

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

Event name Palm Sunday Donkey Walk  
Description Gather @ Nathan Tufte's Park, walk down  
College Ave & gather again @ Davis Sq.  
Location (attach a route if applicable) Tufte Park - College Ave  
Davis Sq.  
Date(s) Sunday March 24, 2013 Rain date(s) NA  
Start time (include setup) 8:30 am End time (include breakdown) 9:45 am  
Estimated maximum attendance at any one time 100  
Attendee fees or suggested donations None  
Will food be served? ~~Y~~N If yes, describe \_\_\_\_\_  
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? ~~X~~Y N If yes, describe one side of street for  
about 15 minutes.  
Organization name Unity Church w/ 6 other churches in Somerville  
Mailing address (to mail the license) 6 William St 02144  
Contact person Rev. Betty Walker  
Telephone 617-519-1822 Email unity.somerville@gmail.com

Have you made arrangements for:

Auxiliary Police? X Yes    No If yes, describe Sent request to Chief Carvalho  
Police Detail?    Yes X No If yes, describe \_\_\_\_\_  
Parking (for Attendees)?    Yes X No If yes, describe \_\_\_\_\_  
Restrooms?    Yes X No If yes, describe \_\_\_\_\_  
Liability Insurance?    Yes X 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. 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 Betty Walker Date 24 Jan 2013  
 Print name Betty Walker Phone 617-579-1822 Email unitysomerville@gmail.com  
 Event name (taken from page 1) Palm Sunday Donkey Walk

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: _____ _____	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> Date <u>1/30/13</u> Signed: <u>[Signature]</u> Chief Fire Engineer or Designee Added Conditions: _____ _____
Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> Date <u>2/11/13</u> Signed: _____ Traffic and Parking Director or Designee Added Conditions: <u>[Signature]</u> _____	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: \_\_\_\_\_
- ☒ Fax the application to the City Clerk at 617 625-4239.

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