



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

Event name Assembled: the Handmade Arts market  
Description Arts and craft fair

Location (attach a route if applicable) Assembly Row - 1 Assembly square Drive, Somerville ma 02145

Date(s) 5/18 - 9/21 (saturdays) Rain date(s) N/A

Start time (include setup) 9:00 am End time (include breakdown) 5:00 pm

Estimated maximum attendance at any one time 1,500 - 3,000

Attendee fees or suggested donations None

Will food be served? Y ~~N~~ If yes, describe Food Trucks - working on proper permits/instruction

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

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

Will streets or sidewalks be blocked? X Y ~~N~~ If yes, describe Grand Union Blvd.

Organization name Aigner-pransky marketing Group

Mailing address (to mail the license) 214 Lincoln Street suite 300, Allston ma, 02134

Contact person Lauren Jaffie

Telephone 617-254-9500 Email LJaffie@aignerpransky marketing.com

Have you made arrangements for:

Auxiliary Police? Yes ~~X~~ No If yes, describe \_\_\_\_\_  
Police Detail? Yes ~~X~~ No If yes, describe 2 officers  
Parking (for Attendees)? X Yes ~~No~~ If yes, describe Parking lot  
Restrooms? Y Yes ~~No~~ If yes, describe port-a-potty  
Liability Insurance? X Yes ~~No~~ If yes, describe through Hatch insurance

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 *Laura Joffe* Date 4/13/13  
 Print name Laura Joffe Phone 617-254-9500 Email LJoffe@signaturemarketing.com  
 Event name (taken from page 1) Assembled: The Handmade Arts Market  
At Assembly Row

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>5/7/13</u> Signed: <u><i>[Signature]</i></u> Police Chief or Designee Added Conditions: <u>Two officers</u> <u>AT EACH END OF THE</u> <u>ROAD closure.</u>	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>4-18-13</u> Signed: <u><i>[Signature]</i></u> Chief Fire Engineer or Designee Added Conditions: <u>Portable</u> <u>Barriers Only</u>
<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 signatures 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: 617-254-3700
- 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 *Lauren Joffie* Date 4/3/13  
 Print name Lauren Joffie Phone 617-251-9500 Email l.joffie@signaturemarketing.com  
 Event name (taken from page 1) Assembled: The Hammond Arts Market  
At Assembly Row

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

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: _____ 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>4/9/13</u> Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ <u><i>[Signature]</i></u>	<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: _____ _____
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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: 617-251-3100.
- 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 *Laura Joffe* Date 4/3/13  
 Print name Laura Joffe Phone 617-251-4900 Email L.Joffe@signaturecity.com  
 Event name (taken from page 1) Assembled: The Handmade Arts Market  
At Assembly Row

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

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Date _____ Signed: _____ Police Chief or Designee Added Conditions: _____ _____	<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 checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Date <u>4/3/13</u> Signed: <u><i>[Signature]</i></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.

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: 617-251-3700
- Fax the application to the City Clerk at 617 625-4239.

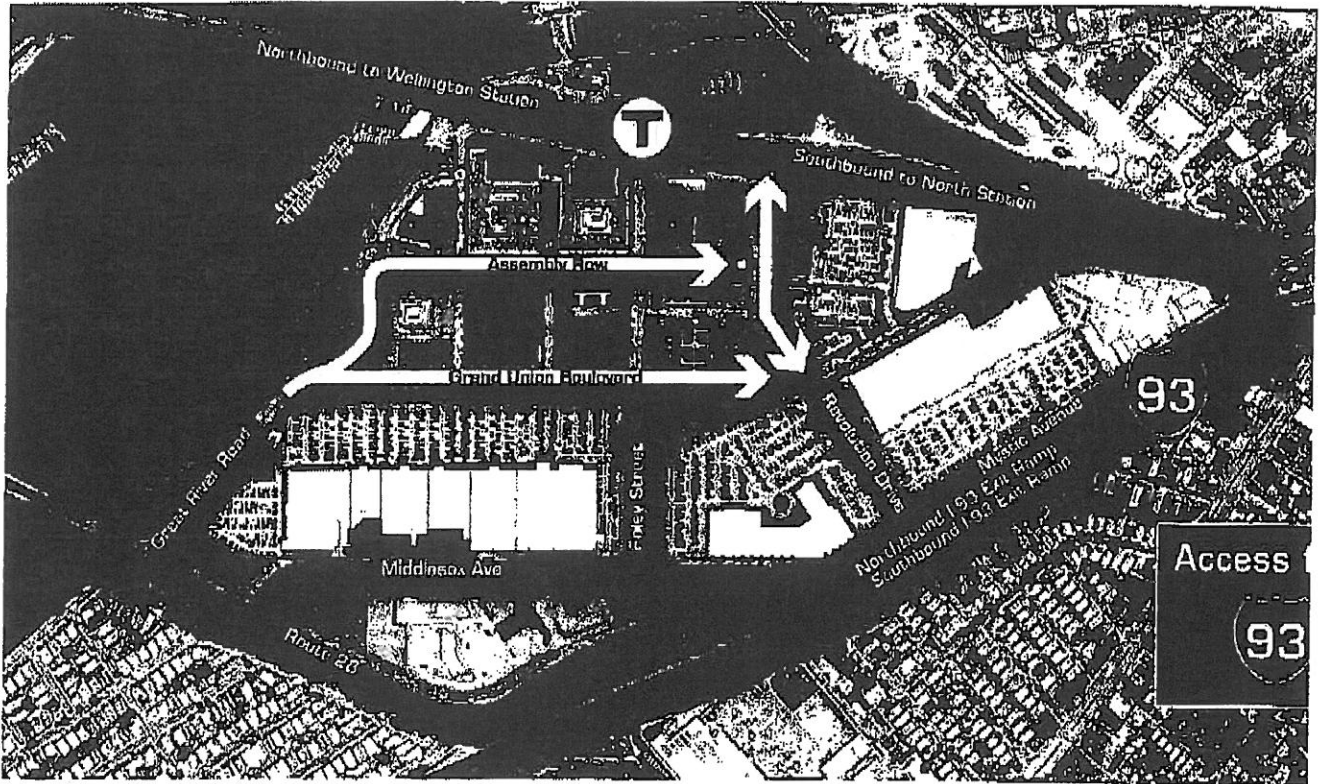


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