

Applying for a Public Event License

A public event license issued by the Somerville Board of Aldermen is required for most events that involve the exclusive use of a portion of a public square, street, park, or other public area, or in some way have a significant impact on nearby residents or on public property.

There are some events that don't require BOA approval:

- For a sporting event in a public park, contact the Recreation Dept. (617 625-6600 x2980).
- For a private event 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 solicit money or hold a canning/boot drive, contact the Police Dept. (617 625-6600 x7244).

Your application will put city departments on notice of your event, and may prevent a conflict with another nearby event. You can use the application to request police support or other city assistance to enhance your event's success and safety.

APPLICATION CONDITIONS:

- You must apply online.
- The license is valid only on the approved event date(s), and any rain date(s).
- Allow at least 4 weeks for processing.

FEE:

- There is no charge for a license.

HOW TO APPLY:

Go to <http://www.somervillema.gov/citizenserve>.

- Click on "APPLY FOR A LICENSE."
- Log in, or, if this is your first online application, click on "REGISTER NOW" to create an account.
- At License Type, select "Public Event License."
- At Business Name, enter the name of your group and/or event.
- At "Is this application for a new or existing business location?":
 - Select "A new business location" if this is your first application.
 - Then enter your home or business address, and click on "FIND ADDRESS. It isn't necessary to enter the address of your event at this time. But you do have to enter a valid address"
 - If your address is not in Somerville, enter it and select "USE THIS ADDRESS."
 - OR
 - Select "An additional license for an existing business" if you've already been licensed before.
 - At "License #" select a license you've received before.
- Answer the remaining questions.
- At Contacts, select a contact you've already entered, or, if you want the license mailed to a different address, select "Enter a new contact" and enter the mailing name and address.
- Upload any additional documents, Accept all terms and conditions, and Submit the form.

LICENSE CONDITIONS:

- The event must not obstruct or inhibit the flow of vehicles or pedestrians except for any street/sidewalk closures or detours described in this application or conditions.
- All street closures or detours must be created with devices specified by the Traffic and Parking Department. Vehicles must not be used to block streets. Anything placed on any streets must be movable by city employees whenever necessary.
- If any streets are closed, you must contact the MBTA so they can review and adjust their bus routes as needed. Contact the city's Traffic and Parking Department for MBTA contact information.

- If any streets are closed, you must provide written notice to each resident and business that abuts the area to notify them of the date and time of the event, and provide them with contact information for the event organizer(s) in case they have questions.
- You must not make permanent markings on the street or sidewalk using paint or other indelible materials without the explicit approval of the Traffic Commission, or else you will be held liable for the cost of removing those markings. The use of chalk is acceptable for street or sidewalk markings.
- If your event is a neighborhood block party, you must keep a fire extinguisher available near any grille in use, and you must not consume or carry alcohol on any public street or sidewalk.
- Any fees charged by the city are your responsibility and must be paid in full prior to the event.
- If you find more attendees signing up for or attending your event than you indicated on the application, you must contact the Police Department immediately to notify them.
- 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, any city officials, and the Board of Aldermen.
- You hereby agree to release, discharge, indemnify and hold harmless, the City of Somerville, a municipal corporation of the Commonwealth of Massachusetts, and its officers, employees, agents and servants from all actions, causes of action, claims, demands, damages, costs, loss of services, expenses and compensation associated with this event or your conduct arising from the event.

QUESTIONS?

- If you have questions, contact the City Clerk at 617-625-6600 x4110 or cityclerk@somervillema.gov.