



CITY OF SOMERVILLE, MASSACHUSETTS  
CITY CLERK'S OFFICE  
JOSEPH A. CURTATONE  
MAYOR

JOHN J. LONG  
City Clerk

May 8, 2013

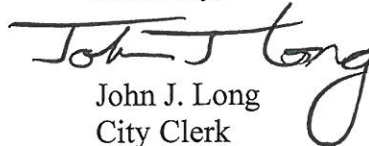
To Whom It May Concern:

Maxwell's Green has requested permission to hold a "Celebrating Spring on the Green at Maxwell's Green" community event at 1 Maxwell's Green, on Thursday, May 9, 2013, from 3 PM to 10 PM.


The Police, Fire, Traffic and Parking, and Public Works Departments have all signed off on the appropriate documents, which are now at City Hall awaiting the next meeting of the Board of Aldermen.

The Signatures below will indicate interim approval by the Board of Aldermen.


Sincerely,

  
John J. Long  
City Clerk

Approved by President:

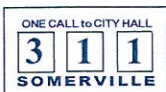
  
President William A. White, Jr.

Approved by Committee on Licenses and Permits:

  
Chairman Dennis M. Sullivan

Approved by Ward Alderman:

  
Alderman Courtney O'Keefe



PUBLIC EVENT PERMIT APPLICATION  
City of Somerville, Commonwealth of Massachusetts

Event name Celebrating Spring on the Green at Maxwell's Green  
Description community event w/ live entertainment and food trucks  
on green space at Maxwell's Green for public and residents  
Location (attach a route if applicable) 1 Maxwell's Green, Somerville, MA 02144

Date(s) MAY 9, 2013 Rain date(s) TBD

Start time (include setup) 3pm End time (include breakdown) 10pm

Estimated maximum attendance at any one time 300

Attendee fees or suggested donations only for food trucks

Will food be served?  Y  N If yes, describe food trucks → Pops & Emiled Cheese, Flatbreads, Redbones

Will alcohol be served?  Y  N If yes, describe SPINRIT, KICK ASS CUPCAKES

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

Will streets or sidewalks be blocked?  Y  N If yes, describe \_\_\_\_\_

Organization name Maxwell's Green

Mailing address (to mail the license) 1 Maxwell's Green, Somerville, MA 02144

Contact person Samantha Bell

Telephone 617-646-1044 Email sbelle@oneillandassoc.com

Have you made arrangements for:

Auxiliary Police?  Yes  No If yes, describe TBD

Police Detail?  Yes  No If yes, describe community police - TBD

Parking (for Attendees)?  Yes  No If yes, describe TBD - relaxed parking restrictions

Restrooms?  Yes  No If yes, describe on site

Liability Insurance?  Yes  No If yes, describe covered on property 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: Samantha Bell Date: 4/18/13  
 Print name: Samantha Bell Phone: 617-641-1044 Email: sbelle@oneillandassoci.com  
 Event name (taken from page 1): Celebrating Spring on the Green at Maxwell's Green

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>4/22/13</u> Signed: <u>[Signature]</u> Police Chief or Designee Added Conditions: _____ _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: _____ 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: _____ _____ _____

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

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: _____ Health Inspector or Designee Added Conditions: _____ _____ _____
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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.

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.
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<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: _____ _____ _____

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

<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: <u>T. Douglas</u> Health Inspector or Designee Added Conditions: <u>Permits for food trucks must be completed. D. discussed w/organizer</u>
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