

# PUBLIC EVENT/SPECIAL ALCOHOL LICENSE APPLICATION

City of Somerville, Commonwealth of Massachusetts

Application #: PEL25-000008

File #: 25-002547

**Application for:** Public Event

**Organization name:** Communications & Community Engagement Department

**Description:** Civic Day is an activity-packed, all-ages event that aims to provide community members interactive opportunities to learn about Somerville's local government, programs, services, and ways to get involved

**Date(s):** Saturday, April 5, 2025

**Setup starts at (time):** 9:00 a.m.

**Cleanup after the event ends at (time):** 5:00 p.m.

**Entertainment:** Various activities from different City departments

## Attendees:

Max attendance at one time: 75

Maximum attendees accommodated: 200

**Attendee fees or suggested donations:** no

## Social or cultural benefits:

Civic Day is an activity-packed, all-ages event that aims to provide community members interactive opportunities to learn about Somerville's local government, programs, services, and ways to get involved

**Event Contact:** Kristine McNulty

**Event name:** Civic Day

**Location:** City Hall & Somerville High School concourses

**Rain date(s):** n/a

**Event starts at (time):** 12:00 p.m.

**Event ends at (time):** 4:00 p.m.

**Temporary Structures:** Tents and tables will be set up along the concourse for participating departments/vendors. A seating area with tables and chairs will be set up for residents to sit and rest.

Total people attending: 200

Total Somerville residents attending: 200

**What is your budget for this event:** n/a

## Financial benefits:

n/a

**Event Contact Phone:** 857-270-8427

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Event Information	Yes/No	If yes, Describe
Open to the public?	Yes	Promotion through City channels
Food served?	Yes	Ice cream truck & food truck
Caterer used?	No	n/a
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	No	
Sidewalks blocked?	No	
Describe any accessibility features available to attendees/participants		n/a
<b>Arrangements:</b>		
Police Detail:	No	

Parking (for Attendees)?	No	
Restrooms?	No	
Liability Insurance?	No	
Will any public parks be used?	No	
Has the event occurred in the last two years?	Yes	April 27th, 2024

**Approved By:**

**CS Mayor, Approved**

**Maureen Lee, Approved with Conditions**

Coordinators Checklist and Temporary Food License required.

**Kevin Roche, Approved**

**CS Traffic and Parking, Approved**

**Eric Weisman, Approved**

**Charles Breen, Approved with Conditions**

Food trucks must check with Fire Prevention for any necessary permits.

**Timothy Mitsakis, Approved**

**Kimberly M. Wells, Approved**