

John Long

From: John Long
Sent: Thursday, August 14, 2014 1:04 PM
To: Gregory Jenkins; Jhenny Saint-Surin
Subject: Festa-Fet-Festival Haitian/Brazilian Celebration

SomerViva and the Somerville Arts Council have requested permission to hold a Festa-Fet-Festival Haitian/Brazilian Celebration in Union Square, on August 24, 2014, from Noon to 9 PM (the event itself runs from 2 to 7 PM).

The Police, Fire, Traffic and Parking, and Public Works Departments have all signed off on the appropriate documents, which are now at City Hall awaiting the next meeting of the Board of Aldermen.

This email indicates interim approval by the Board of Aldermen. Good luck with the event!

-John

=====
John J. Long, City Clerk
City of Somerville
93 Highland Avenue
Somerville, MA 02143
617 625-6600 x4110
FAX 617 625-4239
www.somervillema.gov
jlong@somervillema.gov

✓

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts
Application #: PEL14-000024
14-004573

Organization name: SomerViva and the Somerville Arts Council

Description: This festival will showcase Haitian/Brazilian culture

Date(s): Sunday, 8/24/14

Setup starts at (time): 12 Noon

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

Attendees:

Max attendance at one time: 500

Maximum attendees accommodated: 750

Attendee fees or suggested donations: Free

Social or cultural benefits:

Showcasing Haitian/Brazilian culture, with music, entertainment, craft and food vendors adn family friendly activities

Mailing address:

SomerViva
Communications Dept.
93 Highland Avenue
Somerville, MA 02143

Event name: Festa-Fet-Festival Haitian/Brazilian Celebration

Location: Union Square

Rain date(s): None

Event starts at (time): 2 PM

Event ends at (time): 7 PM

Total people attending: 750

Total Somerville residents attending: 750

What is your budget for this event: -

Financial benefits:

Bringing people to Union Square

Contact person:

Jhenny Saint-Surin
Telephone: x2622
Email: jsaintsurin@somervillema.gov

Event Information	Yes/No	If yes, Describe
Food served?	Yes	With ISD Permits
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	No	
Sidewalks blocked?	No	
Arrangements:		
Auxiliary Police?	No	
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?	No	
Alcohol License?	No	

Approval Conditions:

Reviewer: John J. Long, City Clerk

Reviewer: CS Mayor, Mayor's Office

Reviewer: CS Police, Police

PUBLIC EVENT PERMIT APPLICATION City of Somerville, Commonwealth of Massachusetts

Event name: Festa-Fet-Festival-Haitian/Brazilian Celebration

Description: This festival will showcase Haitian/Brazilian culture, with music, entertainment, craft and food vendors and family friendly activities.

Location (attach a route if applicable): Union Square

Date(s): Sunday, August 24, 2014

Rain date(s):

Start time (include setup) noon 2 - 7 PM

End time (include breakdown) 9 p.m.

Estimated maximum attendance at any one time: approximately 500 people.

Attendee fees or suggested donations: Free to all participants

Will food be served? X Y N If yes, describe: with ISD permits

Will alcohol be served? Y X N If yes, describe:

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

Will streets or sidewalks be blocked? Y X N If yes, describe:

Organization name: SomerViva and Somerville Arts Council

Mailing address (to mail the license): 93 Highland Avenue, Somerville Ma

Contact person: Jhenny Saint-Surin, Haitian Creole Liason

Telephone: (617) 625-6600 ext. 2622 **Email:** jsaintsurin@somervillema.gov

Have you made arrangements for:

Auxiliary Police? Yes No If yes, describe: _____

Police Detail? Yes No If yes, describe: _____

Parking (for Attendees)? Yes X No If yes, describe _____

Restrooms? Yes X No If yes, describe _____

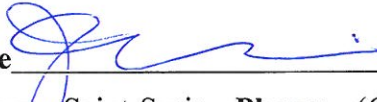
Liability Insurance? Yes X No If yes, describe _____

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  **Date** 7/28/2014
Print name: Jhenny Saint-Surin **Phone:** (617) 625-6600 ext. 2622 **Email:**
jsaintsurin@somervillema.gov

Event name (taken from page 1): Festa-Fet-Festival-Haitian/Brazilian Celebration

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

__ Approved __ Denied Date _____ Signed: _____ Police Chief or Designee Added Conditions: _____ _____ _____	__ Approved __ Denied Date _____ Signed: _____ Chief Fire Engineer or Designee Added Conditions: _____ _____ _____
__ Approved __ Denied Date _____ Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	__ Approved __ 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.

__ 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: _____.
- ☐ 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.
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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 7/28/2014

Print name: Jhenny Saint-Surin Phone: (617) 625-6600 ext. 2622 Email: jsaintsurin@somervillema.gov

Event name (taken from page 1): Festa-Fet-Festival-Haitian/Brazilian Celebration

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: _____ _____ _____	X Approved <input checked="" type="checkbox"/> Denied <input type="checkbox"/> Date <u>7-29-14</u> Signed: <u>[Signature]</u> Chief Fire Engineer or Designee Added Conditions: _____ _____ _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date _____ Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	Approved <input type="checkbox"/> Denied <input type="checkbox"/> 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.

Approved <input type="checkbox"/> Denied <input type="checkbox"/> 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.
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CITY OF SOMERVILLE, MASSACHUSETTS

CITY CLERK'S OFFICE

JOSEPH A. CURTATONE

MAYOR

JOHN J. LONG

City Clerk

July 28, 2014

To Whom It May Concern:

SomerViva and the Somerville Arts Council have requested permission to conduct a Festa-Fet-Festival Haitian/Brazilian Celebration at the city parking lot next to Foss Park on Sunday, August 24, 2014, from Noon to 9 PM.

The Police, Fire, Traffic and Parking, and Public Works Departments have all signed off on the appropriate documents, which are now at City Hall awaiting the next meeting of the Board of Aldermen.

The Signatures below will indicate interim approval by the Board of Aldermen.

Sincerely,

John J. Long
City Clerk

Approved by President:

President William A. White, Jr.

Approved by Committee on Licenses and Permits:

Chairman Dennis M. Sullivan

Approved by Ward Aldermen:

Alderman Matthew McLaughlin

Alderman Tony Lafuente

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts

Event name: Festa-Fet-Festival-Haitian/Brazilian Celebration

Description: This festival will showcase Haitian/Brazilian culture, with music, entertainment, craft and food vendors and family friendly activities.

Location (attach a route if applicable): _____

Date(s): Sunday, August 24, 2014

Rain date(s): _____

Start time (include setup) NOON

End time (include breakdown) 9 p.m.

Estimated maximum attendance at any one time: approximately 500 people.

Attendee fees or suggested donations: Free to all participants

Will food be served? X Y N If yes, describe: with ISD permits

Will alcohol be served? Y X 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: The City plans to close the Foss Park -parking lot to be used for the event.

Organization name: SomerViya and Somerville Arts Council

Mailing address (to mail the license): 93 Highland Avenue, Somerville Ma

Contact person: Jhenny Saint-Surin, Haitian Creole Liason

Telephone: (617) 625-6600 ext. 2622 Email: jsaintsurin@somervillema.gov

Have you made arrangements for:

Auxiliary Police? Y Yes N No If yes, describe: _____

Police Detail? Y Yes N No If yes, describe: _____

Parking (for Attendees)? Y Yes X No If yes, describe: _____

Restrooms? Y Yes X No If yes, describe: _____

Liability Insurance? Y Yes X 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 _____ Date _____

Print name: Jhenny Saint-Surin Phone: (617) 625-6600 ext. 2622 Email: jsaintsurin@somervillema.gov

Event name (taken from page 1): Festa-Fet-Festival-Haitian/Brazilian Celebration

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

<p>Approved _____ Denied _____ Date <u>6/25/14</u></p> <p>Signed: <u>C. Ferrello</u></p> <p>Police Chief or Designee</p> <p>Added Conditions: _____</p>	<p>Approved _____ Denied _____ Date _____</p> <p>Signed: _____</p> <p>Chief Fire Engineer or Designee</p> <p>Added Conditions: _____</p>
<p>Approved _____ Denied _____ Date _____</p> <p>Signed: _____</p> <p>Traffic and Parking Director or Designee</p> <p>Added Conditions: _____</p>	<p>Approved _____ Denied _____ Date _____</p> <p>Signed: _____</p> <p>DPW Commissioner or Designee</p> <p>Added Conditions: _____</p>

Obtain the signature below if the applicant will be providing food to attendees. Not needed for block parties.

<p>Approved _____ Denied _____ Date _____</p> <p>Signed: _____</p> <p>Health Inspector or Designee</p> <p>Added Conditions: _____</p>

Once signed, the Department should:

___ Contact the applicant at the phone number/email address above to arrange for pick-up.

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.
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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 _____ Date _____

Print name: Jenny Saint-Surin Phone: (617) 625-6600 ext. 2622 Email: jsaintsurin@somervillema.gov

Event name (taken from page 1): Festa-Fet-Festival-Haitian/Brazilian Celebration

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

<p>Approved _____ Denied _____ Date _____</p> <p>Signed: _____</p> <p>Police Chief or Designee</p> <p>Added Conditions: _____</p>	<p>Approved _____ Denied _____ Date <u>26 June 14</u></p> <p>Signed: _____</p> <p>Chief Fire Engineer or Designee</p> <p>Added Conditions: _____</p>
<p>Approved _____ Denied _____ Date _____</p> <p>Signed: _____</p> <p>Traffic and Parking Director or Designee</p> <p>Added Conditions: _____</p>	<p>Approved _____ Denied _____ Date _____</p> <p>Signed: _____</p> <p>DPW Commissioner or Designee</p> <p>Added Conditions: _____</p>

Obtain the signature below if the applicant will be providing food to attendees. Not needed for block parties.

<p>Approved _____ Denied _____ Date _____</p> <p>Signed: _____</p> <p>Health Inspector or Designee</p> <p>Added Conditions: _____</p>

Once signed, the Department should:

___ Contact the applicant at the phone number/email address above to arrange for pick-up.

06/19/2014 08:35

6177768061

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SOMERVILLE COMM DEPT

PAGE 03/04

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.
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Applicant signature _____ Date _____
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 Event name (taken from page 1): Festa-Fet-Festival-Haitian/Brazilian Celebration

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

Approved _____ Denied _____ Date _____ Signed: _____ Police Chief or Designee Added Conditions: _____	Approved _____ Denied _____ Date _____ Signed: _____ Chief Fire Engineer or Designee Added Conditions: _____
Approved _____ Denied _____ Date <u>7/21/14</u> Signed: <u>[Signature]</u> Traffic and Parking Director or Designee Added Conditions: _____	Approved _____ Denied _____ Date <u>6-27-14</u> Signed: <u>[Signature]</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.

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Applicant signature _____ Date _____
 Print name: Jenny Saint-Surin Phone: (617) 625-6600 ext. 2622 Email: jsaintsurin@somervillema.gov
 Event name (taken from page 1): Festa-Fet-Festival-Haitian/Brazilian Celebration

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

Approved _____ Denied _____ Date _____ Signed: _____ Police Chief or Designee Added Conditions: _____ _____ _____	Approved _____ Denied _____ Date _____ Signed: _____ Chief Fire Engineer or Designee Added Conditions: _____ _____ _____
Approved _____ Denied _____ Date _____ Signed: _____ Traffic and Parking Director or Designee Added Conditions: _____ _____ _____	Approved _____ 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.

Approved _____ Denied _____ Date <u>6/26/14</u> Signed: _____ Health Inspector or Designee Added Conditions: <u>Food establishments must submit a temp. permit application to attend.</u>
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Once signed, the Department should:

___ Contact the applicant at the phone number/email address above to arrange for pick-up.