

PUBLIC PROPERTY/EVENT PERMIT APPLICATION

City of Somerville, Commonwealth of Massachusetts

Date: March 12, 2012 – amended 3/19/12

To the Honorable, the Board of Aldermen of the City of Somerville:

The undersigned respectfully prays that he/she may be granted permission to occupy the following public property for the purpose of conducting an event. This permission will only be effective for the listed location and time, and will be subject to all of the terms, conditions, and limitations set forth in the Somerville Code of Ordinances, any applicable State and Federal laws, and any conditions prescribed by the Board of Aldermen and/or City Departments. Any charges incurred will be the sole responsibility of the applicant and must be paid in full to the appropriate City Department prior to issuance of the Permit.

Event name: **Swirl & Slice: Union Square Gourmet Market**

Description: Expanding food-focused activity in Union Square and in the footsteps of the successful Union Square Farmers Market, Union Square Main Streets seeks to launch a bi-monthly Gourmet Market on Union Square Plaza. Massachusetts producers of gourmet products including cheese, cured meats, wine, bread, chocolate, fruit, cut flowers, etc will be invited to participate. Acoustic music as well as educational tasting programs will also be included. This evening market will foster economic activity in the neighborhood as shoppers remain in the square to visit area restaurants and music venues. Swirl & Slice: Union Square Gourmet Market would take place two Thursdays each month from 5 pm to 8 pm, June through September.

Wine vendors and specialty food vendors will seek permits from appropriate city agents.

Location: Union Square Plaza

Date and time: 5 pm to 8 pm, summer Thursday evenings. June 14 through September 20. (Every Thursday – 15 markets) Rain or shine. Set up begins at 4 pm and cleaned up by 9 pm.

Estimated maximum attendance at any one time: 150

Attendee fees or suggested donations: Free

Organization name: Union Square Main Streets

Mailing address: PO Box One, Somerville, MA 02143

Telephone: 617-955-0080, email usms@unionsquaremain.org

Have you made any arrangements for:

Auxiliary Police? ☐ Yes ☒ No If yes, describe _____
Security? ☐ Yes ☒ No If yes, describe Always have paid staff present
Parking? ☒ Yes ☐ No If yes, describe Private lot behind The Independent
Food? ☒ Yes ☐ No If yes, describe. Vendors are selling local produce and baked goods
Restrooms? ☒ Yes ☐ No If yes, describe SCAT and nearby businesses have rest rooms
Liability Insurance? ☒ Yes ☐ No If yes, describe USMS holds coverage. Individual vendors also carry insurance

Note the following Conditions:

1. The applicant will not obstruct or inhibit the flow of vehicles or pedestrians except for road closures or detours permitted herein.
2. If the applicant requires road closures, those road closures or detours will not be implemented without proper traffic controls in place. Such controls, and any displays or items placed on any street, shall be movable at all times. Vehicles will not be used as traffic controls. Temporary stoppage of traffic by Police Officers or Auxiliary Police Officers will be acceptable. Detours and road closures must be approved in advance by the Traffic and Parking Director and any signage required must remain in place as specified for the duration of the event.
3. If the applicant requires the use of signage loaned by the Department of Traffic and Parking, a security deposit will be required to ensure that the signage is returned. Failure to return the signage will result in forfeiture of the deposit.
4. If the event is a road race, the applicant will provide race monitors where required by the Police. The applicant will not make permanent marks on the roadway or sidewalk using paint or other indelible materials. Use of chalk will be acceptable. The applicant will pay the cost of removing any indelible marks placed on the roadway or sidewalk.
5. If the event is a canning drive, the applicant will provide all canners with reflector vests provided by the Police, will provide adult monitors at each location, and will maintain a copy of the approved permit at each location.
6. If the event is a musical performance, the performance will not occur before 9:00 AM or after 10:00 PM, nor at any time on Sunday, nor within 300 feet of any building from which an occupant asks that the performance desist.

The applicant hereby states that this is a true description of the event and acknowledges and agrees to adhere to the conditions described above and in the Departmental approvals below.

Applicant signature Mimi Graney Applicant name Mimi Graney

Event name (taken from page 1) Swirl and Slice: Union Square Gourmet Market

Obtain the signatures below before submitting this form to the City Clerk for consideration by the Board of Aldermen.

| | |
|--|--|
| <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>4/12/12</u> Police Chief or Designee Conditions: <u>[Signature]</u> Road Race: Route OK'ed by Auxiliary Police? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N | <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Chief Fire Engineer or Designee Conditions: _____ |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Traffic and Parking Director or Designee Conditions: _____ | <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ DPW Commissioner or Designee Conditions: _____ |

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FAX FORM

Date: March 19, 2012

| | | |
|-----------|----------------------------|------------------|
| Fax to #: | Police Department: | Fax 617 628-4936 |
| | Fire Department | Fax 617-625-8101 |
| | Traffic and Parking | Fax 617 628-6675 |
| | Department of Public Works | Fax 617 623-7649 |
| | City Clerk | Fax 617 625-4239 |

FROM: Mimi Graney

Pages: 3 including this sheet

MESSAGE:

Please see attached request for Public Property/Event Permit for the upcoming season of a new market in Union Square, Swirl & Slice: Union Square Gourmet Market. This is an amendment to our earlier request – we now seek to make the market weekly, June 14 through September 20.

USMS no longer has regular access to a fax machine so I'd appreciate it if you can please send responses directly to the City Clerk's office.

Thanks!

Union Square Main Streets
P.O. Box One, Somerville, MA 02143
Phone: 617-955-0080



CITY OF SOMERVILLE, MASSACHUSETTS
BOARD OF ALDERMEN

Docket # 192764

License/Permit
Public Event License

Regular Meeting 3/22/2012
Item ID 5141

SUMMARY: Public Event Permit, Swirl and Slice Union Sq. Gourmet Market, Union Sq. Plaza, Every Other Thursday, Jun 14-Sep 20, 4-9PM.

COMPLETE TEXT:

See Attachment.

RESULT: APPROVED

ADOPTED BY THE BOARD OF ALDERMEN OF THE CITY OF SOMERVILLE,
MASSACHUSETTS, AT A REGULAR MEETING ON THE 22nd DAY OF MARCH, 2012.

APPROVED BY THE MAYOR OF THE CITY OF SOMERVILLE, MASSACHUSETTS, ON
THE 27th DAY OF MARCH, 2012.

ATTEST:

John J. Long, City Clerk