

PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL18-000259

File #: 18-019962

Application for: Public Event

Organization name: Springfield St neighborhood

Description: Trick-or-treating

Date(s): 10/31/18

Setup starts at (time): 5:00 PM

Cleanup after the event ends at (time): 9:00 PM

Entertainment: None

Attendees:

Max attendance at one time: 150

Maximum attendees accommodated: No maximum

Attendee fees or suggested donations: None

Social or cultural benefits:

Safe and festive trick-or-treating for neighborhood children

Event Contact: J. T. Scott

Event name: Springfield St Halloween Block Party

Location: Springfield St from Concord St to the Cambridge Line.

Rain date(s): None

Event starts at (time): 5:00 PM

Event ends at (time): 9:00 PM

Temporary Structures: None

Total people attending: 300

Total Somerville residents attending: 300

What is your budget for this event: None

Financial benefits:

None

Event Contact Phone: 857-615-1532

Event Information	Yes/No	If yes, Describe
Open to the public?	Yes	Neighborhood Flyer
Food served?	No	
Caterer used?		
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	Yes	Springfield St from Concord St to the Cambridge Line.
Sidewalks blocked?	No	
Arrangements:		
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	

Approval Conditions:

Reviewer: CS Fire, Fire Prevention, Approved with Conditions

1. With any street closure, any thing placed in the street must be easily removed in the event of an emergency to allow emergency vehicle access. A reminder that Springfield Street is a bus route as well.

Approved By:

CS Mayor, Approved

Scott Whalen, Approved

CS Traffic and Parking, Approved

Christine Morin, Approved

CS Fire, Approved with Conditions

With any street closure, any thing placed in the street must be easily removed in the event of an emergency to allow emergency vehicle access. A reminder that Springfield Street is a bus route as well.

John J. Long, Approved

From: jlong@somervillema.gov
Sent: 10/31/2018 - 12:05 PM
To: jtscott@somervillema.gov
CC:
Subject: BOA Interim Approval for Public Event

To Whom It May Concern:

The Springfield St neighborhood has requested permission to conduct a Springfield St Halloween Block Party at Springfield St from Concord St to the Cambridge Line, on 10/31/2018, from 5 PM to 9 PM. Setup will begin no earlier than 5 PM, and cleanup will end no later than 9 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:

Reviewer: CS Fire, Fire Prevention, Approved with Conditions

1. With any street closure, any thing placed in the street must be easily removed in the event of an emergency to allow emergency vehicle access. A reminder that Springfield Street is a bus route as well.
1. Any fees charged by the city are your responsibility and must be paid in full prior to the event.
2. 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.
3. If you request a rain date, you may use it only if you notify the City Clerk with a voicemail/email (617-625-6600 x4110/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.
4. 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.
5. 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.
6. If any streets are closed, you must provide written notice to each resident and business that abuts the area, on both sides of the street, 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.
7. 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.
8. Unless your license specifically allows it, you must not make permanent markings on the street or sidewalk using paint or other indelible materials, or you will be held liable for the cost of removing those markings. The use of chalk is acceptable for street or sidewalk markings.

9. If your event includes the sale or consumption of alcoholic beverages, you must also obtain a Special Alcohol License from the Licensing Commission, and submit proof that you have secured a general liability insurance policy naming the City of Somerville as an additional insured, or if the general liability policy exempts alcohol-related incidents or occurrences, a liquor liability policy naming the City of Somerville as an additional insured, with policy limits not less than \$500,000 per occurrence, \$1,000,000 general aggregate.
10. This license 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.
11. You and your officers, employees, agents, and representatives hereby agree to release, discharge, indemnify and hold harmless, the City of Somerville 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, for any damages to the City's personal and real property resulting from the use, and any expenses the City incurs in restoring the property to its condition prior to the use.

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

John J. Long, City Clerk
City of Somerville
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