

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts

Date May 4, 2011

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 Annual Raffle Fundraiser

Description Tabling to sell the raffle tickets and provide information about SCC

Location Union and Davis Sq plazas on Wednesdays and Fridays from 4pm-7pm from June 1-August 3, 2011; Davis Sq plaza

Date and time on Saturdays from 10am-2pm from June 4-August 6, 2011;

~~Rain date and time (if applicable)~~ Davis Sq and Teak Sq Sunday May 8, 2011 from

Estimated maximum attendance at any one time 10am-2pm

Attendee fees or suggested donations _____

Organization name Somerville Community Corporation

Mailing address 337 Somerville Ave, 2nd floor

Telephone (617) 776-5931

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.

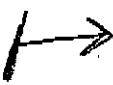
3. If the event is a road race, the applicant will provide race monitors where required by the Police. The applicant will not make permanent marks on the roadway or sidewalk using paint or other indelible materials. Use of chalk will be acceptable. The applicant will pay the cost of removing any indelible 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 10:30 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 Shannon LeBlanc Date May 5, 2011
 Applicant name (print) Shannon LeBlanc Applicant phone 617-776-5931 x238
 Event name (taken from page 1) Annual Raffle Fundraiser

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

<input checked="" type="checkbox"/> with conditions Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> Date <u>5/6/2011</u> <u>[Signature]</u> Police Chief or Designee Conditions: <u>need special permission to conduct lottery - allowed just for police benefit.</u>	Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Chief Fire Engineer or Designee Conditions: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Traffic and Parking Director or Designee Conditions: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> 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 <input type="checkbox"/> 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: 617-776-0721
- Fax the application to the City Clerk at 617 625-4239.

- 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.
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<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Police Chief or Designee Conditions: _____ _____ _____	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>5/5/11</u> <u>Samuel Geller</u> 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: _____ _____ _____

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Once signed, the Department should:


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- Fax the application (no cover page) to the following fax number: 617-776-0724
- Fax the application to the City Clerk at 617 625-4239.

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<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>5-5-11</u> Traffic and Parking Director or Designee Conditions: _____ 	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ DPW Commissioner or Designee Conditions: _____ _____

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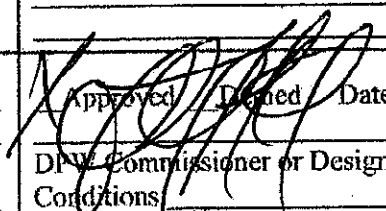
- Contact the applicant at the phone number above to arrange for pick-up.
- Fax the application (no cover page) to the following fax number: 617-776-0764
- Fax the application to the City Clerk at 617 625-4259.

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