

# PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL25-000090

File #: 23-012842

**Event Name:** Winter Hill Community Event

**Business Name:** Elizabeth Peabody House

**Location:** 275 BROADWAY

**Application Type:** Public Event/Special Alcohol License

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## APPLICANT

**Company Name:** Elizabeth Peabody House

**Business Address:**

275 Broadway  
Somerville, MA 02145

**Work Phone:** 6176235510

**Email:** mcaughey@teph.org

**# of days:** 1

**Public Event:** Yes

**Special Alcohol:** Yes

**Wine and malt:** Yes

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

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

**Does this event include alcohol service?:** Yes

**Are you the party applying for the Special Alcohol License?:** Yes

**Alcohol service begins at (time):** 11:00 AM

**Alcohol service ends at (time):** 05:00 PM

**Describe the location in detail:** The Winter Hill Community Festival will occur in the parking spaces between Grant Street and Wheatland Street (FL51-FLXX). The event will also utilize Elizabeth Peabody House's backyard for children's play and creative performances. The first floor of the Elizabeth Peabody House will also be used for small-audience performances and access to bathrooms. The entire event will exist between 277 Broadway and 269 Broadway. We want to request use of the 2-hour parking lot at Broadway and Wheatland Street, if this is a viable option to extend the performance and vendor space for the festival.

**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:** 10/18/2025

**Event Setup Begins:** 08:00 AM

**Start Time:** 11:00 AM

**End Time:** 05:00 PM

**Event Cleanup Ends:** 06:00 PM

**Do You Have a Proposed Rain Date for Your Public Event?:** Yes

**Date:** 10/19/2025

**Start Time:** 11:00 AM

**End Time:** 05:00 PM

**Organization name; if none, your name:** Elizabeth Peabody House

**Describe any social or cultural benefits of this event for Somerville residents :** This community event will be open to the public, offering a family-focused day of community and fun for Somerville residents. It will also promote the city's public service departments and local nonprofits, bringing awareness to the support we offer to families and households in need. Children and families will be able to mingle and build a stronger community with each other through this event. We expect it to uplift and promote local food vendors, musicians, and other artistic formats. Above all, it is an opportunity to build community and highlight Winter Hill as a hub of community resilience.

**Describe any financial benefits of this event for Somerville businesses or organizations:** Elizabeth Peabody House will support local artists, businesses, and food vendors through this effort.

**What is the budget for this event?:** \$10,000-\$15,000

**Complete Mailing Address :** 275 Broadway Somerville, MA 02145

**Contact name for follow-up questions (Will be available to the public):** Matthew Caughey

**Email:** mcaughey@teph.org

**Phone (Will be available to the public):** 617-735-7574

**Event Name :** Winter Hill Community Festival

**Describe the Event:** This event, on October 18th 2025, will bring together families in and around Somerville to have fun, build community, and connect with local family resources. The event will include live music, local food and alcohol vendors, live performances, and other activities for children. We expect to provide tabling space for 6-10 city partners and local nonprofits focused on family support and 4-6 tables for local craft vendors to promote their products and businesses. While not finalized at the time of this application (5/20/2025), past children's activities have included a bouncy house, magic shows, arts and crafts, and LEGO building. EPH will work with local musical acts to provide entertainment in the parking lot outside our building. We expect food from 5-6 local restaurants or businesses (some of whom will be graduates of Nibble Kitchen), and the on-site alcohol vendor will most likely be Winter Hill Brewing Co. The alcohol vendor will provide employees who are TIPS certified. The event will run from 11 am-5 pm and there will not be a charge to attend. We will seek sponsors for this event to cover the costs of the event's operation. We hope to have around 500-650 attendees (children and adults) pass through within the six hours. The event will also utilize Elizabeth Peabody House's backyard for children's play and creative performances. The first floor of the Elizabeth Peabody House will also be used for small-audience performances and access to bathrooms. The entire event will exist between 277 Broadway and 269 Broadway. We want to request use of the 2-hour parking lot at Broadway and Wheatland Street, if this is a viable option to extend the performance and vendor space for the festival.

**Describe any Entertainment at the Event (if none, type None):** TBD. Past events have featured small (3-4 piece) bands or musical ensembles.

**Describe any tents, inflatables, or other temporary structures to be used (if none, type None):** TBD. Past events have featured a large bouncy house. Vendors may supply their own 8x8 or 10x10 tents based on their needs and preferences.

**Describe any accessibility features available to attendees/participants:** Bathrooms in our building are ADA compliant on the first floor of our building. The event is located in an accessible parking lot.

**Estimated maximum attendance at one time :** 300 across event footprint (and max 40 inside)

**Estimated total number of people attending:** 650

**Estimated total number of Somerville residents attending :** 600

**Maximum number of attendees you will accommodate:** 650

**Attendee fees or suggested donations :** No attendance fees; donations of any amount accepted as a nonprofit.

**Will this event be open to the public?:** Yes

**Describe your outreach/publicity:** The event will be promoted among our families, our email list, social media channels, and website. We expect to participate in several community events over the summer, where we will promote the event as they arise. We will leverage the distribution lists of participating vendors, city departments, and nonprofit partners. We will list the event in local publications, including Patch, Boston events, and the Somerville Times.

**Will food be served?:** Yes

**If yes, describe::** To be confirmed - we expect to use local food vendors with the required licenses and equipment to meet health and safety regulations.

**Will the event be catered?:** Yes

**Provide the name and address of each caterer:** To be confirmed, we expect to use local food vendors with the required licenses and equipment to meet health and safety regulations. We expect to engage Nibble Kitchen Graduates, including Dos Manos, CocoBelly, etc. In the past, we've had Rincon Mexicano and Ola Cafe participate.

**Will a grill/open-flame device be used? :** No

**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 :** 10/22/2022; 10/14/2023; 10/19/2024

**Police Detail :** No

**Parking for Attendees :** No

**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::** EPH's building has four accessible bathrooms on the first floor and two more on the basement level. We would be open to renting additional porta-potties if needed.

**Liability Insurance :** Yes

**If yes, describe::** We will purchase an event insurance rider, if this is not covered with our existing liability insurance.

**Do you currently have an alcohol license in Somerville?:** No

**Are you an IRS-recognized nonprofit organization?:** Yes

**What is your organizations name?:** Elizabeth Peabody House Association

**What is your Federal Tax ID # (EIN) (Do not enter a Social Security #-If no EIN, enter 999999999)?:** 04-2104827

**What is your organizations DBA name?:** Elizabeth Peabody House

**Manager Name (person responsible for the alcohol):** Matthew Caughey

**Manager email:** mcaughey@teph.org

**Manager phone:** 617-735-7574

**Emergency Contact Name:** Joy Mosenfelder

**Emergency Contact phone:** 617-623-5510

**Emergency Contact email:** jmosenfelder@teph.org

**Select which types of alcohol you wish to serve:** Wine and malt

**Will the event be indoors or outdoors?:** Indoors and Outdoors

**Describe the location(s) where alcohol will be served:** Alcohol will be served in the outdoor space, with Winter Hill Brewing Co. serving from a 10x10 tent outside 275 Broadway.

**Alcohol service begins at (new):** 11:00 AM

**Alcohol service ends at (new):** 05:00 PM

**Have you ever obtained a Special Alcohol License before?:** No

**Have you ever received a Notice of Violation or had a License revoked?:** No

**Alcohol service begins at:** 11.00am

**Alcohol service ends at:** 5.00pm

**Approval Conditions:**

**Reviewer:** Maureen Lee, ISD Health, Approved with Conditions

1. A coordinators checklist and vendor temporary food license applications are required. Please contact Arturo Vasquez, ISD Assistant Administrator, is assistance is needed with the application process. Arturo can be contacted at [avasquez@somervillema.gov](mailto:avasquez@somervillema.gov).

**Reviewer:** Charles Breen, Fire Prevention, Approved with Conditions

1. Will require a fire detail and also will require a fire inspection be performed prior to the event. For both items contact Fire Prevention at 617-625-6600 at least a week prior to the event.

**Reviewer:** Rico Isidoro, Police, Approved with Conditions

1. Applicant must request police detail of two officers due to size of event.

**Reviewer:** Albert Bargoot, ISD Building, Approved

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

**Reviewer:** Kevin Roche, Engineering, Approved

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

**Reviewer:** Eric Weisman, Public Works, Approved with Conditions

1. You will need to purchase signs to restrict parking via the Parking department.

**Reviewer:** Jesse Moos, Engineering, Complete

**Reviewer:** Susan Yerkes, Recreation, Approved

**Reviewer:** Kimberly M.Wells, City Clerk, Approved