

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts
Application #: PEL15-000200
File #: 15-003014

Organization name: Assembly Row

Description: Neighborhood Holiday Lighting. Stage with community group performances.

Date(s): Saturday, 11/28

Setup starts at (time): Noon

Cleanup after the event ends at (time): 8pm

Attendees:

Max attendance at one time: 1,000

Maximum attendees accommodated:

Attendee fees or suggested donations: Free event

Social or cultural benefits:

Neighborhood Holiday lighting and celebration

City Contact:

Organization mailing address:

340 Canal Street
 Somerville, MA 02145

Event name: Light up The Row

Location: Artisan Way Great River Road and East Assembly Row.

Rain date(s): Sunday, 11/29

Event starts at (time): 5pm

Event ends at (time): 7pm

Total people attending: 1,000

Total Somerville residents attending: 1,000

What is your budget for this event:

Financial benefits:

Contact person:

Lauren Jaffie
 Telephone: 617-684-1518
 Email: ljaffie@federalrealty.com

Event Information	Yes/No	If yes, Describe
Food served?	No	
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	Yes	Great River Road, beginning at intersection of Assembly Row.
Sidewalks blocked?	No	
Arrangements:		
Auxiliary Police?	Yes	Will schedule as recommended based on attendance.
Police Detail:	Yes	Will schedule as recommended based on attendance.
Parking (for Attendees)?	Yes	Free parking available at Assembly Row.
Restrooms?	Yes	Public restrooms available at Assembly Row.
Liability Insurance?	Yes	Federal Realty and our vendors carry all necessary insurance.
Will any public parks be used?	Yes	DCR Sylvester Baxter Park. Will obtain state permit.
Has the event occurred in the last two years?	No	
Alcohol License?	No	

Approval Conditions:

Reviewer: John J. Long, City Clerk, Approved

Reviewer: CS Mayor, Mayor's Office, Approved

Reviewer: CS Police, Police, Approved

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

Reviewer: Christine Morin, Public Works, Approved

Reviewer: CS Fire, Fire Prevention, Approved

Reviewer: John J. Long, City Clerk, Complete
