

# PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL25-000120

File #: 25-016745

**Business Name:** Somerville Public Schools  
**Location:** Somerville High School Concourse

**Application Type:** Public Event License

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## APPLICANT

**Company Name:** SFLC, Somerville Public Schools

**Contact Name:** Ruth Santos

**Business Address:**

**Home Address:**

167 Holland St  
Somerville, MA 02144

**Work Phone:**

**Home Phone:**

**Email:** rsantos@k12.somerville.ma.us

**# of days:** 1

**Does this event occupy a public space or significantly affect nearby residents?:** Yes

**Are you the party applying for the Public Event License?:** Yes

**Describe the location in detail:** We use the inside and the outside front area of the High School for a Get Ready for School fair. The concourse is used for community partners, and family-friendly visits from fire, police and DPW trucks

**In the last 5 years, have you been found guilty, liable, or responsible, in any judicial or administrative proceeding, for any violation of the City Wage Theft Ordinance or any State or Federal laws or regulations regulating the payment of wages?** [City Wage Theft Ordinance](#): No

**Date:** 08/20/2025

**Event Setup Begins:** 02:30 PM

**Start Time:** 04:00 PM

**End Time:** 06:00 PM

**Event Cleanup Ends:** 07:00 PM

**Do You Have a Proposed Rain Date for Your Public Event?:** No

**Organization name; if none, your name:** Somerville Public Schools

**Describe any social or cultural benefits of this event for Somerville residents :** Open to all families with children in SPS

**Describe any financial benefits of this event for Somerville businesses or organizations:** PTAs and local Non-profits can raise awareness

**What is the budget for this event?:** None

**Complete Mailing Address :** 167 Holland St 3rd floor, Somerville, MA

**Contact name for follow-up questions (Will be available to the public):** Ruth Santos

**Email:** rsantos@k12.somerville.ma.us

**Phone (Will be available to the public):** 617-625-6600 x 6966

**Event Name :** Get Ready for School Fair

**Describe the Event:** Families meet school staff, community partners, gather information,

**Describe any Entertainment at the Event (if none, type None):** none

**Describe any tents, inflatables, or other temporary structures to be used (if none, type None):** none

**Describe any accessibility features available to attendees/participants:** all accessible

**Estimated maximum attendance at one time :** 600

**Estimated total number of people attending:** 1000

**Estimated total number of Somerville residents attending :** 1000

**Maximum number of attendees you will accommodate:** 1400

**Attendee fees or suggested donations :** none

**Will this event be open to the public?:** Yes

**Describe your outreach/publicity:** Fliers, emails, talking points, social media

**Will food be served?:** No

**Will a grill/open-flame device be used? :** No

**Will any streets be blocked? :** No

**Will any sidewalks be blocked? :** No

**Will any public parks be used? :** No

**Has this event occurred in the last two years? :** Yes

**If yes, prior dates :** August 19th 2025

**Police Detail :** No

**Parking for Attendees :** Yes

**If yes, describe::** Relaxed parking in the SHS area

**Restrooms :** Yes

**If yes, please describe the restrooms being provided, and if you are providing portable toilets, state how they will be delivered and removed::** SHS

**Liability Insurance :** Yes

**If yes, describe::** SPS insurance

### **Approval Conditions:**

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

**Reviewer:** Kevin Roche, Engineering, Approved

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

**Reviewer:** Jill Lathan, Public Works, Approved

**Reviewer:** Jesse Moos, Engineering, Complete

**Reviewer:** Charles Breen, Fire Prevention, Approved

**Reviewer:** Mackenzie Richardson, Police, Approved

**Reviewer:** Kimberly M. Wells, City Clerk, Approved