

PUBLIC EVENT PERMIT APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL14-000058

File #: 14-007238

Organization name: City of Somerville

Description: We'll ask City departments to sponsor activity tables on the concourse. "Haunted Walkway" between SHS gym and Library will feature fun and educational "spooky Somerville" facts and interactions. Refreshments served. Safe Trick or Treating. Costume Parade for kids, etc.

Date(s): Thursday, Oct. 30, 2014

Setup starts at (time): noon

Cleanup after the event ends at (time): 8 p.m.

Attendees:

Max attendance at one time: 100

Maximum attendees accommodated: N/A

Attendee fees or suggested donations: None

Social or cultural benefits:

A Halloween event for families and individuals of all ages. Providing a safe and fun event for residents (as has been requested in previous years).

City Contact: Mayor's Office, Rec, SPD, HHS

Organization mailing address:

Mayor's Office c/o Jackie Rossetti

Event name: Halloween at City Hall

Location: 89 Highland Ave SHS/City Hall Concourse, Library path adjacent to Central Hill Playground

Rain date(s): N/A

Event starts at (time): 5 p.m.

Event ends at (time): 7 p.m.

Total people attending: 500

Total Somerville residents attending: 500

What is your budget for this event: TBD - minimal

Financial benefits:

N/A

Contact person:

Jackie Rossetti

Telephone: x2614

Email: JRossetti@somervillema.gov

Event Information	Yes/No	If yes, Describe
Food served?	Yes	Cookies and cider, from Food and Nutrition Services
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	No	
Sidewalks blocked?	Yes	Small portions of Concourse. ADA access maintained at all times.
Arrangements:		
Auxiliary Police?	Yes	SPD is a co-sponsor
Police Detail:	Yes	SPD is a co-sponsor
Parking (for Attendees)?	Yes	on-street or SHS lots
Restrooms?	Yes	City Hall
Liability Insurance?	Yes	City
Will any public parks be used?	Yes	City Hall/SHS Concourse (grass) and path next to Playground
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 Auxiliary Police, Auxiliary Police, Approved

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

Reviewer: Christine Morin, Public Works, Approved

Reviewer: John J. Long, City Clerk, Complete

Reviewer: City Clerk, City Clerk,
