

From: jlong@somervillema.gov
Sent: 08/13/2015 - 03:23 PM
To: canyoudigit.renee@gmail.com
CC:
Subject: BOA Interim Approval

To Whom It May Concern:

Renee Portanova has requested permission to conduct a School Street Block Party at School Street from Summer Street to Somerville Avenue, on 8/22/15 (raindate 8/23/15), from 2 PM to 7 PM. Setup will begin no earlier than Noon, and cleanup will end no later than 8 PM.

The appropriate city departments have all signed off on the appropriate documents, which are now at City Hall awaiting the next meeting of the Board of Aldermen.

The President of the Board of Aldermen, the Chair of the Board's Committee on Licenses and Permits, and the appropriate Ward Aldermen have also indicated their interim approval. This email will confirm interim approval by the Board of Aldermen, so this Public Event may proceed as long as the following conditions are observed:

Reviewer: John J. Long, City Clerk, Approved with Conditions

1. No food trucks. No businesses selling goods.

Reviewer: CS Police, Police, Approved with Conditions

1. Heavy traffic area. Please call the detail office to arrange for a detail to mitigate traffic. 617 625-1600 x7266 or 7267.
1. If you request a rain date, you may use it only if you notify the City Clerk with a voicemail or email (617-625-6600 x4110 or cityclerk@somervillema.gov) immediately after cancelling your event due to weather. Failure to notify the City Clerk will result in the loss of the rain date.
2. Your event must not obstruct or inhibit the flow of vehicles or pedestrians except for any street/sidewalk closures or detours described in this application or conditions. All street closures or detours must be created with devices specified by the Traffic and Parking Department. Vehicles must not be used to block streets. Anything placed on any streets must be movable by city employees whenever necessary.
3. If any streets are closed, you must contact the MBTA so they can review and adjust their bus routes as needed. Contact the city's Traffic and Parking Department for MBTA contact information.
4. If any streets are closed, you must provide written notice to each resident and business that abuts the area to notify them of the date and time of the event, and provide them with contact information for the event organizer(s) in case they have questions.
5. You must not make permanent markings on the street or sidewalk using paint or other indelible materials, or else you will be held liable for the cost of removing those markings. The use of chalk

is acceptable for street or sidewalk markings.

6. If your event is a neighborhood block party, you must keep a fire extinguisher available near any grille in use, and you must not consume or carry alcohol on any public street or sidewalk.
7. Any fees charged by the city are your responsibility and must be paid in full prior to the event.
8. If you find more attendees signing up for or attending your event than you indicated on the application, you must contact the Police Department immediately to notify them.
9. 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, any city officials, and the Board of Aldermen.
10. You hereby agree to release, discharge, indemnify and hold harmless, the City of Somerville, a municipal corporation of the Commonwealth of Massachusetts, and its officers, employees, agents and servants from all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation associated with this event or your conduct arising from the event.

If you have any questions, please contact John J. Long, City Clerk.

John J. Long, City Clerk
City of Somerville
93 Highland Avenue
Somerville, MA 02143
617 625-6600 x4110
FAX 617 625-4239
www.somervillema.gov
jlong@somervillema.gov

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts
Application #: PEL15-000158
File #: 15-009562

Organization name: Block Party

Event name: School Street Block Party

Description: We would like to invite neighbors to share food and drink, play music and other forms of entertainment. We would like to have games for adults and children such as bean bag toss, wiffle ball and the likes.

Location: School ST Block Party on School Street between Summer Street and Somerville Ave.

Date(s): August 22nd, 2015

Rain date(s): August 23rd, 2015

Setup starts at (time): noon

Event starts at (time): 2pm

Cleanup after the event ends at (time): 8pm

Event ends at (time): 7pm

Attendees:

Max attendance at one time: 50

Total people attending: 150

Maximum attendees accommodated:

Total Somerville residents attending: 125

Attendee fees or suggested donations: no fee, donations are welcome

What is your budget for this event: \$500

Social or cultural benefits:

Bring the neighbors of School street and surrounding area together to enjoy food, music and merriment.

Financial benefits:

City Contact:

Organization mailing address:

31 School Street
 Somerville, MA 02143

Contact person:

Renee Portanova
 Telephone: 6313572735
 Email: canyoudigit.renee@gamil.com

Event Information	Yes/No	If yes, Describe
Food served?	Yes	pot luck
Alcohol served?	Yes	byob-private property only
Grill/open-flame device used?	Yes	grills will be used to cook food
Streets blocked?	Yes	School Street between Summer Street and Somerville Avenue
Sidewalks blocked?	No	
Arrangements:		
Auxiliary Police?	No	
Police Detail:	Yes	if required, we would be happy to make those arrangements
Parking (for Attendees)?	No	
Restrooms?	No	
Liability Insurance?	No	
Will any public parks be used?	No	
Has the event occurred in the last two years?	Yes	I don't recall the actual dates. in 2014 it was in October. the previous year in Sept. I think.
Alcohol License?	No	

Approval Conditions:

Reviewer: John J. Long, City Clerk, Approved with Conditions

1. No food trucks. No businesses selling goods.

Reviewer: CS Mayor, Mayor's Office, Approved

1. Dave Monte/SPD can you please review and determine whether a detail is needed? Seems like a Saturday blocking School St. would be tough for traffic.

Reviewer: CS Police, Police, Approved with Conditions

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

Reviewer: Christine Morin, Public Works, Approved

Reviewer: CS Fire, Fire Prevention, Approved

Reviewer: John J. Long, City Clerk, Complete
