

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

Date 7/28/2010

✓  
Done

**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 Prospect Hill Block Party & Potluck  
Description potluck, picnic and music for neighbors  
and friends  
Location Street closed between Prospect Hill Pkwy  
and Greenville St. We will also use Prospect Hill  
Park  
Date and time Sunday Sept. 12 3pm - 7pm  
Rain date and time (if applicable) (to be requested) Oct 3rd 3-7pm  
Estimated maximum attendance at any one time 150  
Attendee fees or suggested donations n/a

Organization name Michelle Nicholasen  
Mailing address 15 Munroe St, Somerville 02143  
Telephone 617-515-7829

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 potluck, see supported picnics  
Restrooms? Yes ☒ No If yes, describe \_\_\_\_\_  
Liability Insurance? Yes ☒ No If yes, describe \_\_\_\_\_

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CITY CLERK'S OFFICE  
SOMERVILLE MA

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.

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 Michelle Nichols Date 7/28/2010  
 Applicant name (print) Michelle Nichols Applicant phone 617-515-7829  
 Event name (taken from page 1) Prospect Hill Block Party

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>7/28/2010</u> <u>Charles Hill</u> 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>7/28/10</u> <u>Stacy</u> Traffic and Parking Director or Designee Conditions: _____ _____ _____	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ <u>[Signature]</u> DEW 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: _____ _____ _____
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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.

↑ PLEASE FAX BY AUG. 20<sup>th</sup>

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<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>7-28-10</u> <u>[Signature]</u> Traffic and Parking Director or Designee Conditions: _____ _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ _____ DPW Commissioner or Designee Conditions: _____ _____ _____

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