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PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts

Date 1 March 2011

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 Donkey Walk

Description March from Powderhouse Park to Davis Sq. on Palm Sunday

Location Start at Nathan Tufts Park
End at Davis Sq.

Date and time April 17, 2011 Sunday 8:30 am

Rain date and time (if applicable) NA

Estimated maximum attendance at any one time 100 people

Attendee fees or suggested donations NA

Organization name Unity Church w/ 5 others churches in Somerville

Mailing address 6 William St. 02144

Telephone 617-579-1822

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 _____
Restrooms? ☐ Yes ☒ No If yes, describe _____
Liability Insurance? ☐ Yes ☒ No If yes, describe _____

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 Betty Walker Date 1 March 2011
Applicant name (print) Betty Walker Applicant phone 617-519-1822
Event name (taken from page 1) Donkey Walk - Palm Sunday

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>3/10/2011</u> Police Chief or Designee Conditions: <u>[Signature]</u>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Chief Fire Engineer or Designee Conditions: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Traffic and Parking Director or Designee Conditions: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ DPW 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: _____

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.

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Police Chief or Designee

Conditions:

Approved Denied Date

Chief Fire Engineer or Designee

Conditions:

☒ Approved ☐ Denied Date 3-2-11

Traffic and Parking Director or Designee

Conditions:

Approved _____ Denied _____ Date _____

DPW Commissioner or Designee

Conditions:

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City of Somerville

Police Department

220 Washington Street
Somerville, MA 02143
(617) 625-1600



Thomas Pasquarello
Chief of Police

To: Chief Thomas Pasquarello
Fr: Lieutenant James Stanford
Date: March 8, 2011
Re: Donkey Walk

Sir,

Having spoken with Auxiliary Police Chief Jerry Carvalho I feel confident that the Somerville Auxiliary Police Department will have sufficient manpower available to cover the Donkey Walk Event scheduled for April 17, 2011.

Respectfully,

A handwritten signature of Lieutenant James Stanford, written in dark ink, with a long horizontal stroke extending to the right.

Lieutenant James Stanford
Somerville Police Department
Special Operations Division
617-625-1600 X7285
jstanford@police.somerville.ma.us