

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts
Application #: PEL15-000030
File #: 15-003014

Organization name: Assembly Row

Description: Free pictures with the Easter Bunny, crafts and egg hunt for children and their families.

Date(s): Saturday, March 28

Setup starts at (time): 8:30am

Cleanup after the event ends at (time): 1pm

Attendees:

Max attendance at one time: 150

Maximum attendees accommodated:

Attendee fees or suggested donations: \$0

Social or cultural benefits:

Celebration of spring with Easter Egg hunt, crafts and pictures with the Easter Bunny.

City Contact:

Organization mailing address:

5 Middlesex Avenue, 4th Floor Somerville MA

Event name: Spring Bunny Hop

Location: Artisan Way East end of Artisan Way beginning at Banana Republic and ending at 450 Artisan Way

Rain date(s): Sunday, March 29

Event starts at (time): 10am

Event ends at (time): 12pm

Total people attending: 300

Total Somerville residents attending: 200

What is your budget for this event:

Financial benefits:

Driving traffic to the property

Contact person:

Lauren Jaffie

Telephone: 6176841518

Email: ljaffie@federalrealty.com

Event Information	Yes/No	If yes, Describe
Food served?	No	
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	Yes	East Assembly Row (Private Road) will hold the crafts and photos. East Artisan Way will be closed between 10am and 11:15 for the egg hunt portion of the event.
Sidewalks blocked?	No	
Arrangements:		
Auxiliary Police?	Yes	Will hired if necessary
Police Detail:	Yes	2 Officers already available in the area
Parking (for Attendees)?	Yes	Free parking provided at Assembly Row
Restrooms?	Yes	Public restrooms available at Assembly Row
Liability Insurance?	Yes	Already carry all necessary insurance
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, Complete

Reviewer: CS Mayor, Mayor's Office, Approved

Reviewer: CS Police, Police, Approved

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

Reviewer: Christine Morin, Public Works, Pending

Reviewer: CS Fire, Fire, Approved

