APPLICATION FOR PERMIT to CONDUCT AN ACTIVITY
IN THE PASADENA CITY HALL COURTYARD/ROTUNDA AREAS

Please Complete Application and Return to:

Please Print or Type

CITY OF PASADENA
DEPARTMENT OF PUBLIC WORKS
175 NORTH GARFIELD AVENUE
P.O. BOX 7115
PASADENA, CA 91109-7215
ATTENTION: COURTYARD RESERVATIONS
For Information Please Contact:
Alexis Shaidnagle (626) 744-4195
ashaidnagle@cityofpasadena.net

TODAY'S DATE: _____

APPLICANT(S) INFORMATION:

Name:_____ Name:_____

Address: _____ Address:_____

_____ _____

Phone:_____ Phone:_____

E-mail: _____ E-mail: _____

CQNTACT PERSON ON DAY OF EVENT:

Name:_____Title:_____Phone:_____

Emergency Phone No.:_____Cell Phone or Pager No.:_____

EVENT INFORMATION:

Date(s) of Activity: _____ Day of the Week: _____ Attendance:_____
(Monday not available)

Type of Activity (Check one please):

- ☐ Wedding Ceremony Only
- ☐ Wedding Reception Only
- ☐ Wedding Ceremony and Reception
- ☐ Other (Describe): _____
- ☐ Fundraiser (Describe): _____
- ☐ City Department (Describe): _____
- ☐ Please provide acct. #: _____
- ☐ Non-Profit _____

If funds are to be raised, estimate amount and state purpose for which they will be used:

_____

Set-up Date: _____ Time: _____
(No earlier than 5:30 pm on Tues.-Fri.
and no earlier than 8:00 am on Sat. & Sun.)

Actual Event Date: _____ Time: From: _____ To:_____
(No later than 8:00 pm on Tues.-Thurs. & Sun.
and no later than 9:00 pm on Fri. & Sat)

Removal Date:_____ Time:_____
(No later than 10:00 pm on Tues. -Thurs. & Sun.
and no later than 11:00pm on Fri. & Sat)

Rev. 12/19/2012

ADDITIONAL EVENT INFORMATION:

Will any of the streets surrounding City Hall need to be closed for your event? ☐ Yes ☐ No
If "Yes," you MUST contact Special Events at (626) 744-7216.

Will you be serving alcohol? ☐ Yes ☐ No

If "Yes," please specify Date(s):_____ From:_____AM/ PM - _____AM/PM
You MUST complete the Alcohol Checklist Form (See No. 8 in RULES AND REGULATIONS).
The serving of alcohol shall end 1 HOUR prior to the end of the event.

Will you have Live Entertainment? ☐ Yes ☐ No (See No. 7 in RULES AND REGULATIONS)

If "Yes," please specify type: _____

Will you be having amplified sound (music and/or human voice)? ☐ Yes ☐ No
If "Yes," you MUST obtain an Amplified Equipment Permit from the City's License Division located at City Hall, Room Nl06. An Event/Sound Monitor will monitor the noise level to ensure compliance with the Amplified Equipment Permit. **FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF THE AMPLIFIED EQUIPMENT PERMIT MAY RESULT IN THE DISCONNECTION OF AMPLIFIED EQUIPMENT AND/OR THE CEASING OF TEE EVENT BY THE EVENT/SOUND MONITOR AND/OR THE PASADENA POLICE DEPARTMENT.** (See No.6 in RULES AND REGULATIONS).

Will you be using candles, open flames, and/or space heaters? ☐ Yes ☐ No
If "Yes," you MUST contact the Pasadena Fire Department (See No. 9 in RULES AND REGULATIONS).

Would you like the fountain on for your event? ☐ Yes ☐ No If so, From: _____ AM/PM - _____ AM/PM
(Normal hours of operation of the fountain are 6:00 am — 6:00 pm on Monday through Friday. See No. 20 in RULES AND REGULATIONS).

Please specify which electrical outlets will be needed. (See No. 12 in RULES AND REGULATIONS and the

attached plan of the Courtyard/Rotunda Area): _____

Other Information (please be specific): _____

_____

RULES AND REGULATIONS

1. **Application Processing and Deposit:** The applicant is required to submit a completed application and a *$750* deposit to reserve their event date, ensure no damage is done to the facility and/or the landscape, cover additional staff time if needed, and to guarantee that the conditions of the permit are followed. Processing time for an application is 60 working days. The deposit is subject to refund or additional billing. (Note: Processing of deposits may take up to 45 days from the date of the event.)

2. **Rental Hours**: The Courtyard and/or Rotunda Area is available Tuesday through Thursday, 5:30 p.m. to 10:00 p.m.; on Friday, 5:30 p.m. to 11:00 p.m.; on Saturday, 8:00 a.m. to 11:00 p.m.; and on Sunday, 8:00 a.m. to 10:00 p.m. only. Setup for the events shall not begin prior to the time specified on the approved permit. Events shall end at a time, not later than 8:00 p.m. on Tuesday through Thursday, and Sunday; and not later than 9:00 p.m. on Friday and Saturday. Cleanup shall be completed by 10:00 p.m. on Tuesday through Thursday, and Sunday; and by 11:00 p.m. on Friday and Saturday. All items (tables, chairs, etc.) shall be removed from City Hall by the scheduled removal time. Failure to remove all items from City Hall by the scheduled removal time may result in additional fees which will be taken from the security deposit. **The maximum capacity is 250 people.**

CITY HALL COURTYARD/ROTUNDA AREAS RULES AND REGULATIONS: (Continued)

3. **Fees:** Full payment of fees must be submitted at least 30 working days prior to the event. All fees are the responsibility of the applicant.

4. **Restrooms:** Restrooms are required for events that take place after City Hall business hours, and a security guard, obtained through the City, shall be on the premises to insure no damage is done to City Hall and to control access to the building. This security guard will not be responsible for securing the event or for disturbance of the peace issues.

5. **Event/Sound Monitor:** The Event/Sound Monitor will arrive when the set-up begins according to the time specified on the permit and will remain until all equipment has been removed and the Courtyard and/or Rotunda has been restored to its original condition. The Event/Sound Monitor is also responsible for ensuring compliance with the City's Municipal Code, and the rules, regulations, and conditions of the permit.

6. **Amplified Sound:** If an Amplification Equipment Permit is required, please submit your completed application to the City's License Division, located in City Hall, Room NI06. This permit must be obtained at least 10 working days prior to your event. An Event/Sound monitor will monitor the noise level if sound amplification equipment is being used, unless otherwise determined by the City. Amplified sound equipment shall be placed only in the area west of the fountain in the Courtyard or in the Rotunda area, unless otherwise determined by the City. **FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF THE AMPLIFIED EQUIPMENT PERMIT MAY RESULT IN THE DISCONNECTION OF AMPLIFIED EQUIPMENT AND/OR THE CEASING OF THE EVENT BY THE EVENT/SOUND MONITOR AND/OR THE PASADENA POLICE DEPARTMENT.**

7. **Noise Level:** Whether the sound is amplified or not, the applicant must adhere to all applicable sound requirements of the City of Pasadena's Noise Restrictions Ordinance.

8. **Alcoholic Beverages:** If alcoholic beverages are to be served, approval must be obtained from this office and serving of such beverages must end one hour before the event's scheduled completion time. A no-host bar on City Hall property is strictly prohibited. If alcohol is being served, at least one alcohol monitor will be required. The number of monitors will be determined by the City. In addition, the designated area of alcohol consumption must be secured with an approved barrier, have one entrance/exit to the area, and shall have "No Alcoholic Beverages beyond This Point" signs secured intermittently to the barrier. The banner shall be, in its minimum, fencing, barricades, a ribbon and/or tape that is at least 3 inches in width, or other type of approved stationary visual barrier. **(Note: Processing of an Alcohol Permit requires a minimum of 15 working days.)**

9. **Open Flames/Heaters:** If open flames, including but not limited to candles and space heaters, are to be used, a permit must be obtained from the Pasadena Fire Department, located at 199 S. Los Robles Avenue, Suite 550, Pasadena, (626) 744-7049.

10. **Tables/Chairs:** The City does not provide tables, chairs or other equipment. Tables, chairs, and other apparatuses may not be set up on any portion of the courtyard area where flowers or other vegetation are located. The City does not provide storage and requires that all items and equipment be removed at the end of the event.

11. **Trees/Landscaping:** No items shall be attached to or hung on trees or placed within landscaped areas.

CITY HALL COURTYARD/ROTUNDA AREAS RULES AND REGULATIONS: (Continued)

12. **Electrical Outlets/Extension Cords**: If electrical outlets will be used, the applicant shall complete an Electrical Questionnaire and pay associated fees. A City Electrician will contact the applicant to discuss electrical needs prior to the event. Once electrical set-up has been approved, no changes shall be made without the approval of a City Electrician. Please refer to the City Hall map for locations of electric boxes. Each electric box contains six electrical outlets. The total wattage per outlet, cannot exceed 2000 watts. Electrical extension cords are not provided but should be minimum 14 gauge wire size.

13. **Benches**: Benches located in the City Hall Courtyard shall not be removed.

14. Rice shall not be thrown on ANY part of the grounds. Birdseed is an acceptable substitute.

15. **Smoking**: City Hall is a non-smoking facility. No smoking is permitted within the building, courtyard, or grounds.

16. **Loading / Unloading**: **ALL LOADING AND UNLOADING SHALL TAKE PLACE AT THE CURB ON GARFIELD AVENUE.** TRUCKS, CARS OR OTHER VEHICLES ARE STRICTLY PROHIBITED FROM DRIVING AND/OR PARKING ON THE SIDEWALK. TO AVOID DAMAGE TO THE TILE FLOORS, IT IS RECOMMENDED THAT LARGE AND/OR HEAVY ITEMS BE PLACED ON RUBBER WHEELED CARTS AND/OR OTHER PROTECTIVE COVERING BE LAID OUT DURING LOADING AND UNLOADING.

17. **Parking**: The City does not provide reserved parking. For a list of surrounding parking facilities you may contact the parking office at www.cityofpasadena.net/trans/parking/pkng_locs.asp or (626) 744-6470. Valet parking may be available based on review and approval by the Department of Transportation and the Department of Public Works.

18. **Trash**: The applicant is responsible for removing all trash associated with the event. Two trash and recycle containers will be made available for use but it shall be the responsibility of the applicant to move the trash and recycle containers to Union Street at the conclusion of the event.

19. **Courtyard Lighting**: No items shall be attached to or hung on existing lamps and/or lighting.

20. **Fountain**: No items are allowed in the fountain at anytime. It is the responsibility of the permittee to keep all items and individuals out of the fountain during the permitted time frame. A fee will be charged for the use of the fountain during non-operating hours.

21. **Courtyard Walkways**: At least one side of the courtyard walkway must be maintained for public access at all times.

22. The applicant is responsible for restoring the Courtyard and Rotunda area to the condition they were in prior to the event. The applicant, or a representative from the event, must remain until all equipment has been removed and the Courtyard and/or Rotunda have been restored to the condition they were in prior to the event.

23. **Time Change**: Time changes to the event (i.e. set-up, clean-up, serving of alcohol, etc.) must be received at least 30 working days prior to the event.

CITY HALL COURTYARD/ROTUNDA AREAS RULES AND REGULATIONS: (Continued)

24. **Insurance Requirements**: Prior to the issuance of a permit, the applicant must present to the City a liability insurance policy with minimal limits of $1,000,000 combined single limits, with City of Pasadena, its City Council, Councilmembers, Commissioners, and employees endorsed as an additional insured, on a separate endorsement page. Insurance is available for purchase through the City's Broker. Please contact Liability Claims at (626) 744-6773. A waiver may be applied for under certain conditions.

25. **Indemnity: To the maximum extent permitted by the law, the applicant agrees to indemnify, hold harmless, release and defend (even if the allegations are false, fraudulent or groundless) and covenants not to sue 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 arise out of: (a) any activity on or use of City's premises or facilities or any performance under their approved permit; or (b) any acts, errors or omissions (including, without limitation, professional negligence) of the applicant, its guests, employees, representatives, subcontractors, or agents in connection with their approved permit. This agreement to indemnify includes, but is not limited to, personal injury (including death at any time) and property or other damage sustained by any person or persons (including, but not limited to, the applicant and applicant's employees or agents, and members of the general public).**

26. **Permit**: Permittee must keep a copy of their approved permit, which includes this application, and have it available during their event.

CANCELLATION POLICY

1. **Cancellation notice procedure**: Notice must be made in writing or by fax at least twenty (20) working days in advance of reservation date to qualify for an 80% (partial) refund of the Security - Deposit. Write to Department of Public Works Permit Counter, 175 N Garfield Ave, P.O. Box 7115, Pasadena, CA 91109-7215, or send a fax to (626) 744-4757, attention Public Works Permit Counter. Notification date will be the date the Permit Counter receives the written or fax notice.

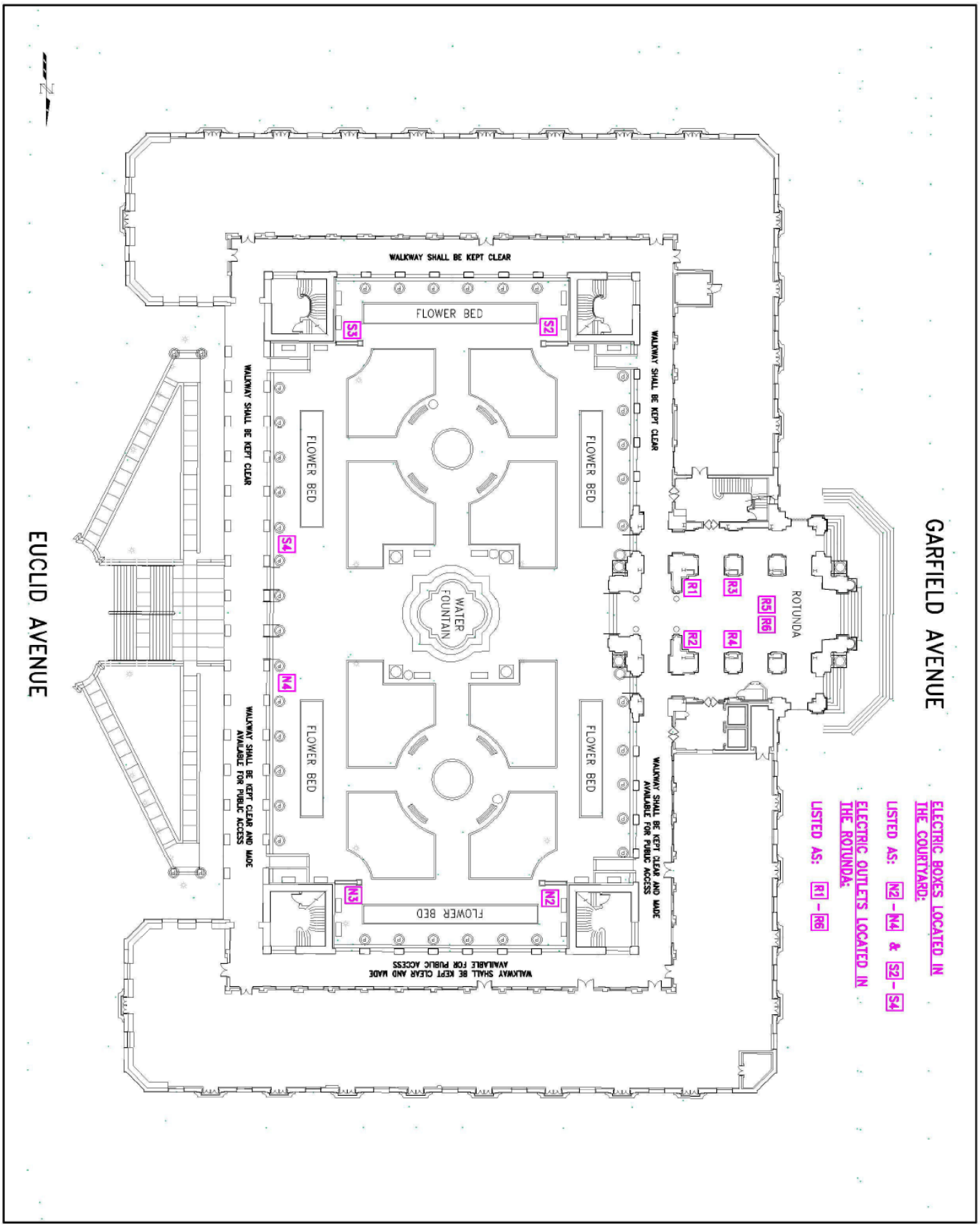
2. Applicants failing to use their permits and/or failing to cancel permits twenty (20) working days prior to their event date will forfeit their entire Security Deposit.

3. Permits may only be transferred or fully refunded with weather exceptions or City preemption. Written request for such must be received by the department within five (5) working days after the original permit date.

I have read and agree to adhere to all the rules, regulations, and the cancellation policy listed above.

_____ _____

Applicant's Signature Date


GARFIELD AVENUE
ELECTRIC BOXES LOCATED IN THE COURTYARD:
LISTED AS: N2 - N4 & S2 - S4
ELECTRIC OUTLETS LOCATED IN THE ROTUNDA:
LISTED AS: R1 - R6
ROTUNDA
R1
R2
R3
R4
R5
R6
WALKWAY SHALL BE KEPT CLEAR
WALKWAY SHALL BE KEPT CLEAR AND MADE AVAILABLE FOR PUBLIC ACCESS
WALKWAY SHALL BE KEPT CLEAR
WALKWAY SHALL BE KEPT CLEAR AND MADE AVAILABLE FOR PUBLIC ACCESS
WALKWAY SHALL BE KEPT CLEAR AND MADE AVAILABLE FOR PUBLIC ACCESS
FLOWER BED
FLOWER BED
FLOWER BED
FLOWER BED
FLOWER BED
FLOWER BED
WATER FOUNTAIN
S2
S3
S4
N2
N3
N4
EUCLID AVENUE

PERMIT to CONDUCT AN ACTIVITY
IN THE PASADENA CITY HALL COURTYARD/ROTUNDA AREAS

SCHEDULE OF FEES – Effective 7/1/2012 through 6/30/2013

City Hall Courtyard and Rotunda Rental (4 Hour Minimum)	Pasadena Resident*/Group (Hourly Rates)	Non-Pasadena Resident/Group (Hourly Rates)
City Sponsored or Co-Sponsored event	No Charge	No Charge
Non-Profit Group	$310.18	$466.84
Private Individual	$310.18	$623.50
Commercial Group	$623.50	$946.21
Set-up/Clean-up (Hourly Rates)		
City Sponsored or Co-Sponsored event	No Charge	No Charge
Non-Profit Group	$130.55	$196.34
Private Individual	$130.55	$196.34
Commercial Group	$130.55	$196.34

Electrician Fee (if electrical outlets are requested) $121.15 flat fee

Fountain Requests Beyond Normal Operation $186.27 flat fee
Normal hours of operation are Monday-Friday from 6:00 am-6:00 pm

Rest Rooms Clean-up and Restocking Fee (When restrooms are in use) $215.35 flat fee

Trash and Recycle Fees $292.43 flat fee

Security Guard (when rest rooms are in use) - 4 Hour Minimum
Per Hour (Up to 8 Hours) by Contract
Each Additional Hour (After 8 Hours) by Contract

Event/Sound Monitor - Hourly Rate (Required from Set-up to Clean-up) $42.25 per hour

Alcohol Permit (Required when serving alcohol) $ 71.00 flat fee
Alcohol Monitor (per hour) $ 33.00 per hour

Amplified Sound Permit No Charge

Open Flame Permit - Fire Department 199 S Los Robles Ave #550 626 744-7049

Cleaning/Security Deposit - Subject to Refund or Additional Billing
(Payment of deposit is required to reserve a date) $783.29 flat fee

***To receive the resident rate, proof of residency is required in the form of a City of Pasadena utility bill in the name of the applicant. For weddings and/or wedding receptions, the bride and/or groom must be a City resident to receive the resident rate.**