

PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL26-000080

File #: 26-019876

Event Name: Civic Day

Business Name: City of Somerville

Location: 93 HIGHLAND AVE

Application Type: Public Event License

APPLICANT

Company Name: City of Somerville

Business Address:

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Work Phone:

Email: mpallis@somervillema.gov

of days: 1

Contact Name: Meg Pallis

Home Address:

93 Highland Ave

Somerville, MA 02144

Home Phone:

Does this event occupy a public space or significantly affect nearby residents?: Yes

Are you the party applying for the Public Event License?: Yes

Describe the location in detail: City Hall Concourse (93 Highland Ave)

In the last 5 years, have you been found guilty, liable, or responsible, in any judicial or administrative proceeding, for any violation of the City Wage Theft Ordinance or any State or Federal laws or regulations regulating the payment of wages?

[City Wage Theft Ordinance](#): No

Date: 09/10/2026

Event Setup Begins: 03:00 PM

Start Time: 04:00 PM

End Time: 07:00 PM

Event Cleanup Ends: 07:30 PM

Do You Have a Proposed Rain Date for Your Public Event?: No

Organization name; if none, your name: City of Somerville

Describe any social or cultural benefits

of this event for Somerville residents : Civic Day is an annual city event to educate and invite residents to learn about city departments and the work that they do.

Describe any financial benefits of this event for Somerville businesses or organizations: Food at the event will be bought from local businesses.

What is the budget for this event?: N/A

Complete Mailing Address : 93 Highland Ave Somerville, MA 02143

Contact name for follow-up questions (Will be available to the public): Meg Pallis

Email: mpallis@somervillema.gov

Phone (Will be available to the public): 7818087837

Event Name : Civic Day

Describe the Event: Civic Day is an annual city event to educate and invite residents to learn about city departments and the work that they do.

Describe any Entertainment at the Event (if none, type None): Departments will have games and educational activities for all ages that helps teach about the work they do. General activities will also be available for kids.

Describe any tents, inflatables, or other temporary structures to be used (if none, type None): Possible tents for departments that are hosting on the concourse. MWRA Water Buggy - if able to schedule.

Describe any accessibility features available to attendees/participants: All activities will be fully accessible. Accessible Parking will be made available.

Estimated maximum attendance at one time : 100

Estimated total number of people attending: 300

Estimated total number of Somerville residents attending : 300

Maximum number of attendees you will accommodate: 300

Attendee.fees.or.suggested donations: Free event.

Will this event be open to the public?: Yes

Describe your outreach/publicity: Promoted through all city channels (Web, social media, Press Release, etc.)

Will food be served?: Yes

If yes, describe:1: TBD. (typically, food truck is booked, or pizza is provided.) Nibble Kitchen has done cooking demos in the past.

Will the event be catered?: No

Will a grill/open-flame device be used? : Yes

If yes, describe:3: MAYBE - Only if Nibble Kitchen is participating, all food safety requirements will be followed if so.

Will any streets be blocked? : No

Will any sidewalks be blocked? : No

Will any public parks be used? : No

Has this event occurred in the last two years? : Yes

If yes, prior dates : Yes. Last event was April 5th, 2025. April 27th, 2024. September 30th, 2023.

Police Detail : Yes

If yes, describe:7: Will coordinate with SPD as needed.

Parking for Attendees : Yes

If yes, describe:8: Will work with parking dept. as needed.

Restrooms : Yes

If yes, please describe the restrooms being provided, and if you are providing portable toilets, state how they will be delivered and removed:9: Restrooms available inside City Hall.

Liability Insurance : No

Approval Conditions:

Reviewer: CS Mayor, Mayor's Office, Approved

Reviewer: Kevin Roche, Engineering, Approved

Reviewer: Eric Weisman, Public Works, Approved

Reviewer: Charles Breen, Fire Prevention, Approved

Reviewer: Suzanne Rinfret, Traffic and Parking, Approved

Reviewer: Mackenzie Richardson, Police, Approved

Reviewer: Courtney Henderson, City Clerk, Approved

Reviewer: Jesse Moos, Engineering, Complete

Reviewer: Emergency Management, Office of Emergency Management, Approved