

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

Event name First Church Somerville - Drag Gospel Festival

Description Outdoor seating for special worship service and reception, due to the closure of our sanctuary for renovations.

Location (attach a route if applicable)  
89 College Avenue

Date(s) October 20, 2013 Rain date(s) none

Start time (include setup) 8:00 am End time (include breakdown) ~~12 noon~~ 2:00 pm

Estimated maximum attendance at any one time 150

Attendee fees or suggested donations none

Will food be served?  Y  N If yes, describe coffee, brunch items

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

Will a grill/open-flame device be used?  Y  N If yes, describe \_\_\_\_\_

Will streets or sidewalks be blocked?  Y  N If yes, describe Francesca Ave. next to the church.

Organization name First Church Somerville

Mailing address (to mail the license) 89 College Ave., Somerville MA 02144

Contact person Carol Wong

Telephone 617-625-6485 Email office@firstchurchsomerville.org

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 inside church building
- Liability Insurance?  Yes  No If yes, describe Insurance board through Willis of Ohio, Inc. Policy # P033700

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 *Carol Luongo* Date 9/3/13  
 Print name Carol Luongo Phone  Email office@firstchurchsomerville.or  
 Event name (taken from page 1) First Church Somerville - Daza Gospel Festival

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

<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>9/9/13</u> Signed: <u><i>[Signature]</i></u> Police Chief or Designee Added Conditions: _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: _____ Chief Fire Engineer or Designee Added Conditions: _____ _____
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>9/12/13</u> Signed: <u><i>[Signature]</i></u> Traffic and Parking Director or Designee Added Conditions: _____ _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ 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.

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ 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.

- 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 *Carol Luongo* Date 9/3/13  
 Print name Carol Luongo Phone  Email office@firstchurchsomerville.org  
 Event name (taken from page 1) First Church Somerville - Drag Gospel Festival

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

<p>Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____</p> <p>Signed: _____</p> <p>Police Chief or Designee</p> <p>Added Conditions: _____</p>	<p>X Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> Date <u>9/9/13</u></p> <p>Signed: <u><i>Paul Bellone</i></u></p> <p>Chief Fire Engineer or Designee</p> <p>Added Conditions: _____</p>
<p>Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____</p> <p>Signed: _____</p> <p>Traffic and Parking Director or Designee</p> <p>Added Conditions: _____</p>	<p>Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____</p> <p>Signed: _____</p> <p>DPW Commissioner or Designee</p> <p>Added Conditions: _____</p>

Obtain the signature below if the applicant will be providing food to attendees. Not needed for block parties.

Approved  Denied  Date \_\_\_\_\_

Signed: \_\_\_\_\_

Health Inspector or Designee



Added Conditions: \_\_\_\_\_

Once signed, the Department should:

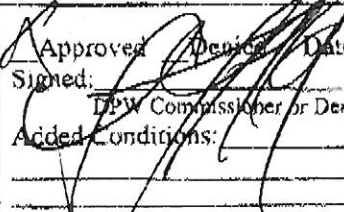
- Contact the applicant at the phone number/email address above to arrange for pick-up.
- Fax the application (no cover page) to the following fax number: \_\_\_\_\_
- Fax the application to the City Clerk at 617 625-4239.

- 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  Date 9/3/13  
 Print name Carol Luongo Phone  Email office@firstchurchsomerville.org  
 Event name (taken from page 1) First Church Somerville - Drag Gospel Festival

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

<u>  </u> Approved <u>  </u> Denied <u>  </u> Date <u>  </u> Signed: _____ Police Chief or Designee Added Conditions: _____ _____ _____	<u>  </u> Approved <u>  </u> Denied <u>  </u> Date <u>  </u> Signed: _____ Chief Fire Engineer or Designee Added Conditions: _____ _____ _____
<u>  </u> Approved <u>  </u> Denied <u>  </u> Date <u>  </u> Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	<u>  </u> Approved <u>  </u> Denied <u>  </u> Date <u>9-17</u> Signed: <u></u> 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>  </u> Approved <u>  </u> Denied <u>  </u> Date <u>  </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.



**FIRST CHURCH  
SOMERVILLE UCC**

First Congregational Church  
of Somerville  
United Church of Christ  
89 College Avenue  
Somerville, MA 02144  
617.625.6485  
firstchurchsomerville.org

**FAX COVER SHEET**

Fax to: Somerville Police Department

Fax Number: 617-628-4936

From: Carol Luongo  
Church Administrator  
First Church Somerville  
office@firstchurchsomerville.org

Date: 9/8/13

Number of pages, including this sheet: 3

Re: Public Event Permit Application

I am sending the attached application for your signature.

Note: We will notify the neighbors ahead of time and post No Parking signs to allow for turn-around during the road closure.

Please fax the signed form to the City Clerk's Office at 617-625-4239 at your earliest convenience. Please contact me at the phone number or email above if you have any questions.

Thanks very much.

For event on 10/22/13.