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PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts

Event name Palm Sunday Donkey Walks
Description Pray / worship @ Nathan Tutts Park - march down College Ave. to Davis Sq. - Sing / pray @ Davis Sq.
Location (attach a route if applicable) Start at Tutts Park - walk down to Davis Sq.

Date(s) Sun. April 13, 2014 Rain date(s) NA

Start time (include setup) 8:30 a.m. End time (include breakdown) 9:45 a.m.

Estimated maximum attendance at any one time 125

Attendee fees or suggested donations NA

Will food be served? No If yes, describe _____

Will alcohol be served? No If yes, describe _____

Will a grill/open-flame device be used? No If yes, describe _____

Will streets or sidewalks be blocked? No If yes, describe _____

Organization name Unity Somerville Church w/ 6 other congregations

Mailing address (to mail the license) 6 William St. 02144

Contact person Rev. Betty Walker

Telephone 617-519-1822 Email unity.somerville@gmail.com

Have you made arrangements for:

Auxiliary Police? Yes No If yes, describe we will contact them directly

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.

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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 Rev. Betty Walker Date 12 Feb 2014
 Print name Betty Walker Phone 617-579-1822 Email walky@somerville.com
 Event name (taken from page 1) Palm Sunday Donkey walk

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

<input checked="" type="checkbox"/> CONDITIONAL <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>2-18-14</u> Signed: <u>Charles Jensen</u> Police Chief or Designee Added Conditions: <u>IF AUXILIARY</u> <u>NOT AVAILABLE: POLICE</u> <u>DETAIL MAY BE REQUIRED (CP)</u> <u>FOR TRAFFIC CONTROL</u>	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: _____ Chief Fire Engineer or Designee Added Conditions: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: _____ 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.

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.

OK. Palm Sunday

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<u> </u> Approved <u> </u> Denied Date <u> </u> Signed: _____ Police Chief or Designee Added Conditions: _____ _____ _____	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>2-14-14</u> Signed: <u>Genell Walker</u> Chief Fire Engineer or Designee Added Conditions: _____ _____ _____
<u> </u> Approved <u> </u> Denied Date <u> </u> Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	<u> </u> Approved <u> </u> Denied Date <u> </u> Signed: _____ DPW Commissioner or Designee Added Conditions: _____ _____ _____

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<p><input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____</p> <p>Signed: _____</p> <p>Traffic and Parking Director or Designee</p> <p>Added Conditions: _____</p>	<p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>2-18-14</u></p> <p>Signed: </p> <p>DPW Commissioner or Designee</p> <p>Added Conditions: _____</p>

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