

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts
Application #: PEL15-000068
File #: 15-004355

Organization name: OPENAIR Circus

Description: Season ending performances for OPENAIR Circus

Date(s): July 30, July 31, August 1, August 2

Setup starts at (time): 8am, July 30

Cleanup after the event ends at (time): 1pm, August 3

Attendees:

Max attendance at one time: 300

Maximum attendees accommodated:

Attendee fees or suggested donations: Suggested donation: \$3

Social or cultural benefits:

Opportunity to watch local youth show off the circus skills they have learned over the previous 5 weeks. Students also get the opportunity to perform those skills and to learn about putting on performances

City Contact:

Organization mailing address:

342 Lowell St.
Somerville, MA 02145

Event name: OPENAIR Circus

Location: Nunziato Field

Rain date(s): N/A

Event starts at (time): 4:30pm, July 30

Event ends at (time): 8pm, August 2

Total people attending: 600

Total Somerville residents attending: 350

What is your budget for this event:

Financial benefits:

Contact person:

Peter Jehlen
Telephone: 617-947-1191
Email: peter_jehlen@openaircircus.org

Event Information	Yes/No	If yes, Describe
Food served?	Yes	bottled water, lemonade, pickles, popcorn, other packaged goods
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	No	
Sidewalks blocked?	No	
Arrangements:		
Auxiliary Police?	No	
Police Detail:	No	
Parking (for Attendees)?	Yes	Request of permit leniency on nearby streets during performances through Somerville's Dept of Traffic and Parking. We also promote the use of public transit, walking, and bicycling.
Restrooms?	Yes	we rent porta-potties and a portable hand-washing station
Liability Insurance?	Yes	Nautilus Insurance, 2 million aggregate, 1 million per occurrence
Will any public parks be used?	Yes	Conway Field
Has the event occurred in the last two years?	Yes	August 2-4, 2013; August 1-3, 2014
Alcohol License?	No	

Approval Conditions:

Reviewer: John J. Long, City Clerk, Approved

Reviewer: CS Mayor, Mayor's Office, Approved

Reviewer: CS Police, Police, Approved

Reviewer: CS Traffic and Parking, Traffic and Parking, Approved

Reviewer: Christine Morin, Public Works, Approved

Reviewer: Elise Collins, ISD Health, Approved with Conditions

- 1. All food vendors must apply for a Temporary Food Permit 30 days prior to event. Packaged food requires a permit.

Reviewer: Jill Lathan, Recreation, Approved

Reviewer: John J. Long, City Clerk, Complete

John Long

From: peter_jehlen@openaircircus.org
Sent: Thursday, May 07, 2015 1:08 PM
To: John Long
Cc: Jill Lathan
Subject: OPENAIR Circus - license requests for July 28-August 3

Dear John,

I just spoke with Jill about the license requests for July 28-August 3 that I submitted. She has informed me that Conway Field is not available for July 31. As such, we'll need to move the OPENAIR Circus performances to Nunziato field. As part of this shift in the plan, we'll also be hold our dress-rehearsal (July 30) at Nunziato and setting up the tent that morning. We'd like to keep the rehearsals on July 28 and 29 at Hodgkins to minimize the impact on the community around Nunziato. Below is a summary of our new plans (let me know if I should just go in and document by editing the license requests):

Related to License # PEL15-000071

Remove July 30, the rehearsals covered by this request will only be July 28 and 29. Both will be at Hodgkins and will remain as setup starting at 4pm, rehearsal itself occurring from 4:30pm to 8:30pm, and cleanup ending at 9pm

Related to license # PEL15-000068

Change location to Nunziato Field

Add July 30: we'll now have the tent delivered to Nunziato on Thursday morning.

Setup will begin first thing Thursday morning (8am; typically tent is done by 2pm, tent setup is limited to the top half of the field) with the tent arrival and additional supplies arriving throughout the day. Rehearsal itself will be from 4:30pm-9:00pm.

Additional details:

-We will lock the gates at Nunziato each evening (after sundown) and unlock each morning (typically I arrive around 8am to relieve the tent sitters and they often have the gates open by the time I arrive).

-It's fine for anybody else to use the lower half of the field all day Thursday, July 30, and any time aside from the performances and cast party (though we wouldn't ask people to leave, if anything we'd ask them to be considerate of the performance going on):

Performance times:

Friday July 31: 6-8:30pm

Saturday August 1: 2-4:30pm and 6-8:30pm Sunday August 2: 2-4:30pm followed by cast party that ends before 7pm Monday

August 3: tent cleanup is typically finished by noon with my final walk through of the park to clean up any remaining trash typically finishing by 2pm

Sincerely,
Peter