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**PUBLIC EVENT PERMIT APPLICATION**  
City of Somerville, Commonwealth of Massachusetts

Date 2/12/2014

**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 Somerville Open Studios (Info Booths)

Description SOS is a city-wide art weekend. We seek permission to operate two 10'x10' information tents for the two days of the event.

Location Tent (A) in Davis Square Plaza (at College St and Holland Ave)  
Tent (B) in Union Square plaza (near Washington St MBTA bus stop)

Date and time Saturday May 3 + Sunday May 4, 11am-6pm

Rain date and time (if applicable) rain or shine

Estimated maximum attendance at any one time 5-10 people

Attendee fees or suggested donations free!

Organization name Somerville Open Studios

Mailing address PO Box 442115, Somerville MA 02144

Telephone 617-398-0346

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 *Emily Garfield* Date 2/12/2014  
 Applicant name (print) Emily Garfield Applicant phone 617-398-0346  
 Event name (taken from page 1) Somerville Open Studios (Info Booths)

*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>2-17-14</u> <u><i>Charles J. Ferraro</i></u> Police Chief or Designee Conditions: _____ _____	<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: _____ _____
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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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