

PUBLIC EVENT PERMIT APPLICATION

City of Somerville, Commonwealth of Massachusetts

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Event name Prospect Hill Block Party and Potluck

Description Block party, picnic, neighbors playing instruments, potluck

Location (attach a route if applicable) Munroe St. between Prospect Hill Pkwy and Bigelow St. plus Prospect Hill Park

Date(s) Sept. 22nd Rain date(s) Sept. 23 3pm to 7pm

Start time (include setup) 4 pm End time (include breakdown) 8³⁰ pm

Estimated maximum attendance at any one time 150

Attendee fees or suggested donations n/a

Will food be served? ☒ Y ☐ N If yes, describe POTLUCK

Will alcohol be served? ☐ Y ☒ N If yes, describe _____

Will a grill/open-flame device be used? ☒ Y ☐ N If yes, describe 2 or 3 grills on street

Will streets or sidewalks be blocked? ☒ Y ☐ N If yes, describe between Prospect Hill Pkwy and Bigelow on Munroe St.

Organization name Michelle Nicholasen

Mailing address (to mail the license) 15 Munroe St.

Contact person above

Telephone 617 515 7829 Email nicholasen@uname.net

Have you made arrangements for:

Auxiliary Police?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, describe _____
Police Detail?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, describe _____
Parking (for Attendees)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, describe _____
Restrooms?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, describe _____
Liability Insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, describe _____

Note the following Conditions:

- 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.
- All 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, must be movable at all times. Vehicles must not be used as traffic controls. If the applicant requires the use of signage loaned by the Traffic and Parking Department, a security deposit must be paid to ensure that the signage is returned.
- 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 includes a musical performance, the performance will not occur before 9:00 AM or after 10:00 PM, nor at any time on Sunday, except as permitted, nor within 300 feet of any building from which an occupant asks that the performance desist.
5. Any fees charged by the city are the sole responsibility of the applicant and must be paid in full prior to the event.
6. 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, these conditions, and any other conditions prescribed by the Board of Aldermen and/or stated in the Departmental approvals below.

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 *Michelle Nicholasen* Date 8/2/2012
 Print name Michelle Nicholasen Phone 617 515 7827 Email nicholasen@
 Event name (taken from page 1) Prospect Hill Block Party uname.net

Obtain the signatures below before submitting this form to the City Clerk for consideration by the Board of Aldermen.

Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> Date <u>8/9/12</u> Signed: <u><i>[Signature]</i></u> Police Chief or Designee Added Conditions: <u>See Requested</u>	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Chief Fire Engineer or Designee Added Conditions: _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ DPW Commissioner or Designee Added Conditions: _____

Obtain the signature below if the applicant will be providing food to attendees. Not needed for block parties.

Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Health Inspector or Designee Added Conditions: _____
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→ requesting Tower
to be opened
via Mayor's office

Once signed, the Department should:

___ Contact the applicant at the phone number/email address 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.

Thank you!

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Applicant signature Michelle Date 8/2/2012
Print name Michelle Nicholasen Phone 617 515 7829 Email mricholasen@
Event name (taken from page 1) Prospect Hill Block Party uname.net

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<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: _____ Police Chief or Designee Added Conditions: _____ _____ _____	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>8/2/12</u> Signed: <u>James Piller</u> Chief Fire Engineer or Designee Added Conditions: _____ _____ _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: _____ DPW Commissioner or Designee Added Conditions: _____ _____ _____

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<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: _____ Health Inspector or Designee Added Conditions: _____ _____ _____
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 Print name Michelle Nicholasen Phone 617 515 7829 Email nicholasen@
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Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Health Inspector or Designee Added Conditions: _____ _____ _____
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Applicant signature Michelle Nicholasen Date 8/2/2012
 Print name Michelle Nicholasen Phone 617 515 7829 Email nicholasen@uname.net
 Event name (taken from page 1) Perspect Hill Block Party

Obtain the signatures below before submitting this form to the City Clerk for consideration by the Board of Aldermen.

Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Police Chief or Designee Added Conditions: _____ _____ _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Chief Fire Engineer or Designee Added Conditions: _____ _____ _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> Date <u>7-1-12</u> Signed: _____ DPW Commissioner or Designee Added Conditions: _____ _____ _____

Obtain the signature below if the applicant will be providing food to attendees. Not needed for block parties.

Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Health Inspector or Designee Added Conditions: _____ _____ _____
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Thomas Pasquarello
Chief of Police

**City of Somerville
Police Department**

220 Washington Street
Somerville, MA 02143-1307
(617) 825-1600
www.somervillema.gov/spd



Memo

To: Chief Thomas Pasquarello
From: Lt. Stephen Carrabino (SC)
Date: 8/9/2012
Re: Prospect Hill Block Party and Potluck (September 22nd)

I see no evident public safety concerns as long as DPW erects barricades to prohibit vehicles from entering Monroe Street between Prospect Hill Parkway and Bigelow Street, and recommend approval of this permit.