



SPECIAL EVENTS APPLICATION

THIS FORM MUST BE COMPLETED IN FULL. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name of Event Applicant (Business/Organization/Individual): _____**Name of Event Producer/Coordinator:** _____501(c) 3: Yes ☐ No ☐

Please attach an IRS 501(c) 3 determination letter

Address: _____**City:** _____**Zip:** _____**Main Contact:** _____**Cell Phone:** _____**Office Phone:** _____**Email:** _____

EVENT DETAILS

Event Name: _____**Event History:** ☐ New ☐ Re-Occurring Is this considered to be an annual event? Yes ☐ No ☐Has this event been previously held in another city? Yes ☐ No ☐

If yes, what city? _____

Event Date(s) Requested: _____**Set Up Date(s) Requested:** _____**Event Time: Start:** _____ **End:** _____**Clean Up Date(s) Requested:** _____**Total hours of event:** _____**Event Type(s):**

- | | |
|---------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Parade/March/Procession | <input type="checkbox"/> Concert/Performance/Live Music |
| <input type="checkbox"/> Race/Walk/Cycle/Skate | <input type="checkbox"/> Festival |
| <input type="checkbox"/> Athletic/Recreation Activities | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Ceremonial Event | |

Event Description:_____
_____**Event Proposed Location:**1st Choice: _____ 2nd Choice: _____**Event Attendance:**

Estimated Peak Hour: _____ Projected Daily Total: _____

Event Open to the Public:Yes ☐ No ☐**Will fees be collected from participants?**Yes ☐ No ☐**Will you have sponsor booths and/or general merchandise vendors?** Yes ☐ No ☐

If you plan on having vendors or anyone else sell general merchandise for profit (including arts & crafts, jewelry, or promotional items) within the public right-of-way, a business license is required for each vendor. You should submit a vendor list complete with contact information, a business license number, and a description of the items for sale to the Business License Office.

Marketing:

What type of marketing will you have?

☐ Flyers ☐ Website ☐ Social Media ☐ Radio ☐ TV ☐ Other _____

FIRE SERVICES

Medical Services:

Will you have First Aid certified personal on site? Yes ☐ No ☐ *If yes, a copy of certification is required*

A thorough First Aid Plan describing how you will respond and treat minor injuries and major emergencies will be required. After reviewing the application, the City reserves the right to require the use of Pasadena Fire Department, Emergency Medical Services at the expense of the event applicant. Initials: _____

Open Flame:

Will you have open flames? Yes ☐ No ☐ *If yes, additional required forms will be provided.*

What will your open flame usage be? (check all that apply)

☐ Grilling/BBQ ☐ Deep Fryer ☐ Propane ☐ Gasoline ☐ Other _____

Structures:

Will you have canopies or tents? Yes ☐ No ☐ *If yes, additional required forms will be provided.*

☐ 10' x 10' ☐ 20' x 20' ☐ Other Size: _____ Quantity: _____ (Indicate size and location on site plan)

Fencing:

Will fencing be used? Yes ☐ No ☐

If yes, please specify type of fencing: _____

Height of fencing: _____ Dimensions of fencing: _____

Other:

Will you have any vehicle displays at your event? Yes ☐ No ☐ *If yes, additional required forms will be provided.*

Will you have generators? Yes ☐ No ☐ *If yes, additional required forms will be provided.*

POLICE

Will you be requesting Pasadena Police Officers? Yes ☐ No ☐

Number of officers requested: _____ Start time: _____ End Time: _____

Will you have private security at your event? Yes ☐ No ☐ *If yes, copy of Guard Card required.*

After reviewing the application, the City reserves the right to require the use of Pasadena Police Officers at the expense of the Event Applicant. Initials: _____

TRAFFIC CLOSURES

Will there be street closures for the event? Yes ☐ No ☐ *If yes, additional required forms will be provided.*

You will need to obtain signatures from all of the property owners and/or businesses impacted by your street closure on a notification sheet with spaces for the property representative to write their name, title, address, company, and identify any special issues they might have with your event. You should also leave a letter with each property indicating the date, time, and a description of your event with your emergency contact information.

Will you require use of City barricades? Yes ☐ No ☐ *If yes, additional fees will apply.* Initials: _____

Provide a detailed description of all traffic closures for this event (Include location, time and closure devices.)

FOOD, DRINK, & VENDORS

Will food be served? Yes ☐ No ☐ *If event is open to the public and food is served, a Health Permit is required.*

Will you have food trucks? Yes ☐ No ☐

If yes, please specify what food trucks will be on site: _____

Will you have vendors or concessionaires at your event? Yes ☐ No ☐

FOOD, DRINK, & VENDORS CONTINUED

If yes, please specify what type of vendors and/or concessionaires: _____

A Business License is required for all vendors, food trucks, and/or concessionaires. A one day permit can be obtained by contacting the City of Pasadena Business Services Section at (626) 744-4166.

Separately, and additionally, all vendors must obtain a Temporary Food Facility Permit with the City of Pasadena Environmental Health Division. Food Trucks with an annual permit do not require an additional permit. Furthermore, applicant is required to obtain an Event Organizer permit when using 2 or more vendors. Fees and applications can be found at <http://www.ci.pasadena.ca.us/publichealth/environmetnalhealthservices/> Initials: _____

ALCOHOL

Will your event have alcohol? Yes ☐ No ☐ *If yes, an alcohol permit plus a health permit will be required. Alcohol serving area must be shown on event layout plan. Additional fees will apply.*

Will alcohol beverages be sold? Yes ☐ No ☐ *If yes, contact Alcohol Beverages Control for a permit at 222 E. Huntington Drive, Suite 114, Monrovia, CA 91016 (626) 256-3241.*

EVENT MAINTENANCE/ CLEAN-UP

Will you have helium balloons or arches at your event? Yes ☐ No ☐

Helium balloons must be disposed of properly at the event site (i.e. popped with all debris and thrown in the trash). Helium balloons should not be released into the air.

Do you want to buy trash boxes from the city? Yes ☐ No ☐ Quantity: _____

Do you want to rent trash dumpsters from the City? Yes ☐ No ☐ Quantity: _____

Do you have a waste management plan? Yes ☐ No ☐

The applicant is responsible for picking up all waste, trash, and production equipment associated with their event. Any event in the right-of-way that uses chalk or has high volume of projected waste will need to sandbag the storm drains and arrange for steam cleaning of the streets (at applicant's cost). The City can provide 3 cubic-yard dumpsters for an event at the expense of the Event Applicant. Initials: _____

Do you have a recycling plan? Yes ☐ No ☐ *Additional required form will be provided.*

After reviewing the application, the City reserves the right to require the use of a Pasadena Maintenance Worker at the expense of the Event Applicant. Initials: _____

Effective August 22, 2016 all City facilities and operations, and City sponsored and permitted events must stop using polystyrene food packaging. Per Polystyrene Food Packaging Ordinance (PMC 8.67) Initials: _____

RESTROOMS

Will you be using City facilities? Yes ☐ No ☐ Start Time: _____ End Time: _____

Will you bring portable facilities? Yes ☐ No ☐ Delivery Date: _____ Delivery Time: _____

Number of standard units: _____ Number of disabled units: _____ Number of hand washing stations: _____

Pick up date: _____ Pick up time: _____

Name of company providing portable facilities: _____

ENTERTAINMENT

Will you have a stage or multiple stages? Yes ☐ No ☐ Quantity: _____ Stage Dimensions: _____

Name of company providing services: _____

What will take place on stage? _____

Will you have amplified sound at your event? Yes ☐ No ☐ *If yes, additional required forms will be provided.*

ENTERTAINMENT CONTINUED

The City's Noise Ordinance requires that amplified sound only be conducted between the hours of 8:00 am- 10:00 pm. Monday- Sunday. On Sunday, amplified sound is only allowed for non-commercial purposes between the hours of 10:00 am- 10:00 pm. Please consult the City's Municipal Code for the maximum decibel levels for amplified sound.

Is there a church, school, hospital, city or county building within 200 feet of your event? Yes ☐ No ☐

If a church, school, hospital, city or county building falls within 200 feet of your event, then you must obtain written consent acknowledging the use of amplified sound prior to your event.

Will you have any mechanical rides at your event? Yes ☐ No ☐

Will you have inflatables? Yes ☐ No ☐

Mechanical rides are subject to approval. They are not allowed on turf and may only be located on paved surfaces. Mechanical rides require additional insurance and/or endorsements to be approved by Risk Management. Additionally, the City does not allow water slides on City turf and Dunk Tanks require special approval from Parks & Natural Resources.

Will you have other types of entertainment? (i.e. clowns, face paintings, etc.) Yes ☐ No ☐

If yes, specify types: _____

Will you have animals at your event? Yes ☐ No ☐ *If yes, additional required forms will be provided.*

If the event is open to the public and the display of live animals is interactive (attendees are touching the animals such as a petting zoo or pony ride) the applicant is required to provide a handwashing station at the exit of the display.

INSURANCE REQUIREMENTS

For consideration to hold the event and use of City property, the applicant agrees to provide general liability insurance, endorsement page, waiver of subrogation and indemnify, defend and hold the City of Pasadena harmless as set forth in the Insurance Specifications and Indemnification guidelines (attached). If your event includes alcohol, liquor liability or host liquor liability, coverage must be included on your certificate of insurance. Certificates of insurance are due NO LATER than 30 business days before the event date. Failure to comply with insurance requirements will result in the forfeiture of the use of City property for the event or future events.

Initials: _____

MISCELLANEOUS

Will public official(s) be invited to the event? Yes ☐ No ☐

If yes, list of public officials who are invited: _____

CANCELLATION POLICY

Cancellation notice procedure: Event Applicant must submit cancellation notice in writing at least ten (10) business days in advance of reservation date to receive a refund minus the deposit amount. E-mail your written notice to hsrevents@cityofpasadena.net or mail to: Special Events, 2575 Paloma St. Pasadena, CA 91107. Notification date will be the date written notification is received.

Groups failing to use permits and/or failing to cancel permits ten business days prior to their reservation date will forfeit all reservation fees paid.

Fees for permits may only be refunded due to weather conditions or if City preempts use of the facility. The Human Services and Recreation Special Events Office must receive written request for such within five (5) business days after the original permit date.

Initials: _____

APPLICATION REQUIREMENTS

APPLICATIONS MUST BE SUBMITTED AT LEAST SIX (6) MONTHS PRIOR TO THE PROPOSED EVENT DATE.

Submit your Special Event Application and non-refundable application fee of \$65 to the Human Services and Recreation Special Events Office. **Application Fees and event proposal must accompany the completed Special Event Application at time of submission. Special Event Applications submitted without the application fee and event proposal will not be processed.**

Upon receipt of the application, please allow ten (10) business days for processing. The applicant will receive a phone call or email regarding the status of the application and if additional information and/or forms are required. Complete Special Event Application (application form, application fee and event proposal) will then be reviewed by the Special Events Committee.

ACCEPTANCE OF YOUR APPLICATION FOR REVIEW SHOULD IN NO WAY BE CONSTRUED AS FINAL APPROVAL OF YOUR REQUEST. Initials: _____

APPLICATION REQUIREMENTS CONTINUED

YOU MAY NOT BEGIN ADVERTISING YOUR EVENT DATE OR LOCATION UNTIL YOU HAVE RECEIVED APPROVAL FROM THE SPECIAL EVENTS COMMITTEE. Initials: _____

For questions, please call the Human Services and Recreation Special Events Office at (626) 744-7507 or email hsrevents@cityofpasadena.net

PLEASE READ CAREFULLY BEFORE SIGNING

Event Applicant agrees to indemnify, hold harmless and defend(even if the allegations are false, fraudulent or groundless), to the maximum extent permitted by law, the City, its City Council and each member thereof, and its officers, employees, commission members and representatives, from any and all liability, loss, suits, claims, damages, costs, judgments and expenses(including attorney's fees and costs of litigation) which in whole or in part result from, or arise out of, or are claimed to result from or to arise out of (1) any activity on or use of City's premises or facilities pertaining to the special Event; and/or (2) any acts, errors or omissions of Applicant, its employees, representatives, subcontractors, or agents in connection with the Special Event, except any such injuries out of the sole negligence of the City.

The amount and type of insurance coverage obtained will in no way be construed as limiting the scope of indemnity in this paragraph.

I certify that the information set forth within this application is complete, true and correct to the best of my knowledge and belief, and that I have received and will comply with the information set forth. Information from your application is considered public information and may be used in developing a calendar of community events. Acceptance of your application should in no way be construed as final approval or confirmation of your request. The City of Pasadena reserves the right to refuse the application and it is revocable if deemed in the best interest of the City of Pasadena.

Event Applicant (print name)

Signature

Title

Date

Revised Jan. 2017