

**PUBLIC EVENT PERMIT APPLICATION**  
**City of Somerville, Commonwealth of Massachusetts**

Event name IRVING STREET BLOCK PARTY  
Description BLOCK PARTY

Location (attach a route if applicable) IRVING ST

Date(s) 6/7/14 Rain date(s) 6/8/14

Start time (include setup) 10AM (EVENT: NOON) End time (include breakdown) 7PM (EVENT: 5 PM)

Estimated maximum attendance at any one time 50

Attendee fees or suggested donations -

Will food be served?  Y  N If yes, describe POTLUCK

Will alcohol be served?  Y  N If yes, describe \_\_\_\_\_

Will a grill/open-flame device be used?  Y  N If yes, describe FOR HOT DOGS, HAMBURGERS

Will streets or sidewalks be blocked?  Y  N If yes, describe IRVING ST CLOSED TO CARS

Organization name IRVING ST NEIGHBORS

Mailing address (to mail the license) 76 IRVING ST 02144

Contact person HELEN CORRIGAN

Telephone 617 625-6975 Email hcorrigan11@gmail.com

Have you made arrangements for:

Auxiliary Police?  Yes  No If yes, describe \_\_\_\_\_

Police Detail?  Yes  No If yes, describe \_\_\_\_\_

Parking (for Attendees)?  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. 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 Helen Corrigan Date April 30, 2014  
 Print name Helen Corrigan Phone 617-625-4975 Email hcorrigan1@gmail.com  
 Event name (taken from page 1) Irving Street Block Party

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

<u>Approved</u> <u>Denied</u> <u>Date</u> Signed: _____ Police Chief or Designee Added Conditions: _____ _____ _____	<u>Approved</u> <u>Denied</u> <u>Date</u> Signed: _____ Chief Fire Engineer or Designee Added Conditions: _____ _____ _____
<u>Approved</u> <u>Denied</u> <u>Date</u> Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	<u>Approved</u> <u>Denied</u> <u>Date</u> 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.

<u>Approved</u> <u>Denied</u> <u>Date</u> Signed: _____ Health Inspector or Designee Added Conditions: _____ _____ _____
---

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.



quick find: File #   
Address

Home > My Tasks > Add > Find > Reports Admin Support Center My Settings > Logoff

File # 14-000481 Licenses Reviews Inspections Activities Documents Contacts History

**Add**

Activity License #: PEL14-000025  
 Contact License Type: Public Event License Sub Type: Public Event License  
 Document Description: Irving Street Neighbors  
 Email Status: Online Application Re Application Date: 05/01/2014  
 Letter Licensee: Somerville City Clerk's Approval Date:  
 Note Issue Date:  
 License Total Amount: \$ 0.00 Last Inspection Date:  
 Inspection Amount Paid: \$ 0.00 Last Inspection Type:  
 Route Balance Due: \$ 0.00 Expiration Date:  
 Non-Billable:  Close Date:

**Event Location**  
 If your event is not at a single address describe the location(s) below  
 Location Description: Irving St from Broadway to Holland St

**Event information**

Organization Name: Irving Street Neighbors  
 Briefly describe the social, cultural, and financial benefits of your event for Somerville:  
 Contact Name for follow-up questions: Helen Corrigan Email: hcorrigan1@gmail.com  
 Phone: 617-625-6975 Docket #:  
 Event Name: Irving Street Block Party Description: Block Party  
 Date(s): Saturday, 6/7/14 Rain Date(s): Sunday, 6/8/14  
 Setup for the event begins at (time): 10AM The event itself begins at (time): Noon  
 The event itself ends at (time): 5PM Cleanup after the event ends at (time): 7PM  
 Estimated maximum attendance at one time: 50 Estimated total number of different people attending:  
 Estimated total number of Somerville residents attending: Maximum number of attendees you will accommodate (if applicable):  
 Attendee fees or suggested donations:  
 Will food be served?: Yes If yes, describe:1: Hamburgers, hot dogs  
 Will alcohol be served?: No If yes, describe:2:  
 Will a grill/open-flame device be used?: If yes, describe:3:



	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="text" value="Neighbors' grills"/>
Will any streets be blocked?:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, describe:4:	<input type="text" value="Irving St blocked"/>
Will any sidewalks be blocked?:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If yes, describe:5:	<input type="text"/>
Will any public parks be used?:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If yes, name of park(s):	<input type="text"/>
Has this event occurred in the last two years?:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, prior dates:	<input type="text" value="9/15/2012"/>
Will you make arrangements for: Auxiliary Police:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If yes, describe:6:	<input type="text"/>
Police Detail:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If yes, describe:7:	<input type="text"/>
Parking for Attendees:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If yes, describe:8:	<input type="text"/>
Restrooms:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If yes, describe:9:	<input type="text"/>
Liability Insurance:	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	If yes, describe:10:	<input type="text"/>
Alcohol License:	<input type="checkbox"/> <input checked="" type="checkbox"/>	If yes, describe:11:	<input type="text"/>

Attach any brochures, posters, maps, or other explanatory material. You must attach a detailed street route or map if you are planning a road race, walk, or any other event that travels along a path.

While an attachment is not required, detailed information will expedite the review of this application.

Event Attachments:

You must read and accept the [public event conditions](#)

**I have read and accept the public event conditions:**

Fees

Quantity	Description	Custom Description	Amount	Total
0.0			0.0000	
			Application Fees:\$	0.00
			Other Fees:\$	0.00
			Total Fees:\$	0.00

Payments

Date	Type	Reference	Note	Receipt #	Received From	Amount
						0.00
						Amount Paid:\$
						0.00
						Balance Due:\$
						0.00