

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts
Application #: PEL16-000183
File #: 16-015083

Organization name: City of Somerville

Description: Free kids activities, haunted house, trick-or-treating on the concourse.

Date(s): Thursday, 10-27-16

Setup starts at (time): 3PM

Cleanup after the event ends at (time): 9PM

Attendees:

Max attendance at one time: 500

Maximum attendees accommodated: N/A

Attendee fees or suggested donations: N/A

Social or cultural benefits:

Annual Halloween event bringing families together for free Halloween fun/giveaways.

City Contact: Jackie Rossetti

Organization mailing address:

Communications Dept.
 93 Highland Ave.

Event name: Haunted Hall

Location: 93 HIGHLAND AVE City Hall/SHS Concourse

Rain date(s): N/A

Event starts at (time): 6PM

Event ends at (time): 8PM

Total people attending: 500

Total Somerville residents attending: 400

What is your budget for this event:

Financial benefits:

Contact person:

Jackie Rossetti
 Telephone: x2614
 Email: JRossetti@somervillema.gov

Event Information	Yes/No	If yes, Describe
Food served?	Yes	cookies and cider
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	Yes	City Hall Concourse
Sidewalks blocked?	No	
Arrangements:		
Auxiliary Police?	Yes	will work with PD for assistance on safe pedestrian crossing
Police Detail:	No	
Parking (for Attendees)?	Yes	in vicinity of City Hall & in SHS parking lots
Restrooms?	Yes	City Hall
Liability Insurance?	Yes	City
Will any public parks be used?	Yes	City Hall Concourse, grass
Has the event occurred in the last two years?	Yes	Thursday before Halloween 2014 and 2015
Alcohol License?	No	

Approval Conditions:

Reviewer: John J. Long, City Clerk, Complete

Reviewer: CS Mayor, Mayor's Office, Approved

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

Reviewer: John J. Long, City Clerk, Complete

Reviewer: Christine Morin, Public Works, Approved

Reviewer: David Monte, Police, Approved

Reviewer: John J. Long, City Clerk,
