

**From:** jlong@somervillema.gov  
**Sent:** 04/06/2017 - 11:48 AM  
**To:** becca@us2unionsquare.com  
**CC:**  
**Subject:** BOA Interim Approval

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To Whom It May Concern:

Union Square Main Streets has requested permission to conduct Second Saturday: A Spring Thing! at Union Square Plaza, on April 8, 2017, from 1 PM to 4 PM. Setup will begin no earlier than 12 Noon, and cleanup will end no later than 4:30 PM.

The appropriate city 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 President of the Board of Aldermen, the Chair of the Board's Committee on Licenses and Permits, and the appropriate Ward Aldermen have also indicated their interim approval. This email will confirm interim approval by the Board of Aldermen, so this Public Event may proceed as long as the following conditions are observed:

1. Any fees charged by the city are your responsibility and must be paid in full prior to the event.
2. If you find more attendees signing up for or attending your event than you indicated on the application, you must contact the Police Department immediately to notify them.
3. If you request a rain date, you may use it only if you notify the City Clerk with a voicemail/email (617-625-6600 x4110/cityclerk@somervillema.gov) immediately after cancelling your event due to weather. Failure to notify the City Clerk will result in the loss of the rain date.
4. Your event must not obstruct or inhibit the flow of vehicles or pedestrians except for any street/sidewalk closures or detours described in this application or conditions. All street closures or detours must be created with devices specified by the Traffic and Parking Department. Vehicles must not be used to block streets. Anything placed on any streets must be movable by city employees whenever necessary.
5. If any streets are closed, you must contact the MBTA so they can review and adjust their bus routes as needed. Contact the city's Traffic and Parking Department for MBTA contact information.
6. If any streets are closed, you must provide written notice to each resident and business that abuts the area, on both sides of the street, to notify them of the date and time of the event, and provide them with contact information for the event organizer(s) in case they have questions.
7. If your event is a neighborhood block party, you must keep a fire extinguisher available near any grille in use, and you must not consume or carry alcohol on any public street or sidewalk.
8. Unless your license specifically allows it, you must not make permanent markings on the street or sidewalk using paint or other indelible materials, or you will be held liable for the cost of removing those markings. The use of chalk is acceptable for street or sidewalk markings.

9. If your event includes the sale or consumption of alcoholic beverages, you must also obtain a Special Alcohol License from the Licensing Commission, and submit proof that you have secured a general liability insurance policy naming the City of Somerville as an additional insured, or if the general liability policy exempts alcohol-related incidents or occurrences, a liquor liability policy naming the City of Somerville as an additional insured, with policy limits not less than \$500,000 per occurrence, \$1,000,000 general aggregate.
10. This license 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, any city officials, and the Board of Aldermen.
11. You and your officers, employees, agents, and representatives hereby agree to release, discharge, indemnify and hold harmless, the City of Somerville and its officers, employees, agents and servants from all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation associated with this event or your conduct arising from the event, for any damages to the City's personal and real property resulting from the use, and any expenses the City incurs in restoring the property to its condition prior to the use.

If you have any questions, please contact John J. Long, City Clerk.

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John J. Long, City Clerk  
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[jlong@somervillema.gov](mailto:jlong@somervillema.gov)

**PUBLIC EVENT PERMIT APPLICATION**  
**City of Somerville, Commonwealth of Massachusetts**  
**Application #: PEL17-000047**  
**File #: 16-016412**

**Organization name:** Union Square Main Streets

**Description:** As part of Union Square Main Streets' ongoing Second Saturdays season, we will be encouraging Somerville residents to celebrate the City's 175th birthday with live music, tango lessons, and discounts at wonderful Union Square stores.

**Date(s):** 04/08/17

**Setup starts at (time):** 12 PM

**Cleanup after the event ends at (time):** 4:30 PM

**Attendees:**

Max attendance at one time: 50

Maximum attendees accommodated:

**Attendee fees or suggested donations:** N/A

**Social or cultural benefits:**

As part of Union Square Main Streets' ongoing Second Saturdays season, we will be encouraging Somerville residents to celebrate the City's 175th birthday with live music, tango lessons, and discounts at wonderful Union Square stores.

**Event name:** Second Saturday: A Spring Thing!

**Location:** Union Square Union Square Plaza

**Rain date(s):** N/A

**Event starts at (time):** 1 PM

**Event ends at (time):** 4 PM

Total people attending: 50

Total Somerville residents attending: 50

**What is your budget for this event:**

**Financial benefits:**

Increased foot traffic and maps featuring local business specials will encourage attendees to shop local.

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Event Information	Yes/No	If yes, Describe
Food served?	No	
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	No	
Sidewalks blocked?	Yes	The Union Square Plaza will be partially blocked but will allow pedestrian movement.

**Arrangements:**

Auxiliary Police?	No
Police Detail:	No
Parking (for Attendees)?	No
Restrooms?	No
Liability Insurance?	No
Will any public parks be used?	No
Has the event occurred in the last two years?	No
Alcohol License?	No

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**Approval Conditions:**

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

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

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

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

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