

PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL25-000166

File #: 25-029013

Event Name: Christmas Tree Lighting Ceremony

Business Name: CITY OF SOMERVILLE

Application Type: Public Event License

Location: 93 HIGHLAND AVE

APPLICANT

Company Name: City of Somerville, Mayors Office

Contact Name: Midalys Rosario

Business Address:

93 Highland Avenue
Somerville, MA 02143

Home Address:

Work Phone:

Home Phone:

Email: mrosario@somervillema.gov

of days: 1

Does this event occupy a public space or significantly affect nearby residents?: Yes

Are you the party applying for the Public Event License?: Yes

Describe the location in detail: City Hall concourse, blocking traffic in City Hall parking lot in front of City Hall and high school.

In the last 5 years, have you been found guilty, liable, or responsible, in any judicial or administrative proceeding, for any violation of the City Wage Theft Ordinance or any State or Federal laws or regulations regulating the payment of wages? [City Wage Theft Ordinance](#): No

Date: 12/04/2025

Event Setup Begins: 04:00 PM

Start Time: 05:00 PM

End Time: 07:00 PM

Event Cleanup Ends: 08:00 PM

Do You Have a Proposed Rain Date for Your Public Event?: Yes

Date: 12/09/2025

Start Time: 05:00 PM

End Time: 07:00 PM

of Additional Dates for Public Events at This Location (if applicable): 2

Date: 12/08/2025

Start Time: 05:00 PM

End Time: 07:00 PM

Date: 12/10/2025

Start Time: 05:00 PM

End Time: 07:00 PM

Organization name; if none, your name: City of Somerville, Mayors Office

Describe any social or cultural benefits of this event for Somerville residents : Families will have a safe contained area

to safely watch our annual tree lighting ceremony.

Describe any financial benefits of this event for Somerville businesses or organizations: N/A

What is the budget for this event?: \$5,000.00

Complete Mailing Address : 93 Highland Avenue Somerville, MA 02143

Contact name for follow-up questions (Will be available to the public): Eileen Blanchette

Email: eblanchette@somervillema.gov

Phone (Will be available to the public): 857-270-3884

Event Name : Christmas Tree Lighting Ceremony

Describe the Event: City of Somerville will be hosting its annual tree lighting ceremony and Santa meet and greet. This event will take place at the City Hall Concourse and in the cafeteria of the Somerville High School.

Describe any Entertainment at the Event (if none, type None): Caroling

Describe any tents, inflatables, or other temporary structures to be used (if none, type None): Podium and lights.

Describe any accessibility features available to attendees/participants: Most of the event will be accessible to all individuals. Will be done on level surface accessible to wheelchairs.

Estimated maximum attendance at one time : 200

Estimated total number of people attending: 350

Estimated total number of Somerville residents attending : 350

Maximum number of attendees you will accommodate: 350

Attendee fees or suggested donations : N/A

Will this event be open to the public?: Yes

Describe your outreach/publicity: Social media/press release

Will food be served?: Yes

If yes, describe:: Cookies, hot coffee, hot chocolate.

Will the event be catered?: No

Will a grill/open-flame device be used? : No

Will any streets be blocked? : Yes

If yes, describe:: Through traffic in City Hall plaza parking lot will be blocked off.

Road to be closed: Highland Avenue

Cross street where road closure will start: City Hall Plaza

Cross street where road closure will end: City Hall Plaza

Will any sidewalks be blocked? : No

Will any public parks be used? : No

Has this event occurred in the last two years? : Yes

If yes, prior dates : 12/7/23, 12/5/24

Police Detail : Yes

If yes, describe:: We will have police detail along with fire on the concourse.

Parking for Attendees : Yes

If yes, describe:: Street parking on Highland Avenue

Restrooms : Yes

If yes, please describe the restrooms being provided, and if you are providing portable toilets, state how they will be

delivered and removed:: City Hall

Liability Insurance : No

Approval Conditions:

Reviewer: Maureen Lee, ISD Health, Approved with Conditions

1. ISD Health has approved the application with the condition that a temporary food license is submitted. If however, the foods and beverages offered fall into categories that may not require a food license??for example, individually packaged cookies or beverages from the manufacturer??please provide those considerations for review.

Reviewer: CS Mayor, Mayor's Office, Approved

Reviewer: Kevin Roche, Engineering, Approved

Reviewer: Eric Weisman, Public Works, Approved

Reviewer: Jesse Moos, Engineering, Complete

Reviewer: Charles Breen, Fire Prevention, Approved

Reviewer: Suzanne Rinfret, Traffic and Parking, Approved

Reviewer: Mackenzie Richardson, Police, Approved

Reviewer: Kimberly M. Wells, City Clerk, Approved