

PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL24-000259

File #: 24-026968

Application for: Public Event

Organization name: City of Somerville, Mayors Office

Description: City of Somerville will be hosting its annual tree lighting ceremony and Santa meet and greet. This event will take place at the City Hall Concourse and in the cafeteria of the Somerville High School.

Date(s): 12/5/24

Setup starts at (time): 4pm

Cleanup after the event ends at (time): 8pm

Entertainment: Caroling

Attendees:

Max attendance at one time: 200

Maximum attendees accommodated: 350

Attendee fees or suggested donations: N/A

Social or cultural benefits:

Families will have a safe contained area to safely watch our annual tree lighting ceremony.

Event Contact: Midalys Rosario

Event name: Christmas Tree Lighting Ceremony

Location: City Hall concourse, blocking traffic in City Hall parking lot in front of City Hall and high school.

Rain date(s): 12/10/24

Event starts at (time): 5pm

Event ends at (time): 7pm

Temporary Structures: Podium and lights.

Total people attending: 350

Total Somerville residents attending: 350

What is your budget for this event: \$5,000.00

Financial benefits:

N/A

Event Contact Phone: 8572742677

Event Information	Yes/No	If yes, Describe
Open to the public?	Yes	Social media/press release
Food served?	Yes	Cookies, hot coffee, hot chocolate.
Caterer used?	No	
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	Yes	Through traffic in City Hall plaza parking lot will be blocked off.
Sidewalks blocked?	No	
Describe any accessibility features available to attendees/participants		Most of the event will be accessible to all individuals. Will be done on level surface accessible to wheelchairs.
Arrangements:		
Police Detail:	Yes	We will have police detail along with fire on the concourse.
Parking (for Attendees)?	Yes	Street parking on Highland Avenue
Restrooms?	Yes	City Hall
Liability Insurance?	No	
Will any public parks be used?	No	

Has the event occurred in the last two years?

Yes

12/7/23

Approved By:

CS Mayor, Approved

Kevin Roche, Approved

CS Traffic and Parking, Approved

Eric Weisman, Approved

Charles Breen, Approved

Timothy Mitsakis, Approved

Kimberly M. Wells, Approved