

**PUBLIC EVENT PERMIT APPLICATION**  
**City of Somerville, Commonwealth of Massachusetts**  
**Application #: PEL17-000106**  
**File #: 15-007347**

**Organization name:** Starlab Studios / Starlabfest Music & Arts Festival

**Description:** The Starlabfest Music & Arts Festival is an event that strives to shine a light on local (and regional) music, stand-up comedy and visual artists. We also host a flea market of local vendors and provide free food from local restaurants.

**Date(s):** Setup Friday September 8, 10AM-10PM  
 Event Saturday September 9, 9AM-11PM  
 Cleanup Sunday September 10, 10AM-3PM

**Setup starts at (time):** Friday, September 8, 10 AM

**Cleanup after the event ends at (time):** Sunday September 10, 3 PM

**Attendees:**

Max attendance at one time: 500

Maximum attendees accommodated: 1200

**Attendee fees or suggested donations:** \$15

**Social or cultural benefits:**

This will be the eighth year that we have organized the event, which showcases local musicians, comedians, visual artists and small businesses. The event also provides a fun and inclusive atmosphere that brings folks from the neighborhood and surrounding communities and introduces them to up and coming local music and local artists.

**Event name:** The Eight Annual Starlabfest Music & Arts Festival

**Location:** 10 POPLAR ST 10 Poplar Street, the Somerville Arts Council's ARTfarm location.

**Rain date(s):** Setup Friday September 15, 10AM-10PM  
 Event Saturday September 16, 9AM-11PM  
 Cleanup Sunday September 17, 10AM-3PM

**Event starts at (time):** Saturday September 9, 12 Noon

**Event ends at (time):** Saturday September 9, 10 PM

Total people attending: 1000

Total Somerville residents attending: 500

**What is your budget for this event:** \$5000

**Financial benefits:**

In the past, we have drawn over 1,000 attendees throughout the day. As they are able to come and go as they please, they patronize local restaurants and other small businesses.

**Event Information**

Food served?

**Yes/No**

Yes

**If yes, Describe**

Any food served will be provided by a licensed food establishment.

Alcohol served?

Yes

We will serve beer, cider and wine. We will be applying for a Special Alcohol License.

Grill/open-flame device used?

Yes

We will have a slowcooker / grill.

Streets blocked?

No

Sidewalks blocked?

No

**Arrangements:**

Auxiliary Police?

No

Police Detail:

Yes

We will schedule police detail based on the SPD's requests. In the past, we have scheduled two officers.

Parking (for Attendees)?

No

Restrooms?

Yes

Portable Toilets

Liability Insurance?

Yes

We will purchase liability insurance, including alcohol coverage.

Will any public parks be used?

No

Has the event occurred in the last two years?

Yes

9/9/16, 8/22/15, 7/19/15, 7/19/14, 6/15/13, 7/28/12

Alcohol License?

Yes

We will apply for a Special Alcohol License

**Approval Conditions:**

**Reviewer:** Elise Collins, ISD Health, Approved with Conditions

1. Food must come from a licensed establishment. Food vendors must apply for a Temporary Food Permit at least one month prior to event. Contact Health Dept at 617-625-6600 x4335 for compliance responsibilities.

**Reviewer:** CS Fire, Fire Prevention, Approved with Conditions

1. A fire detail will be required, please contact the Fire Prevention office to schedule a detail

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

**Reviewer:** John J. Long, City Clerk, Approved

**Reviewer:** Christine Morin, Public Works, Approved

**Reviewer:** John J. Long, City Clerk,

**Reviewer:** Scott Whalen, Police, Approved

**Reviewer:** Lori Batzek, City Clerk, Approved

**Reviewer:** John J. Long, City Clerk, Complete

**Reviewer:** CS Mayor, Mayor's Office, Approved

**Reviewer:** John J. Long, City Clerk, Complete

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