

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 | |

Has the event occurred in the last two years?

Yes

09/30/2023

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