

**From:** jlong@somervillema.gov  
**Sent:** 08/13/2015 - 02:22 PM  
**To:** amy.morin@rcn.net  
**CC:**  
**Subject:** BOA Interim Approval

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To Whom It May Concern:

RCN has requested permission to conduct a marketing event in Davis Square at Statue Park, Davis Square, on 8/31/15 from 2 to 4PM, 9/1/15 from 4:30 to 6:30PM, and 9/3/15 from Noon to 2PM.

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:

1. If you request a rain date, you may use it only if you notify the City Clerk with a voicemail or email (617-625-6600 x4110 or [cityclerk@somervillema.gov](mailto: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.
2. 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.
3. 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.
4. If any streets are closed, you must provide written notice to each resident and business that abuts the area 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.
5. You must not make permanent markings on the street or sidewalk using paint or other indelible materials, or else you will be held liable for the cost of removing those markings. The use of chalk is acceptable for street or sidewalk markings.
6. 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.
7. Any fees charged by the city are your responsibility and must be paid in full prior to the event.

8. 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.
9. This permit 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.
10. You hereby agree to release, discharge, indemnify and hold harmless, the City of Somerville, a municipal corporation of the Commonwealth of Massachusetts, 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.

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

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John J. Long, City Clerk  
City of Somerville  
93 Highland Avenue  
Somerville, MA 02143  
617 625-6600 x4110  
FAX 617 625-4239  
[www.somervillema.gov](http://www.somervillema.gov)  
[jlong@somervillema.gov](mailto:jlong@somervillema.gov)

**PUBLIC EVENT PERMIT APPLICATION**  
**City of Somerville, Commonwealth of Massachusetts**  
**Application #: PEL15-000129**  
**File #: 15-007437**

**Organization name:** RCN

**Description:** We would set up a 10 by 10 RCN tent outside of local businesses that have already given us permission to do so. We would have a table where we would give away promotional items to individuals passing by. We would also have raffles going on and prize giveaways for individuals to participate in. We only spend up to 2 hours in a location at a time and only plan on being in Somerville a few times during the month-long time frame that we have provided.

**Date(s):** No more than 5 days, between August 15-September 15.  
 Possible dates include Wed 8/26, Sat 8/29, and Mon Aug 31 thru Thu 9/3.

**Setup starts at (time):** 12 PM

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

**Attendees:**

Max attendance at one time: 20

Maximum attendees accommodated:

**Attendee fees or suggested donations:** 0

**Social or cultural benefits:**

We would give away free promotional items to individuals passing by. We also have raffles and giveaways for individuals to participate in.

**City Contact:**

**Organization mailing address:**  
 956 Massachusetts Ave, Arlington MA 02476

**Event name:** RCN Marketing Event

**Location:** We would set up an RCN 10 by 10 tent in front of local businesses who have already given us permission to do so. Underneath the tent we would have a table and marketing collateral to give away to individuals passing by. We would be set up in the Davis square area.

**Rain date(s):** No rain date

**Event starts at (time):** No earlier than 12 PM

**Event ends at (time):** No later than 6 PM: Maximum of 2 hours onsite only

Total people attending: 150

Total Somerville residents attending: 100

**What is your budget for this event:**

**Financial benefits:**

**Contact person:**

Amy Morin  
 Telephone: 603-545-1987  
 Email: amy.morin@rcn.net

Event Information	Yes/No	If yes, Describe
Food served?	No	
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	No	
Sidewalks blocked?	No	
<b>Arrangements:</b>		
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  
Alcohol License? No

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**Approval Conditions:**

**Reviewer:** John J. Long, City Clerk, Approved

**Reviewer:** CS Mayor, Mayor's Office, Approved

**Reviewer:** CS Police, Police, Approved

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

**Reviewer:** Christine Morin, Public Works, Approved

**Reviewer:** John J. Long, City Clerk, Pending

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**PUBLIC EVENT PERMIT APPLICATION**  
 City of Somerville, Commonwealth of Massachusetts  
 Application #: PEL15-000129  
 File #: 15-007437

READY FOR  
 BOA REVIEW.  
 ASKED FOR  
 CLARIFICATION OF  
 DATES ON 7/18/15.

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**Event name:** RCN Marketing Event

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**Location:** We would set up an RCN 10 by 10 tent in front of local businesses who have already given us permission to do so. Underneath the tent we would have a table and marketing collateral to give away to individuals passing by. We would be set up in the Davis square area.

**Date(s):** No more than 5 days, between August 15-September 15

**Rain date(s):** No rain date

**Setup starts at (time):** 11:30 AM

**Event starts at (time):** 12 PM

**Cleanup after the event ends at (time):** 6:15 PM

**Event ends at (time):** 6 PM

**Attendees:**

Max attendance at one time: 20

Total people attending: 150

Maximum attendees accommodated:

Total Somerville residents attending: 100

**Attendee fees or suggested donations:** 0

**What is your budget for this event:**

**Social or cultural benefits:**

We would give away free promotional items to individuals passing by. We also have raffles and giveaways for individuals to participate in.

**Financial benefits:**

**City Contact:**

**Organization mailing address:**

956 Massachusetts Ave, Arlington MA 02476

**Contact person:**

Amy Morin  
 Telephone: 603-545-1987  
 Email: amy.morin@rcn.net

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Grill/open-flame device used?	No	
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Sidewalks blocked?	No	
<b>Arrangements:</b>		
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	
Alcohol License?	No	

**From:** jlong@somervillema.gov  
**Sent:** 07/16/2015 - 08:25 PM  
**To:** amy.morin@rcn.net  
**CC:**  
**Subject:** RCN File 15-007437

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Your application has been received by the Board of Aldermen. They have asked for clarification of the dates you are requesting. Please re-open your online application and add the specific dates you would like to be in Davis Sq. Note that the BOA will not meet until August 27, and may not consider your application until September 10.

Please contact me if you have questions.

-John

Please contact me with any questions you may have, I can be reached at 617-625-6600 x4110.

Sincerely,

John J. Long  
City Clerk

