

From: jlong@somervillema.gov
Sent: 08/13/2015 - 02:48 PM
To: christinak@myccu.org
CC:
Subject: BOA Interim Approval

To Whom It May Concern:

Community Credit Union has requested permission to conduct a CCU Kasasa Checking event at the Cutter Street Municipal Parking Lot opposite 377 Summer Street, on 9/19/15, from 11 AM to 3 PM. Setup will begin no earlier than 10 AM, and cleanup will end no later than 3:30 PM.

The appropriate city departments have all signed off on the appropriate documents, which are now at City Hall awaiting the next meeting of the Board of Aldermen.

The President of the Board of Aldermen, the Chair of the Board's Committee on Licenses and Permits, and the appropriate Ward Aldermen have also indicated their interim approval. This email will confirm interim approval by the Board of Aldermen, so this Public Event may proceed as long as the following conditions are observed:

Reviewer: Elise Collins, ISD Health, Approved with Conditions

1. Temporary Food Permit is required for any food being served, including prepackaged and beverages.

Reviewer: CS Police, Police, Approved with Conditions

1. Please contact the police detail office to arrange for your detail. 617 625-1600 x7266 or 7267

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

1. Meter bagging required \$35/day per meter with a \$35 meter bagging fee. Please contact Traffic and Parking.
1. If you request a rain date, you may use it only if you notify the City Clerk with a voicemail or email (617-625-6600 x4110 or cityclerk@somervillema.gov) immediately after cancelling your event due to weather. Failure to notify the City Clerk will result in the loss of the rain date.
2. Your event must not obstruct or inhibit the flow of vehicles or pedestrians except for any street/sidewalk closures or detours described in this application or conditions. All street closures or detours must be created with devices specified by the Traffic and Parking Department. Vehicles must not be used to block streets. Anything placed on any streets must be movable by city employees whenever necessary.
3. If any streets are closed, you must contact the MBTA so they can review and adjust their bus routes as needed. Contact the city's Traffic and Parking Department for MBTA contact information.
4. If any streets are closed, you must provide written notice to each resident and business that abuts the area to notify them of the date and time of the event, and provide them with contact

information for the event organizer(s) in case they have questions.

5. You must not make permanent markings on the street or sidewalk using paint or other indelible materials, or else you will be held liable for the cost of removing those markings. The use of chalk is acceptable for street or sidewalk markings.
6. If your event is a neighborhood block party, you must keep a fire extinguisher available near any grille in use, and you must not consume or carry alcohol on any public street or sidewalk.
7. Any fees charged by the city are your responsibility and must be paid in full prior to the event.
8. If you find more attendees signing up for or attending your event than you indicated on the application, you must contact the Police Department immediately to notify them.
9. 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, any city officials, and the Board of Aldermen.
10. You hereby agree to release, discharge, indemnify and hold harmless, the City of Somerville, a municipal corporation of the Commonwealth of Massachusetts, and its officers, employees, agents and servants from all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation associated with this event or your conduct arising from the event.

If you have any questions, please contact John J. Long, City Clerk.

John J. Long, City Clerk
City of Somerville
93 Highland Avenue
Somerville, MA 02143
617 625-6600 x4110
FAX 617 625-4239
www.somervillema.gov
jlong@somervillema.gov

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts
Application #: PEL15-000155
File #: 15-009393

Organization name: Community Credit Union

Event name: CCU Kasasa Checking event

Description: Community Credit Union in Davis Square is rolling out a new checking account product on September 19th and we would like to have an event to celebrate and promote this. We would like to rent the entire parking lot across the street from us, in between Summer and Elm street (across from the Rosebud Diner). I spoke to traffic and parking and they said that this would be okay. It is from 10 am - 3 pm. The parking spots that we would like to rent are 315-326.

Location: 377 SUMMER ST The entire parking lot across the street from 377 Summer Street. In between Summer and Elm street (across from the Rosebud Diner).

Date(s): 09/19/2015

Rain date(s): none

Setup starts at (time): 10 am

Event starts at (time): 11 am

Cleanup after the event ends at (time): 3:30 pm

Event ends at (time): 3 pm

Attendees:

Max attendance at one time: 50

Total people attending: 150 (TBD)

Maximum attendees accommodated: 50

Total Somerville residents attending: 100

Attendee fees or suggested donations: None

What is your budget for this event:

Social or cultural benefits:

This event is to promote our new product. We will be giving away free prizes to all attendees and have some activities (like a cash grabbing machine)

Financial benefits:

CCU is a non-profit credit union, we will be doing this to enhance our visibility in the community and be able to help more community members with their banking needs.

City Contact:

Organization mailing address:

Community Credit Union
 Attn: Christina Koumoundouros
 377 Summer Street
 Somerville, MA 02144

Contact person:

Christina Koumoundouros
 Telephone: 617-539-8575
 Email: christinak@myccu.org

Event Information

Food served?

Yes/No

Yes

If yes, Describe

We have not decided if we will have food and refreshments yet, but if we do, they will only be served inside of our branch, and could possible be enclosed snacks like pretzels&chips.

Alcohol served?

No

Grill/open-flame device used?

No

Streets blocked?

No

Sidewalks blocked?

No

Arrangements:

Auxiliary Police?

No

Police Detail:

Yes

Is this mandatory? If so, we are more than happy to get it, however we plan on remaining in the parking lot the entire time and not blocking any streets.

Parking (for Attendees)?

No

Restrooms?

Yes

Our branch is directly across the street so we will

Liability Insurance?	Yes	allow customers to use our facilities as necessary. We are planning on getting liability insurance for this event.
Will any public parks be used?	No	
Has the event occurred in the last two years?	No	
Alcohol License?	No	

Approval Conditions:

Reviewer: John J. Long, City Clerk, Approved

Reviewer: CS Mayor, Mayor's Office, Approved with Conditions

Reviewer: CS Police, Police, Approved with Conditions

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

1. Meter bagging required \$35/day per meter with a \$35 meter bagging fee. Please contact Traffic and Parking.

Reviewer: Christine Morin, Public Works, Approved

Reviewer: Elise Collins, ISD Health, Approved with Conditions

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Reviewer: John J. Long, City Clerk, Complete
