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**PUBLIC EVENT PERMIT APPLICATION**  
City of Somerville, Commonwealth of Massachusetts

Event name Maple Syrup Boil Down Festival  
Description Celebrating its 10<sup>th</sup> year, the festival offers community members of all ages a free chance to watch, learn, and enjoy as sap from local trees is boiled down into maple syrup.  
Location (attach a route if applicable) Somerville Community Growing Center  
22 Vinal Ave.  
Date(s) March 9<sup>th</sup>, 2013 Rain date(s) \_\_\_\_\_  
Start time (include setup) 8:30 am setup / 10 am open End time (include breakdown) 2 pm close / 3 pm breakdown  
Estimated maximum attendance at any one time 150-180  
Attendee fees or suggested donations Free  
Will food be served?  Y  N If yes, describe waffles, apples, & hot drinks prepped off-site in industrial kitchen  
Will alcohol be served?  Y  N If yes, describe \_\_\_\_\_  
Will a grill/open-flame device be used?  Y  N If yes, describe wood burning boiler/evaporator (for sap only)  
Will streets or sidewalks be blocked?  Y  N If yes, describe \_\_\_\_\_  
Organization name Groundwork Somerville  
Mailing address (to mail the license) 24 Park St. #7  
Contact person Lee Dwyer  
Telephone 617-628-9988 Email Lee@groundworksomerville.org

Have you made arrangements for:

Auxiliary Police?  Yes  No If yes, describe \_\_\_\_\_  
Police Detail?  Yes  No If yes, describe \_\_\_\_\_  
Parking (for Attendees)?  Yes  No If yes, describe \_\_\_\_\_  
Restrooms?  Yes  No If yes, describe There is an onsite restroom  
Liability Insurance?  Yes  No If yes, describe General liability insurance

Note the following Conditions:

1. The event must not obstruct or inhibit the flow of vehicles or pedestrians except for road closures or detours permitted herein, or as directed by Police Officers or Auxiliary Police Officers.
2. All road closures or detours must be approved in advance by the Traffic and Parking Director, and must be implemented with traffic controls specified by the Traffic and Parking Department. Such controls, and any displays or items placed on any street, must be movable at all times. Vehicles must not be used as traffic controls. If the applicant requires the use of signage loaned by the Traffic and Parking Department, a security deposit must be paid to ensure that the signage is returned.
3. 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.

4. If the event includes a musical performance, the performance will not occur before 9:00 AM or after 10:00 PM, nor at any time on Sunday, except as permitted, nor within 300 feet of any building from which an occupant asks that the performance desist.
5. Any fees charged by the city are the sole responsibility of the applicant and must be paid in full prior to the event.
6. This permit is valid only for the listed location and time, and is subject to all of the terms, conditions, and limitations set forth in the Somerville Code of Ordinances, any applicable State and Federal laws, these conditions, and any other conditions prescribed by the Board of Aldermen and/or stated in the Departmental approvals below.

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 Lee A. Dwyer Date 1/7/13  
 Print name Lee Dwyer Phone 617-628-9988 Email Lee@are.mh.wack.com  
 Event name (taken from page 1) Maple Syrup Boil Down Festival

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>1/28/13</u> Signed: <u>[Signature]</u> Police Chief or Designee Added Conditions: <u>[Signature]</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>1-5-13</u> Signed: <u>[Signature]</u> Chief Fire Engineer or Designee Added Conditions: <u>None</u>
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>1/18/13</u> Signed: <u>[Signature]</u> Traffic and Parking Director or Designee Added Conditions: <u>[Signature]</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>2-19-13</u> Signed: <u>[Signature]</u> DPW Commissioner or Designee Added Conditions: <u>[Signature]</u>

Obtain the signature below if the applicant will be providing food to attendees. Not needed for block parties.

Approved  Denied Date \_\_\_\_\_  
 Signed: \_\_\_\_\_  
 Health Inspector or Designee  
 Added Conditions: \_\_\_\_\_

Once signed, the Department should:

- Contact the applicant at the phone number/email address above to arrange for pick-up.
- Fax the application (no cover page) to the following fax number: \_\_\_\_\_
- Fax the application to the City Clerk at 617 625-4239.