

PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL24-000023

File #: 24-003691

Application for: Public Event

Organization name: City of Somerville

Description: Civic Day will feature tours of City Hall, department information, displays & activities, food, and games.

Date(s): 04/27/2024

Setup starts at (time): 10:00 AM

Cleanup after the event ends at (time): 5:00 PM

Entertainment: Potential live music performances or a playlist

Attendees:

Max attendance at one time: 100-125

Maximum attendees accommodated: 300-400

Attendee fees or suggested donations: N/A

Social or cultural benefits:

This event is an opportunity for residents to meet and chat with the Mayor and City staff, meet fellow community members & learn about local government.

Event Contact: Victoria MacGregor

Event name: Civic Day

Location: City Hall & Somerville High School concourses

Rain date(s): N/A

Event starts at (time): 12:00 PM

Event ends at (time): 4:00 PM

Temporary Structures: Tents and tables will be set up along the concourse for participating departments/vendors. A seating area with tables and chairs will be set up for residents to sit and rest.

Total people attending: 300-400

Total Somerville residents attending: 300-400

What is your budget for this event: N/A

Financial benefits:

N/A

Event Contact Phone: 617-625-6600 x 2620

Event Information	Yes/No	If yes, Describe
Open to the public?	Yes	
Food served?	Yes	Food truck vendors
Caterer used?	No	
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	No	
Sidewalks blocked?	No	
Describe any accessibility features available to attendees/participants		All activities & event set ups will be reviewed by ADA Coordinator to ensure accessibility.
Arrangements:		
Police Detail:	Yes	Will share event set up with Police & Fire Dept.
Parking (for Attendees)?	Yes	Will work with ADA Coordinator & Parking Dept. to provide temporary handicap parking to make up for lost spaces on the concourse.
Restrooms?	Yes	City Hall will be open for use of public restrooms
Liability Insurance?	No	
Will any public parks be used?	No	

Approval Conditions:

Approved By:

- CS Mayor, Approved**
- Albert Bargoot, Approved**
- Maureen Lee, Approved**
- Kevin Roche, Approved**
- Charles Breen, Approved**
- CS Traffic and Parking, Approved**
- Eric Weisman, Approved**
- Timothy Mitsakis, Approved**
- Kimberly M. Wells, Approved**