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PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts

Event name Tuftonia's Day
Description This is an annual festival held on Tufts University's campus. There will be rides, inflatables, food, and music.
Location (attach a route if applicable) Fletcher Field

Date(s) Friday, April 26 6pm-9pm Rain date(s) Sunday, April 28
Start time (include setup) 11am End time (include breakdown) 11:30pm

Estimated maximum attendance at any one time 3,000 people

Attendee fees or suggested donations None

Will food be served? ☒ Y ☐ N If yes, describe in process of contacting Boston food trucks

Will alcohol be served? ☐ Y ☒ N If yes, describe _____

Will a grill/open-flame device be used? ☐ Y ☒ N If yes, describe _____

Will streets or sidewalks be blocked? ☐ Y ☒ N If yes, describe _____

Organization name Tufts University, Office for Campus Life

Mailing address (to mail the license) 44 Providence Row, Medford, MA 02125

Contact person David McGraw + Lauren D'Abrasca

Telephone 617-627-6456 (David)
617-627-5714 (Lauren)

Email David.McGraw@tufts.edu
Lauren.D.Abrasca@tufts.edu

Have you made arrangements for:

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

Police Detail? ☒ Yes ☐ No If yes, describe Tufts University Police Department

Parking (for Attendees)? ☐ Yes ☒ No If yes, describe _____

Restrooms? ☐ Yes ☒ No If yes, describe _____

Liability Insurance? ☒ Yes ☐ No If yes, describe covered by Tufts University and additional insurance will be provided by the company contracted

Note the following Conditions: for rides and inflatables

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.

Note the following Conditions:

1. The applicant will not obstruct or inhibit the flow of vehicles or pedestrians except for road closures or detours permitted herein.
2. If the applicant requires road closures, those road closures or detours will not be implemented without proper traffic controls in place. 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. Temporary stoppage of traffic by Police Officers or Auxiliary Police Officers will be acceptable. Detours and road closures must be approved in advance by the Traffic and Parking Director and any signage required must remain in place as specified for the duration of the event.
3. If the applicant requires the use of signage loaned by the Department of Traffic and Parking, a security deposit will be required to ensure that the signage is returned. Failure to return the signage will result in forfeiture of the deposit.
4. 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.
5. If the event is a canning drive, the applicant will provide all canners with reflector vests provided by the Police, will provide adult monitors at each location, and will maintain a copy of the approved permit at each location.
6. If the event is 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 [Signature] Applicant name Mimi Graney _____

Event name (taken from page 1) Union Square Farmers Market _____

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

<u>Approved</u> <u>Denied</u> Date <u>3/11/13</u> Police Chief or Designee Conditions: _____ _____ Road Race: Route OK'ed by Auxiliary Police? <u>Y</u> <u>N</u>	<u>Approved</u> <u>Denied</u> Date _____ Chief Fire Engineer or Designee Conditions: _____ _____ _____
<u>Approved</u> <u>Denied</u> Date _____ Traffic and Parking Director or Designee Conditions: _____ _____ _____	<u>Approved</u> <u>Denied</u> Date _____ DPW Commissioner or Designee Conditions: _____ _____ _____

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 Lauren D'Abreu Date 3/18/13
 Print name Lauren D'Abreu Phone 617-627-5714 Email Lauren.D.Abreu@tufts.edu
 Event name (taken from page 1) Tufts' Day

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

Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Police Chief or Designee Added Conditions: _____ _____ _____	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date <u>3/18/13</u> Signed: <u>[Signature]</u> Chief Fire Engineer or Designee Added Conditions: _____ _____ _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ DPW Commissioner or Designee Added Conditions: _____ _____ _____

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

Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Health Inspector or Designee Added Conditions: _____ _____ _____
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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: 617-627-3043
- ☒ Fax the application to the City Clerk at 617 625-4239.

*Please fax back to 617-627-3043 once signed & approved so we can have a copy for our records.

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.
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Applicant signature Lauren D'Amico Date 3/18/13
 Print name Lauren D'Amico Phone 617-627-5714 Email Lauren.D.Amico@tufts.edu
 Event name (taken from page 1) Tuition's Day

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

Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date <u>3/18/13</u> Signed: _____ Police Chief or Designee Added Conditions: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Chief Fire Engineer or Designee Added Conditions: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date <u>3/18/13</u> Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ DPW Commissioner or Designee Added Conditions: _____

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Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Health Inspector or Designee Added Conditions: _____
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Applicant signature Lauren D'Abreu Date 5/18/13
 Print name Lauren D'Abreu Phone 617-627-5714 Email Lauren.D.Abreu@tufts.edu
 Event name (taken from page 1) Tutoria's Day

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Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> Date <u>5/18/13</u> Signed: _____ DPW Commissioner or Designee Added Conditions: _____

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

Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Health Inspector or Designee Added Conditions: _____
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Applicant signature Lauren D'Abreu Date 3/18/13
 Print name Lauren D'Abreu Phone 617-627-5714 Email Lauren.D.Abreu@tufts.edu
 Event name (taken from page 1) Tuition's Day

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Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ DPW Commissioner or Designee Added Conditions: _____ _____ _____

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

☒ Approved ☐ Denied ☐ Date 3/19/13
 Signed: [Signature]
 Health Inspector or Designee
 Added Conditions: _____
Trucks need to
apply for temporary permits

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