation of the Commonwealth of Massachusetts, and its officers, employees, agents and servants from all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation associated with this event or your conduct arising from the event.

If you have any questions, please contact John J. Long, City Clerk.

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John J. Long, City Clerk  
City of Somerville  
93 Highland Avenue  
Somerville, MA 02143  
617 625-6600 x4110  
FAX 617 625-4239  
[www.somervillema.gov](http://www.somervillema.gov)  
[jlong@somervillema.gov](mailto:jlong@somervillema.gov)

**PUBLIC EVENT PERMIT APPLICATION**  
**City of Somerville, Commonwealth of Massachusetts**  
**Application #: PEL15-000148**  
**File #: 15-008826**

**Organization name:** Lauren Fisher, resident

**Event name:** West Street block party

**Description:** A low-key outdoor street event for residents of West and Hawthorne streets. Food (BBQ) and street games.

**Location:** West St West Street (city wide)

**Date(s):** August 29

**Rain date(s):** August 30, Sept 12

**Setup starts at (time):** 10 am

**Event starts at (time):** 11 am

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

**Event ends at (time):** 5 pm

**Attendees:**

Max attendance at one time: 50

Total people attending: 100

Maximum attendees accommodated:

Total Somerville residents attending: 100

**Attendee fees or suggested donations:** 5

**What is your budget for this event:** 0

**Social or cultural benefits:**

Block party for neighbors to meet each other

**Financial benefits:**

**City Contact:**

**Organization mailing address:**

9 West Street  
 Somerville MA 02144

**Contact person:**

Lauren Fisher  
 Telephone: 617 797 0877  
 Email: laur.fisher@gmail.com

<b>Event Information</b>	<b>Yes/No</b>	<b>If yes, Describe</b>
Food served?	Yes	To be determined -- potluck, BBQ
Alcohol served?	No	
Grill/open-flame device used?	Yes	BBQ
Streets blocked?	Yes	West Street, from Hawthorne to Highland
Sidewalks blocked?	Yes	see above
<b>Arrangements:</b>		
Auxiliary Police?	No	
Police Detail:	No	
Parking (for Attendees)?	No	
Restrooms?	No	
Liability Insurance?	No	
Will any public parks be used?	No	
Has the event occurred in the last two years?	No	
Alcohol License?	No	

**Approval Conditions:**

**Reviewer:** John J. Long, City Clerk, Approved

**Reviewer:** CS Mayor, Mayor's Office, Approved

**Reviewer:** CS Police, Police, Approved

**Reviewer:** CS Traffic and Parking, Traffic and Parking, Approved

**Reviewer:** Christine Morin, Public Works, Approved

**Reviewer:** CS Fire, Fire Prevention, Approved

**Reviewer:** John J. Long, City Clerk, Complete

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