

PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL22-000181

File #: 22-022358

Application for: Public Event

Organization name: Mayor's Office

Description: DPW will light up the trees along highland ave, santa will arrive on fire truck, then head over to SHS cafeteria for meet and greet with Santa, a free gift, plus cookies and hot chocolate

Date(s): Thursday December 8th

Setup starts at (time): 4PM

Cleanup after the event ends at (time): 8PM

Entertainment: Somerville High School Chorus/Band sing and play festive music

Attendees:

Max attendance at one time: 150

Maximum attendees accommodated: 300

Attendee fees or suggested donations: FREE

Social or cultural benefits:

Tree Lighting - City Wide, Free Event for the Public

Event Contact: Luz Lopez

Event name: City Hall Annual Tree Lighting

Location: City Hall Concourse, Highland Ave sidewalk, Somerville High School Cafeteria

Rain date(s): N/A

Event starts at (time): 5PM

Event ends at (time): 7PM

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	This has been posted via COMMS team via multiple avenues
Food served?	Yes	Cookies and Hot Chocolate
Caterer used?	Yes	Somerville high School Catering - Somerville High school
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	Yes	Highland Ave will be temporary closed for the entrance of santa
Sidewalks blocked?	No	
Arrangements:		
Police Detail:	Yes	Escorting fire truck
Parking (for Attendees)?	No	
Restrooms?	Yes	City Hall and SHS
Liability Insurance?	No	
Will any public parks be used?	No	
Has the event occurred in the last two years?	Yes	Dec 2022, Dec 2021

Approval Conditions:

Approved By:

CS Mayor, Approved

Albert Bargoote, Approved

Maureen Lee, Approved

Kevin Roche, Approved

Dennis Sullivan, Approved

CS Traffic and Parking, Approved

Sean Sylvester, Approved

Eric Weisman, Approved
Kimberly M. Wells, Approved