

# PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL23-000126

File #: 23-012842

**Application for:** Public Event

**Organization name:** Elizabeth Peabody House Inc

**Description:** This event, on October 14th 2023, that brings together families in and around Somerville to have fun, build community, and promote the community services (education and food security) of the Elizabeth Peabody House. The event will consist of a bouncy house, face painting, arts and crafts, cartoon drawing workshop, a magic show, a performance from EPH's youth Step Club, and a cornhole tournament. In addition, we anticipate hiring a local music group, or working with Somerville High School, to provide entertainment in the parking lot outside our building. We expect to provide food (sold by one or more local food vendors - specific vendors TBD). We expect to have an alcohol vendor on-site also (most likely Winter Hill Brewing Co.). The alcohol vendor will provide employees who are tip certified. The event will run from 12-4pm and there will not be a charge to attend. However, the cornhole tournament will have a cost for participation. We anticipate selling handmade holiday cards to help raise some funds to cover the cost of the event, in addition to the funds raised through the cornhole tournament. We hope to have around 200-300 attendees (children and adults) pass through within the four hours.

**Date(s):** October 14, 2023

**Setup starts at (time):** 9:00am

**Cleanup after the event ends at (time):** 6:00pm

**Entertainment:** Small musical ensemble - 3/4 piece band or Somerville High School students.

## Attendees:

Max attendance at one time: 200

Maximum attendees accommodated: 400

**Attendee fees or suggested donations:** No attendance fees - but there will be a cost to enter the cornhole tournament @ \$100/team and general donations will be accepted.

## Social or cultural benefits:

This community event will be open to the public, offering a family-focused day of community and fun for Somerville residents. It will also promote Elizabeth Peabody House's education and food security services to bring awareness to the support services offered to families and households in need.

**Event Contact:** Katie Aucella

**Event name:** Elizabeth Peabody House Fall Festival

**Location:** Elizabeth Peabody House's proposed Fall Festival will take place outside our building at 275-277 Broadway. We anticipate the event operating inside our building, in our private backyard, and occupying the parking lot/sidewalk directly outside our building.

**Rain date(s):** October 15, 2023

**Event starts at (time):** 12:00pm

**Event ends at (time):** 4:00pm

**Temporary Structures:** Large bouncy house. Size TBD. Winter Hill Brewing Co. and other food vendors may use their own small tents - size most likely 8x8 or 10x10.

Total people attending: 400

Total Somerville residents attending: 300

**What is your budget for this event:** 3,000.00

## Financial benefits:

Elizabeth Peabody House will support local artists, businesses, and food vendors through this effort.

**Event Contact Phone:** 617-623-5510 x108

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Event Information

Yes/No

If yes, Describe

Open to the public?	Yes	The event will be promoted among our families, our email list, on our social media channels, and website. We expect to participate in several community events over the summer where we will promote the event, including the Somerville Arts Council ArtBeat, the Gilman Square Festival, and other opportunities as they arise.
Food served?	Yes	We expect to use local food vendors. See below for more details.
Caterer used?	Yes	To be confirmed - we expect to use local food vendors that have the required licenses and equipment to meet health and safety regulations.
Alcohol served?	Yes	
Grill/open-flame device used?	No	
Streets blocked?	No	We would like to block off the street and parking spaces directly outside of our building @ 275-277 Broadway. This would run from the corner of Grant Street until the row of shops after our building.
Sidewalks blocked?	No	We hope to block off the sidewalk directly outside our building from the corner of Grant Street to the end of our building @ 275 Broadway, Somerville.
Describe any accessibility features available to attendees/participants		Bathrooms in our building are ADA compliant on the first floor of our building.
<b>Arrangements:</b>		
Police Detail:	No	
Parking (for Attendees)?	No	
Restrooms?	Yes	EPH's building has four accessible bathrooms on our first floor and another two accessible bathrooms in our basement-level floor. If needed, we would be open to renting additional porta-potties.
Liability Insurance?	Yes	We will purchase an event insurance rider, if this is not covered with our existing liability insurance.
Will any public parks be used?	No	
Has the event occurred in the last two years?	Yes	The event took place for the first time last year - October 22, 2022.

**Approval Conditions:**

**Approved By:**

**CS Mayor, Approved**

**Albert Bargoot, Approved**

**Maureen Lee, Approved**

**Kevin Roche, Approved with Conditions**

Temporary No Parking signs must be installed at least 48 hours prior to occupying street/sidewalk for event. 311 must be notified after the temporary No Parking signs are installed.

**Charles Breen, Approved with Conditions**

May require a fire detail

**CS Traffic and Parking, Approved**

**Timothy Mitsakis, Approved**

**Eric Weisman, Approved**

**Kimberly M. Wells, Approved**