

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts

Event name Assembled: The Handmade Arts Market @ Assembly Row
Description Arts and crafts market

Location (attach a route if applicable) Assembly Row - 1 Assembly Square Drive
Somerville, MA 02145 (See attached plan - highlighted)

Date(s) 6/7/2014 - 9/13/2014 Saturdays Rain date(s) N/A

Start time (include setup) 9:00am End time (include breakdown) 4:00pm

Estimated maximum attendance at any one time 1500-2000

Attendee fees or suggested donations None

Will food be served? Y N If yes, describe FOOD TRUCKS.

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

Will a grill/open-flame device be used? Y N If yes, describe _____

Will streets or sidewalks be blocked? Y N If yes, describe ASSEMBLY ROW

Organization name Aigner / Prensky Marketing Group

Mailing address (to mail the license) 214 Lincoln Street Suite 300, Allston MA 02134

Contact person Leslie Cipolla

Telephone 617-254-9500 Email lcipolla@aignerprenskymarketing.com

Have you made arrangements for:

Auxiliary Police? Yes No If yes, describe _____

Police Detail? Yes No If yes, describe _____

Parking (for Attendees)? Yes No If yes, describe Parking Lot

Restrooms? Yes No If yes, describe Executive Portable Restrooms

Liability Insurance? Yes No If yes, describe Match Insurance

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. 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.
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 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 Leslie Cipolla Date 5/8/2014
 Print name LESLIE CIPOLLA Phone 617-254-9500 Email lcipolla@aignerprenskymarketing.com
 Event name (taken from page 1) Assembled: The Handmade Arts Market at Assembly Row

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

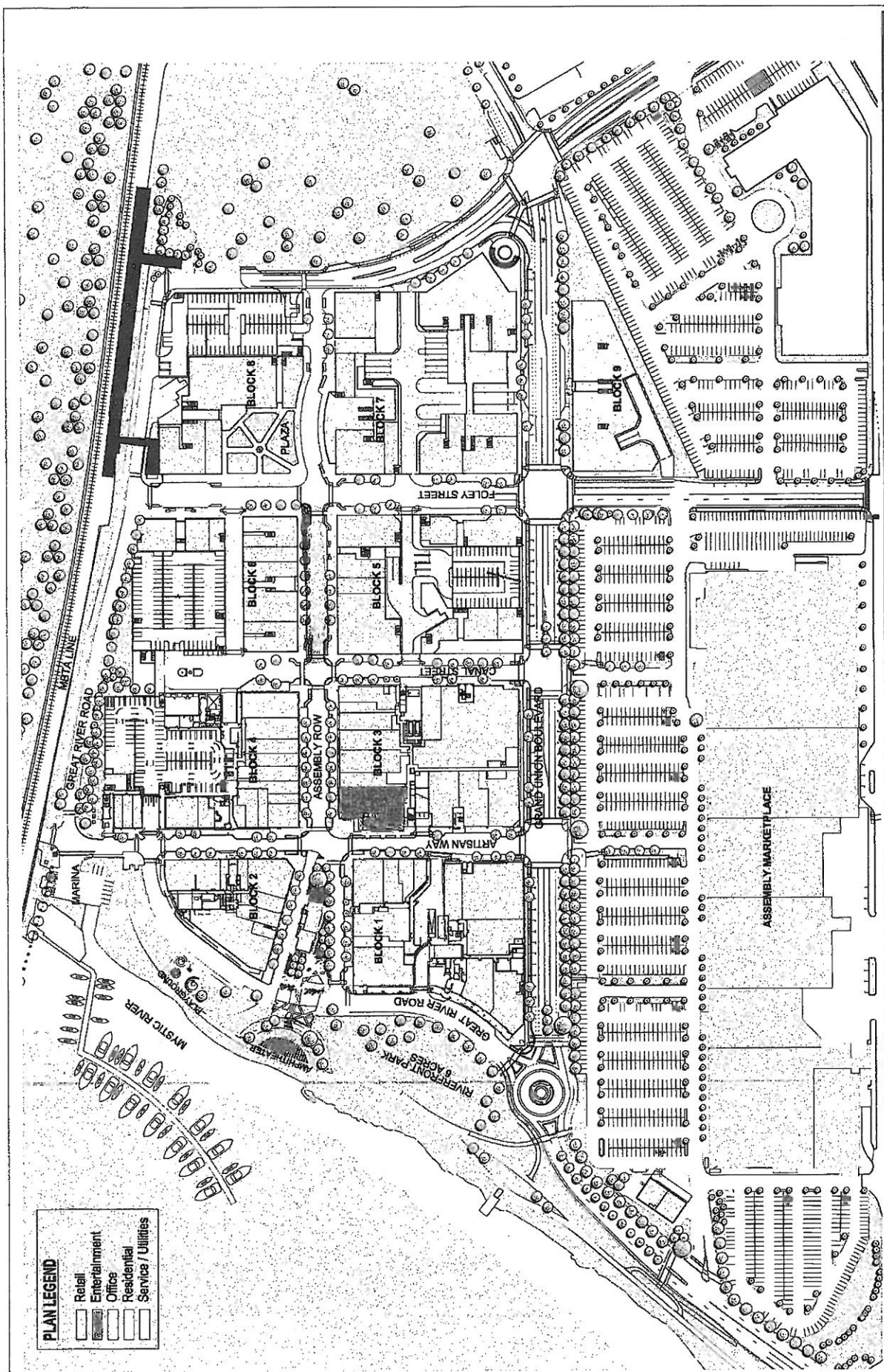
<u> </u> Approved <u> </u> Denied Date _____ Signed: _____ Police Chief or Designee Added Conditions: _____ _____ _____	<u> </u> Approved <u> </u> Denied Date _____ Signed: _____ Chief Fire Engineer or Designee Added Conditions: _____ _____ _____
<u> </u> Approved <u> </u> Denied Date _____ Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	<u> </u> Approved <u> </u> Denied 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 Denied Date _____
 Signed: _____
 Health Inspector or Designee
 Added Conditions: _____

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: 617-254-3700.
- Fax the application to the City Clerk at 617 625-4239.



PLAN LEGEND

[Hatched Box]	Retail
[Stippled Box]	Entertainment
[Dotted Box]	Office
[Horizontal Lines Box]	Residential
[Vertical Lines Box]	Services / Utilities

ASSEMBLY ROW
 SOMERVILLE, MA

events

LEGOLAND Discovery Center
Job Fair!

[Calendar of Events](#)

Art in the Park: Call for Artists

Grand Opening Job Fair

The Somerville Food Truck
Festival – SAVE THE DATE

Calendar of Events

ASSEMBLED, The Handmade Arts Market Saturdays, June 7 – September 13, 11 am-3 pm

The Handmade Arts Market at Assembly Row will showcase arts and crafts by local Somerville artists, Etsy artists, and some of New England's top creative talents!

Click [HERE](#) for an artist application!

Somerville Food Truck Festival at Assembly Row June 7, 11 a.m. – 4 p.m.

In partnership with the Food Truck Festivals of New England and the City of Somerville, Assembly Row's Food Truck Festival will bring more than 20 food trucks to Assembly Row, featuring some of the area's most popular food trucks serving up a variety of favorites, including local seafood, BBQ, gourmet grilled cheese sandwiches, cupcakes, whoopee pies, and more. Wine and beer will also be available for sale and children's activities will be on site.

92.9 Rock and Run June 21, 10 am-3 pm

In conjunction with Radio 92.9, Assembly Row will host the inaugural Rock and Run 5K obstacle race that will feature a mix of obstacles such as monkey bars, climbs, hurdles, and walls with live musical acts at every mile marker along the course. After crossing the finish line, runners will be invited to relax at a post race party featuring a beer garden (21+only) and will be capped off by an exclusive performance by a national recording artist. Registration is currently open at www.rockandrnboston.com.

Design Museum Boston Summer Series at Assembly Row Monthly July – September

Assembly Row has partnered with Design Museum Boston to launch a speaking series that celebrates social connectivity in our urban context. In the heart of the innovation population, this series will showcase innovative thinking and inspirational examples of great urban design through film, social media, and speakers.



quick find: File #
Address

My Tasks > Add > Find > Reports Admin Support Center My Settings > Logoff

Edit Category File # 14-000949 Licenses Reviews Inspections Activities Documents Contacts History

Add

Activity License #: PEL14-00028
 Contact License Type: Public Event License Sub Type: Public Event License
 Document Description: Aigner/Prensky Marketing Group
 Email Status: Online Application Re Application Date: 05/15/2014
 Letter Licensee: Somerville City Clerk Approval Date:
 Note Issue Date:
 License Total Amount: \$ 0.00 Last Inspection Date:
 Inspection Amount Paid: \$ 0.00 Last Inspection Type:
 Route Balance Due: \$ 0.00 Expiration Date:
 Non-Billable: Close Date:

Event Location
 If your event is not at a single address describe the location(s) below
 Location Description: 1 Assembly Square Drive

Event Information

Organization Name: Aigner Prensky Market
 Briefly describe the social, cultural, and financial benefits of your event for Somerville: Promoting Assembly Row Address we should mail the permit to: Aigner Prensky Marketing 214 Lincoln Street, #300 Allston, MA 02134
 Contact Name for follow-up questions: Leslie Cipolla Email: lcipolla@aignerprensky.com
 Phone: 617-254-9500 Docket #:
 Event Name: Assembled: The Handmade Arts Market @ Assembly Row Description: Arts and Crafts Market
 Date(s): 6/7/14-9/13/14, Saturdays only Rain Date(s): None
 Setup for the event begins at (time): 9 AM The event itself begins at (time): 11 AM
 The event itself ends at (time): 3 PM Cleanup after the event ends at (time): 4 PM
 Estimated maximum attendance at one time: 3,000 Estimated total number of different people attending: 3,000
 Estimated total number of Somerville residents attending: 1,000 Maximum number of attendees you will accommodate (if applicable): 3,000
 Attendee fees or suggested donations: None
 Will food be served?: Yes If yes, describe:1: Food Trucks
 Will alcohol be served?: No If yes, describe:2:
 Will a grill/open-flame device be used?: If yes, describe:3:

	<input type="button" value="No"/> ▾		<input type="text"/>
Will any streets be blocked?:	<input type="button" value="Yes"/> ▾	If yes, describe:4:	<input type="text" value="Assembly Row"/>
Will any sidewalks be blocked?:	<input type="button" value="No"/> ▾	If yes, describe:5:	<input type="text"/>
Will any public parks be used?:	<input type="button" value="No"/> ▾	If yes, name of park(s):	<input type="text"/>
Has this event occurred in the last two years?:	<input type="button" value="Yes"/> ▾	If yes, prior dates:	<input type="text" value="Last Summer"/>
Will you make arrangements for: Auxiliary Police:	<input type="button" value="No"/> ▾	If yes, describe:6:	<input type="text"/>
Police Detail:	<input type="button" value="No"/> ▾	If yes, describe:7:	<input type="text"/>
Parking for Attendees:	<input type="button" value="Yes"/> ▾	If yes, describe:8:	<input type="text"/>
Restrooms:	<input type="button" value="Yes"/> ▾	If yes, describe:9:	<input type="text"/>
Liability Insurance:	<input type="button" value="Yes"/> ▾	If yes, describe:10:	<input type="text"/>
Alcohol License:	<input type="button" value="No"/> ▾	If yes, describe:11:	<input type="text"/>

Attach any brochures, posters, maps, or other explanatory material. You must attach a detailed street route or map if you are planning a road race, walk, or any other event that travels along a path.

While an attachment is not required, detailed information will expedite the review of this application.

Event Attachments: [SKMBT_42314051508390.pdf](#)

You must read and accept the [public event conditions](#)

I have read and accept the public event conditions:

Fees

Quantity	Description	Custom Description	Amount	Total
0.0			0.0000	
			Application Fees:\$	0.00
			Other Fees:\$	0.00
			Total Fees:\$	0.00

Payments

Date	Type	Reference	Note	Receipt #	Received From	Amount	
						0.00	
						Amount Paid:\$	0.00
						Balance Due:\$	0.00