

PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL23-000220

File #: 22-022358

Application for: Public Event

Organization name: Mayor's Office

Description: Constituents will gather around tree located on City Hall Concourse. Somerville Chorus will sing holiday songs, Mayor will give speech, flip the light switch for the tree. Constituents will be welcomed over at SHS to meet Santa, take a photo, receive a gift, a cookie and a cup of hot chocolate

Date(s): 12/7/23

Setup starts at (time): 5PM

Cleanup after the event ends at (time): 9PM

Entertainment: Somerville Chorus + SHS Chorus will sing

Attendees:

Max attendance at one time: 200

Maximum attendees accommodated: 300

Attendee fees or suggested donations: N/A

Social or cultural benefits:

Annual Christmas Tree Lighting for the all constituents

Event Contact: Luz Lopez

Event name: Annual City Hall Tree Lighting

Location: City Hall Concourse + SHS Cafeteria

Rain date(s): N/A

Event starts at (time): 6PM

Event ends at (time): 8PM

Temporary Structures: N/A

Total people attending: 300

Total Somerville residents attending: 300

What is your budget for this event: 5,000

Financial benefits:

N/A

Event Contact Phone: 781-808-6777

Event Information	Yes/No	If yes, Describe
Open to the public?	Yes	Press release + Social Media
Food served?	Yes	Premade cookies + Cups of Hot Chocolate + Coffee
Caterer used?	No	
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	No	
Sidewalks blocked?	No	
Describe any accessibility features available to attendees/participants		ADA accessible
Arrangements:		
Police Detail:	No	
Parking (for Attendees)?	No	
Restrooms?	Yes	City Hall restrooms + SHS
Liability Insurance?	No	
Will any public parks be used?	No	
Has the event occurred in the last two years?	Yes	12/8/22

Approval Conditions:

Approved By:

CS Mayor, Approved

Kevin Roche, Approved

Charles Breen, Approved

CS Traffic and Parking, Approved
Eric Weisman, Approved
Timothy Mitsakis, Approved
Kimberly M. Wells, Approved