

**PUBLIC EVENT PERMIT APPLICATION**  
**City of Somerville, Commonwealth of Massachusetts**  
**Application #: PEL17-000051**  
**File #: 17-005265**

**Organization name:** Somerville Open Studios

**Description:** A table where we hand out map books to interested visitors and answer questions about trolley schedules and artist locations.

**Date(s):** May 6 & 7, 2017 from noon-6pm

**Setup starts at (time):** 11:30am

**Cleanup after the event ends at (time):** 6:30pm

**Attendees:**

Max attendance at one time: 3-4 volunteers and passers by. No crowds.

Maximum attendees accommodated:

**Attendee fees or suggested donations:** none

**Social or cultural benefits:**

We help the artists of Somerville open their studios to the public with a citywide event.

**Event name:** Somerville Open Studios Information Booth

**Location:** 1 DAVIS SQ SQUARE We are looking to set up a tent and table in Statue Park right in front of JP Licks for the Somerville Open Studios event on the first weekend of May.

**Rain date(s):** no rain date

**Event starts at (time):** 12:00pm

**Event ends at (time):** 6:00pm

Total people attending: passers by in Davis Sq

Total Somerville residents attending: n/a

**What is your budget for this event:** about 40k

**Financial benefits:**

SOS has been known to draw people in from across the country. We are the second largest open studios event in the country.

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Event Information	Yes/No	If yes, Describe
Food served?	No	
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	No	
Sidewalks blocked?	No	
<b>Arrangements:</b>		
Auxiliary Police?	No	
Police Detail:	No	
Parking (for Attendees)?	No	
Restrooms?	No	
Liability Insurance?	No	
Will any public parks be used?	Yes	Statue Park
Has the event occurred in the last two years?	Yes	May 2013, 2014,2015,2016
Alcohol License?	No	

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**Approval Conditions:**

**Reviewer:** Scott Whalen, Police, Approved

**Reviewer:** Christine Morin, Public Works, Approved

**Reviewer:** John J. Long, City Clerk,

**Reviewer:** Jill Lathan, Recreation, Approved

**Reviewer:** John J. Long, City Clerk, Complete

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

**Reviewer:** CS Mayor, Mayor's Office, Approved