PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts
Application #: PEL14-000060
File #: 14-008172

Organization name: LIFT-Boston

Description: Our annual Holiday Festival is a time for volunteers, clients, community members and family to gather and celebrate the hard work of the year. Our clients are folks who generally have already stretched their financial resources to the limit and this is a chance for the community to come together and lessen the added financial burden that the holidays can bring.

Date(s): Saturday December 6

Setup starts at (time): 10:00 AM

Cleanup after the event ends at (time): 6:00 PM

Attendees:

Max attendance at one time: 150

Maximum attendees accommodated: 200

Attendee fees or suggested donations: n/a

Social or cultural benefits:
This event will host members of the Somerville community, primarily the clients who come into our nonprofit who are all taking steps to work their ways out of poverty. It is a chance for clients, volunteers, and staff, and their families to gather and a chance to give away fifty Christmas trees, lots of toys for children, and to gather around free food.
City Contact:

Organization mailing address:
LIFT Cambridge-Somerville
c/o The Parenting Journey
366 Somerville Ave
Somerville MA 02143

Event name: LIFT-Boston Holiday Tree Festival

Location: 366 SOMERVILLE AVE 366 Somerville Ave within the Parenting Journey building and using the parking lot next to Bull McCabe's

Rain date(s): N/A

Event starts at (time): 12:00 Noon

Event ends at (time): 4:00 PM

Total people attending: 200

Total Somerville residents attending: 150

What is your budget for this event: $5,000 (and in kind donations)

Financial benefits:
Sponsoring organizations will receive recognition at the event and in our adverstising.

Contact person:
Dan Antoszyk
Telephone: 617-591-9400
Email: dantoszyk@liftcommunities.org

Event Information	Yes/No	If yes, Describe
Food served?	Yes	We will have food donated from various local establishments and grocery stores
Alcohol served?	No	
Grill/open-flame device used?	No	
Streets blocked?	No	
Sidewalks blocked?	Yes	We will be holding Christmas trees in the parking lot beside Bull McCabe's Pub and we anticipate folks double parking along the sidewalk to have the trees tied onto their cars.
Arrangements:		
Auxiliary Police?	Yes	It may be helpful to have a person directing any traffic situations as people double park to get their Christmas trees
Police Detail:	No	
Parking (for Attendees)?	Yes	We plan on using the public parking of the surrounding area.
Restrooms?	Yes	We have restrooms available
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, Approved

Reviewer: CS Mayor, Mayor's Office, Approved

Reviewer: CS Police, Police, Approved

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

1. Traffic and parking suggests that spaces be reserved for loading trees only to eliminate any double parking. Folks must pull up into space to tie on vehicle. No double parking is allowed; vehicles will be ticketed. A police detail may also be need to direct traffic as the event organizer suggested.

Reviewer: Christine Morin, Public Works, Approved

Reviewer: CS Fire, Fire, Approved

Reviewer: Ben Lipham, ISD Health, Approved with Conditions

1. If any food will be distributed to the public then the distributor must get a Temporary Food Permit. The one exception to that rule is people that hold a Somerville Mobile Food Permit.

Reviewer: John J. Long, City Clerk, Complete