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PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts

Event name Massachusetts Bay Veteran Center Dedication
Description It will be a reception that takes place mainly outdoors with small guided tours inside.
Location (attach a route if applicable) 2 North St., Somerville, MA
Date(s) Wednesday, August 7, 2013 Rain date(s) _____
Start time (include setup) 4:00pm End time (include breakdown) 10:00pm
Estimated maximum attendance at any one time 75 people
Attendee fees or suggested donations None
Will food be served? Y N If yes, describe Above & Beyond Catering
Will alcohol be served? Y N If yes, describe Beer & wine by Above & Beyond Catering
Will a grill/open-flame device be used? Y N If yes, describe _____
Will streets or sidewalks be blocked? Y N If yes, describe Requesting a portion of North St, between Powderhouse Blvd and Broadway
Organization name Volunteers of America Massachusetts
Mailing address (to mail the license) 441 Centre St, Jamaica Plain, MA 02130
Contact person Stephanie Prauwe
Telephone 617-390-0228 Email Spaauwe@voamass.org

Have you made arrangements for:

Auxiliary Police? Yes No If yes, describe _____
Police Detail? Yes No If yes, describe Caterer will arrange
Parking (for Attendees)? Yes No If yes, describe Requesting
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.

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 [Signature] Date 10-21-2013
 Print name Stephanie Braune Phone 617-390-0228 Email sbraune@vnamass.org
 Event name (taken from page 1) Massachusetts Bay Veteran Center Dedication

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>10/21/13</u> Signed: <u>[Signature]</u> 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 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: _____ _____ _____

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: 617-522-4533
- Fax the application to the City Clerk at 617 625-4239.

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Applicant signature [Signature] Date 6-21-2013
 Print name Stephanie Braune Phone 617-390-0228 Email sbraune@100mass.org
 Event name (taken from page 1) Massachusetts Bay Veteran Center Dedication

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

Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Police Chief or Designee Added Conditions: _____	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date <u>6/24/13</u> Signed: <u>[Signature]</u> Chief Fire Engineer or Designee Added Conditions: _____
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date <u>6/25/13</u> Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ DPW Commissioner or Designee Added Conditions: _____

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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 [Signature] Date 6-21-2013
 Print name Stephanie Braune Phone 617-390-9228 Email sbraune@vccmass.org
 Event name (taken from page 1) Massachusetts Bay Veteran Center Dedication

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

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Approved Denied Date
 Signed: _____
 Health Inspector or Designee
 Added Conditions: _____

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