

GUIDE FOR PUBLIC EVENT PERMITS

A permit issued by the Board of Aldermen is required for most events that involve the exclusive use of a defined area of public property, or have a significant impact on nearby residents or public property. There are a few exceptions:

- For a sporting event in a public park, contact the Recreation Dept. (617 625-6600 x2980).
- For a small gathering in a public park, contact the Recreation Dept. (617 625-6600 x2980).
- For an event inside a school building, contact the School Dept. (617 625-6600 x6000).

To complete this application:

1. Check with the City Clerk's Office to make sure the event does not conflict with any other events already registered.
2. Fill out the Application. Attach any brochures, posters, maps, or other explanatory material. At the bottom of the application, indicate how you want it returned by the departments.
3. If the event is a musical or street performance, provide all of the dates and times of performance, and describe the event clearly.
4. If the event is a road race or parade, contact the Auxiliary Police Chief (617 625-6600 x7274) to obtain Auxiliary Police coverage. Note that the Chief works part-time, and needs at least a month's notice to schedule Auxiliary Officers. The Board of Aldermen recommends you consider a donation of at least \$100 to the Auxiliary Police, an all-volunteer organization.
5. Proceed in person or by fax to each of these four Departments to obtain sign-offs:
 - A. Police Department: Monday – Friday, 8:30 AM – 4:00 PM
220 Washington Street 617 625-6600 x7200 (Fax 617 628-4936)
 - B. Fire Department: Monday – Friday, 8:30 AM – 4:00 PM
266 Broadway 617 623-1700 x8100 (Fax 617 625-8101)
 - C. Traffic and Parking Department: Monday – Friday, 9:00 AM – 4:00 PM
133 Holland Street 617 625-6600 x7900 (Fax 617 628-6675)
 - D. Department of Public Works: Monday – Friday, 8:00 AM – 4:00 PM
1 Franey Road (behind Trum Field on Broadway) 617 625-6600 x5000 (Fax 617 623-7649)
6. If the applicant will be providing food to attendees, proceed in person or by fax to the Health Inspector to obtain a sign-off: (Block parties do not require this Health Inspector sign-off.)
 - E. Health Inspector: Monday – Friday, 8:00 AM – 4:00 PM
1 Franey Road (behind Trum Field on Broadway) 617 625-6600 x4331 (Fax 617 591-3298)
7. Return or fax the completed and fully signed Application to the City Clerk's Office at City Hall, 93 Highland Avenue, 617 625-6600 x4100 (Fax 617 625-4239).
8. The City Clerk will submit the Application to the Board of Aldermen for approval. The Board usually meets on the 2nd and 4th Thursday of the month. The deadline for submission is the Wednesday prior to the meeting.

PUBLIC EVENT PERMIT APPLICATION
City of Somerville, Commonwealth of Massachusetts

Date _____

To the Honorable, the Board of Aldermen of the City of Somerville:

The undersigned requests permission to conduct the following event. This permission will only be effective for the listed location and time, and will be subject to all of the terms, conditions, and limitations set forth in the Somerville Code of Ordinances, any applicable State and Federal laws, and any conditions prescribed by the Board of Aldermen and/or City Departments. Any charges incurred will be the sole responsibility of the applicant and must be paid in full prior to the event.

Event name _____

Description _____

Location _____

Date and time _____

Rain date and time (if applicable) _____

Estimated maximum attendance at any one time _____

Attendee fees or suggested donations _____

Organization name _____

Mailing address _____

Telephone _____

Have you made any arrangements for:

Auxiliary Police? Yes No If yes, describe _____

Security? Yes No If yes, describe _____

Parking? Yes No If yes, describe _____

Food? Yes No If yes, describe _____

Restrooms? Yes No If yes, describe _____

Liability Insurance? Yes 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. Any 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, shall be movable at all times. Vehicles will not be used as traffic controls. If the applicant requires the use of signage loaned by the Traffic and Parking Department, a security deposit will be required 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 is a canning drive, the applicant will provide adult monitors at each location, and will maintain a copy of the approved permit at each location.
5. 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, nor within 300 feet of any building from which an occupant asks that the performance desist.

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 _____

Applicant name (print) _____ Applicant phone _____

Event name (taken from page 1) _____

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

___ Approved ___ Denied Date _____ _____ Police Chief or Designee Conditions: _____ _____ _____	___ Approved ___ Denied Date _____ _____ Chief Fire Engineer or Designee Conditions: _____ _____ _____
___ Approved ___ Denied Date _____ _____ Traffic and Parking Director or Designee Conditions: _____ _____ _____	___ Approved ___ Denied Date _____ _____ DPW Commissioner or Designee Conditions: _____ _____ _____

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

___ Approved ___ Denied Date _____ _____ Health Inspector or Designee Conditions: _____ _____ _____
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Once signed, the Department should:

___ Contact the applicant at the phone number 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.