

# PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL21-000074

File #: 21-008864

**Application for:** Public Event, Special Alcohol, Wine and Malt

**Organization name:** Somerville Museum

**Description:** The Somerville Museum is planning a Block Party event to promote our current capital campaign, Access for All & More, which will help us fund our ADA/Elevator renovation. In addition, this event will serve as the reception for our next exhibition, Penny Chronicles and the Stories They Tell. The event will be held on Saturday, September 18th from 3-7pm with a rain date of Sunday, September 19th. We plan to have local musicians, artists and activities for adults and children. Visitors can enjoy the exhibition inside the Museum and partake in the activities outdoors on Westwood Road. The event is open to neighbors, residents and community at large.

Please note, we don't currently have promotional material created for this event, but can send this along as soon as we do.

Please also note that we are attaching our current HASP (COVID health and safety plan) but we don't believe that this will be valid at the time of the event. Please advise.

**Date(s):** Saturday, 9/18

**Setup starts at (time):** 1pm

**Cleanup after the event ends at (time):** 9pm

**Entertainment:** We plan to have local musicians, an art auction of local artwork and activities. Activities may include, but is not necessarily limited to games for kids, face painting, etc.

**Attendees:**

Max attendance at one time: 150

Maximum attendees accommodated: 150 max indoors the Museum; 150 outdoors

**Attendee fees or suggested donations:** \$5 admission to the Museum exhibit; Block Party event may have a fee or suggested donation to the Capital Campaign (TBD).

**Social or cultural benefits:**

This event, like most that we host, is primarily to serve local residents. This event in particular is to help fundraise to finish our renovation which will make the Somerville Museum ADA compliant. During this event, we plan to have local musicians, local food offerings, activities (i.e. art auction, games for kids, etc.) and provide the public with information about the Museum, its programming and how they can help our capital campaign.

**Event Contact:** Alison Drasner

**Alcohol service begins at:**

**Event name:** Somerville Museum Block Party

**Location:** The exhibition reception will take place inside the Somerville Museum building. And, we're proposing to close Westwood Rd.

**Rain date(s):** Sunday, 9/19

**Event starts at (time):** 3pm

**Event ends at (time):** 7pm

**Temporary Structures:** We plan to have one tent (EZ Up type) set up for musicians with another for food/drinks. We may also have another set up for activities. A total of 2, possibly 3 tents.

Total people attending: 400-600

Total Somerville residents attending: 400-600

**What is your budget for this event:** \$3,000-\$5,000

**Financial benefits:**

We are currently looking for a local sponsor to help fund some or all of this event. We would then provide promotion for this local business. We will also be promoting other local businesses that have already donated to the capital campaign.

**Event Contact Phone:** 617-666-9810

**Alcohol service ends at:**

<b>Event Information</b>	<b>Yes/No</b>	<b>If yes, Describe</b>
Open to the public?	Yes	We will promote through our website, social media, local media outlets, digital signage, posters in local businesses, etc.
Food served?	Yes	We are working with local businesses to provide a catered type event. We're currently looking for a sponsor.
Caterer used?	Yes	Jessica Willis possibly Independent
Alcohol served?	Yes	Alcohol to be served: Wine and Malt, Indoors Alcohol will only be served indoors the Somerville Museum.
Grill/open-flame device used?	No	
Streets blocked?	Yes	Westwood Rd from Benton Rd and Central St
Sidewalks blocked?	No	
<b>Arrangements:</b>		
Police Detail:	No	
Parking (for Attendees)?	No	
Restrooms?	Yes	The Somerville Museum is currently under renovation and we will not have indoor bathrooms. However, we will have easily accessible Porta Johns for the public to use during the event.
Liability Insurance?	Yes	We can provide this if necessary. Please let us know.
Will any public parks be used?	No	
Has the event occurred in the last two years?	No	

**Approved By:**

**CS Mayor, Approved**

**Scott Whalen, Approved**

**CS Traffic and Parking, Approved**

**Christine Morin, Approved**

**Maureen Lee, Approved with Conditions**

Apply for Temporary Food License

**Kevin Roche, Approved**

**Albert Bargoot, Approved**

**Dennis Sullivan, Approved with Conditions**

If tents over 12 x 12 feet are going to be used, then a tent permit needs to be applied for from fire prevention office.

**Kimberly M. Wells, Approved**