

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts

Date 9/29/11

To the Honorable, the Board of Aldermen of the City of Somerville:

The undersigned requests permission to conduct the following event. This permission will only be effective for the listed location and time, and will be subject to all of the terms, conditions, and limitations set forth in the Somerville Code of Ordinances, any applicable State and Federal laws, and any conditions prescribed by the Board of Aldermen and/or City Departments. Any charges incurred will be the sole responsibility of the applicant and must be paid in full prior to the event.

Event name Haunted House

Description Somerville Recreation is hosting a Haunted House inside + outside the building on Walnut St.

Location 19 Walnut Street.

Date and time Oct. 28 + October 29 4 ~~to~~ 9pm

Rain date and time (if applicable) _____

Estimated maximum attendance at any one time 200

Attendee fees or suggested donations \$1.00

Organization name Recreation Commission

Mailing address 19 Walnut St. Somerville MA 02143

Telephone 617-625-6600 x2980

Have you made any arrangements for:

Auxiliary Police? ☐ Yes ☐ No If yes, describe _____

Security? ☐ Yes ☐ No If yes, describe _____

Parking? ☐ Yes ☐ No If yes, describe _____

Food? ☒ Yes ☐ No If yes, describe tables outside w/ apples + cider

Restrooms? ☒ Yes ☐ No If yes, describe inside building

Liability Insurance? ☐ Yes ☐ No If yes, describe _____

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. Any 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, shall be movable at all times. Vehicles will not be used as traffic controls. If the applicant requires the use of signage loaned by the Traffic and Parking Department, a security deposit will be required to ensure that the signage is returned.

Description continued.

Outside the building, on Walnut St., we are looking to give away candy, sell caramel apples + cider, play festive games and have a DJ. We are looking to use the street between Sanborn Ave and Columbus Ave. on October 29th only. (4-9pm)

October 28th, 6-9pm, is just a Haunted House inside of the Recreation Building.

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 is a carning drive, the applicant will provide adult monitors at each location, and will maintain a copy of the approved permit at each location.
5. 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, nor within 300 feet of any building from which an occupant asks that the performance desist.

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 Alicia Quenuso Date 9/29/11
 Applicant name (print) Alicia Quenuso Applicant phone 617 625 6680 x2991
 Event name (taken from page 1) HAUNTED HOUSE

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>10/3/11</u> _____ Police Chief or Designee Conditions: _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ _____ Chief Fire Engineer or Designee Conditions: _____ _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ _____ Traffic and Parking Director or Designee Conditions: _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ _____ DPW Commissioner or Designee Conditions: _____ _____

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

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ _____ Health Inspector or Designee Conditions: _____ _____

Once signed, the Department should:

- ☐ Contact the applicant at the phone number 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.

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 is a carning drive, the applicant will provide adult monitors at each location, and will maintain a copy of the approved permit at each location.
5. 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, nor within 300 feet of any building from which an occupant asks that the performance desist.

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 Alicia Quenno Date 9/29/11
 Applicant name (print) Alicia Quenno Applicant phone 617-625-6600 x2991
 Event name (taken from page 1) HAUNTED HOUSE

Obtain the signatures below before submitting this form to the City Clerk for consideration by the Board of Aldermen.

Approved _____ Denied _____ Date _____ Police Chief or Designee Conditions: _____ _____ _____	X Approved _____ Denied _____ Date <u>10-11-11</u> <u>Frank Zelle</u> Chief Fire Engineer or Designee Conditions: <u>Pending inspection on</u> <u>10/28 am by FIRE &</u> <u>T.J.D. KMB</u>
Approved _____ Denied _____ Date _____ Traffic and Parking Director or Designee Conditions: _____ _____ _____	Approved _____ Denied _____ Date _____ DPW Commissioner or Designee Conditions: _____ _____ _____

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

Approved _____ Denied _____ Date _____ Health Inspector or Designee Conditions: _____ _____ _____

Once signed, the Department should:

- ___ Contact the applicant at the phone number 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.

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 is a canning drive, the applicant will provide adult monitors at each location, and will maintain a copy of the approved permit at each location.
5. 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, nor within 300 feet of any building from which an occupant asks that the performance desist.

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 Alicia Querusio Date 9/29/11
 Applicant name (print) Alicia Querusio Applicant phone 617-625-6600 x2991
 Event name (taken from page 1) Haunted House

Obtain the signatures below before submitting this form to the City Clerk for consideration by the Board of Aldermen.

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Police Chief or Designee Conditions: _____ _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Chief Fire Engineer or Designee Conditions: _____ _____ _____
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>9/29/11</u> Traffic and Parking Director or Designee Conditions: _____ <u>[Signature]</u> _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ DPW Commissioner or Designee Conditions: _____ _____ _____

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

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Health Inspector or Designee Conditions: _____ _____ _____

*Street occupancy
 New in DPW
 sign off*

Once signed, the Department should:

- ☐ Contact the applicant at the phone number 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.

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 is a canning drive, the applicant will provide adult monitors at each location, and will maintain a copy of the approved permit at each location.
5. 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, nor within 300 feet of any building from which an occupant asks that the performance desist.

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 Alicia Quenno Date 9/29/11
 Applicant name (print) Alicia Quenno Applicant phone 617-625-6600 x-2991
 Event name (taken from page 1) HAUNTED HOUSE

Obtain the signatures below before submitting this form to the City Clerk for consideration by the Board of Aldermen.

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Police Chief or Designee Conditions: _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Chief Fire Engineer or Designee Conditions: _____ _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Traffic and Parking Director or Designee Conditions: _____ _____	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>10-1-11</u> DPW Commissioner or Designee Conditions: _____ _____

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

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Health Inspector or Designee Conditions: _____ _____
--

Once signed, the Department should:

- ☐ Contact the applicant at the phone number 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.



City of Somerville
Police Department
220 Washington Street
Somerville, MA 02143-1307
(617) 625-1600
www.somervillema.gov



Thomas Pasquarello
Chief of Police

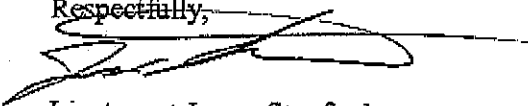
To: Chief Thomas Pasquarello
Fr: Lieutenant James Stanford
Date: October 3, 2011
Re: Haunted House

Sir,

I have reviewed the Public Event Permit Application for the Somerville Recreation Haunted House scheduled for October 28, 29, 2011. Due to the large number of events the Auxiliary Police have scheduled around Halloween, the Auxiliary Police will not be available to assist. I have spoken with Jim Halloran about the unavailability of the Auxiliary Police. He stated that he will have adequate staff on hand and is considering hiring a detail for Saturday, October 29.

All aspects of the permit are in order and I recommend the permit application be approved. Additionally, I recommend that the District Captain be informed of the event so that he can make a determination on staffing levels.

Respectfully,


Lieutenant James Stanford
Somerville Police Department
Special Operations Division
617-625-1600 X7285
jstanford@police.somerville.ma.us