

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

Event name Block Party

Description Annual out door party with activities for children and food provided (not sold).

Location (attach a route if applicable) 89 College Avenue, including Francesca Avenue adjacent to the church.

Date(s) Sept. 23, 2012 Rain date(s) none

Start time (include setup) 2:00 pm End time (include breakdown) 7:00 pm

Estimated maximum attendance at any one time 150

Attendee fees or suggested donations none

Will food be served? ☒ Y ☐ N If yes, describe served free of charge

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

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

Will streets or sidewalks be blocked? ☒ Y ☐ N If yes, describe Francesca Ave. adjacent to church.

Organization name First Church Somerville

Mailing address (to mail the license) 89 College Ave, Somerville MA 02144

Contact person Carol Luongo

Telephone 617-625-6485 Email fcsc@firstchurchsomerville.org.

Have you made arrangements for:

Auxiliary Police? ☐ Yes ☒ No If yes, describe \_\_\_\_\_

Police Detail? ☐ Yes ☒ No If yes, describe \_\_\_\_\_

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

Restrooms? ☒ Yes ☐ No If yes, describe Inside church building

Liability Insurance? ☒ Yes ☐ No If yes, describe Insurance Board, through Willis of Ohio, Inc. Policy #P033700

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 Carol Luong Date 8/22/12  
 Print name Carol Luong Phone \_\_\_\_\_ Email fcs@firstchurchsomerville.org  
 Event name (taken from page 1) Block Party

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

Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> Date <u>8/27/12</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 _____ 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: \_\_\_\_\_.
- \_\_\_ Fax the application to the City Clerk at 617 625-4239.

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 Carol Luong Date 8/22/12  
 Print name Carol Luong Phone \_\_\_\_\_ Email fc5@firstchurchsomerville.org  
 Event name (taken from page 1) Block Party

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Approved _____ Denied _____ Date _____ Signed: _____ Police Chief or Designee Added Conditions: _____ _____ _____	X Approved _____ Denied _____ Date <u>8-24-12</u> Signed: <u>James G. Gillette</u> Chief Fire Engineer or Designee Added Conditions: <u>Maple</u> <u>Barriers Only</u> _____ _____
Approved _____ Denied _____ Date _____ Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	Approved _____ Denied _____ Date _____ Signed: _____ DPW Commissioner or Designee Added Conditions: _____ _____ _____

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<input checked="" type="checkbox"/> Approved __ Denied Date <u>8/29/12</u> Signed: _____ Traffic and Parking Director or Designee Added Conditions: <u>not</u> _____	__ Approved __ Denied Date _____ Signed: _____ DPW Commissioner or Designee Added Conditions: _____ _____

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**FIRST CHURCH  
SOMERVILLE UCC**

First Congregational Church  
of Somerville  
United Church of Christ  
89 College Avenue  
Somerville, MA 02144  
617.625.6485  
firstchurchsomerville.org

**FAX COVER SHEET**

Fax to: Somerville City Clerk's Office

Fax #: 617-625-4239

From: Carol Luongo  
Church Administrator  
First Church Somerville  
fcs@firstchurchsomerville.org

Phone #: 617-625-6485

Re: Application for Public Event Permit

I am sending the attached application for review by the Board of Aldermen at their September 13 meeting.

I have faxed the application form to the four required departments (see fax confirmations on last page) and asked them to fax the signed applications to you.

Please contact me at the phone number or email above if you have any questions. I will call your office prior to the September 7 deadline to be sure you have received all of the necessary approvals.

Thanks very much.