

PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL26-000030

File #: 26-009446

Event Name: Arbor Day Picnic in the Park

Business Name: Somerville Office of Sustainability and Environment

Application Type: Public Event License

Location: 290 Washington ST

APPLICANT

Company Name: Somerville Office of Sustainability and Environment

Contact Name: Emily Sullivan

Business Address:

Home Address:

50 Evergreen Ave
Somerville, MA 02145

Work Phone:

Home Phone:

Email: esullivanose@gmail.com

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: Lincoln Park: playground, parkour park, skate park, basketball courts, and open space.

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: 05/08/2026

Event Setup Begins: 02:00 PM

Start Time: 03:00 PM

End Time: 06:00 PM

Event Cleanup Ends: 07:00 PM

Do You Have a Proposed Rain Date for Your Public Event?: Yes

Date: 05/15/2026

Start Time: 03:00 PM

End Time: 06:00 PM

Organization name; if none, your name: Somerville Office of Sustainability and Environment

Describe any social or cultural benefits of this event for Somerville residents : The final 2026 event of Somerville's annual SustainaVille Week. Join Somerville's Public Space and Urban Forestry Division, Office of Sustainability and Environment, and local environmental organizations to celebrate the end of SustainaVille Week! This family-friendly event will have tree planting, climate carnival games, refreshments, and information on what's happening in the community. Bring a blanket and join the fun!

Describe any financial benefits of this event for Somerville businesses or organizations: n/a

What is the budget for this event?: \$1,000

Complete Mailing Address : 50 Evergreen Ave Somerville, MA 02145

Contact name for follow-up questions (Will be available to the public): Emily Sullivan

Email: esullivan@somervillema.gov

Phone (Will be available to the public): 781-823-9248

Event Name : Arbor Day Picnic in the Park

Describe the Event: Join Somerville's Public Space and Urban Forestry Division, Office of Sustainability and Environment, and local environmental organizations to celebrate the end of SustainaVille Week! This family-friendly event will have tree planting, climate carnival games, refreshments, and information on what's happening in the community. Bring a blanket and join the fun!

Describe any Entertainment at the Event (if none, type None): Carnival games, refreshments, speakers and music

Describe any tents, inflatables, or other temporary structures to be used (if none, type None): We anticipate using approximately 1-2 tents for the resource/food tables. Tents dimensions : 10x10

Describe any accessibility features available to attendees/participants: The event will take place in the park and can be accessed through curb ramps from existing sidewalks.

Estimated maximum attendance at one time : 75

Estimated total number of people attending: 125

Estimated total number of Somerville residents attending : 100

Maximum number of attendees you will accommodate: 125

Attendee fees or suggested donations : None

Will this event be open to the public?: Yes

Describe your outreach/publicity: Flyers to Lincoln Park neighbors and via Somerville Public Schools, including Argenziano. Promotion included in all SustainaVille advertising through City social media channels, posters, webpage, and more.

Will food be served?: Yes

If yes, describe:: Pre-prepared, potluck style, individual servings of food made by a local Somerville business

Will the event be catered?: Yes

Provide the name and address of each caterer: Still to be determined.

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? : Yes

If yes, name of park(s) : Lincoln Park: playground, parkour park, skate park, basketball courts, and open space. Parks & Rec Permit #: 11201.

Has this event occurred in the last two years? : No

Police Detail : No

Parking for Attendees : No

Restrooms : No

Liability Insurance : Yes

If yes, describe:: City of Somerville

Approval Conditions:

Reviewer: Maureen Lee, ISD Health, Approved with Conditions

1. ISD Health has approved with the condition the applicant submits a coordinators checklist and food vendors submit a Temporary Food License. Checklist and applications are due 30 days prior to the event. Please contact Arturo Vazquez if assistance is needed with the application process. Arturo can be contacted at avazquez@somervillema.gov.

Reviewer: Eric Weisman, Public Works, Approved with Conditions

1. Please make sure to request a permit through Myrec

Reviewer: CS Mayor, Mayor's Office, Approved

Reviewer: Kevin Roche, Engineering, Approved

Reviewer: Yianny Tsirigotis, Recreation, Approved

Reviewer: Charles Breen, Fire Prevention, Approved

Reviewer: Suzanne Rinfret, Traffic and Parking, Approved

Reviewer: Mackenzie Richardson, Police, Approved

Reviewer: Kimberly M. Wells, City Clerk, Approved

Reviewer: Jesse Moos, Engineering, Complete