Special Events Office

Human Services and Recreation Department, 100 North Garfield N255, Pasadena, CA 91101 Tel. (626) 744-7216

Parks Make Life Better!

Inquiry Sheet

Applicant Information

Today's Date: _____

Organization / Company Information

Name: _____ 501(c)3: ☐ Yes ☐ No

Website: _____

Contact Information

Name: _____ Phone: _____ Fax: _____

Cell: _____ Email: _____

Mailing Address:

Address: _____ Unit / Suite: _____

City: _____ State: _____ Zip: _____

Event Details

Date(s) of Event: _____ Anticipated Attendance: _____ (Peak) _____ (Daily)

Event Name: _____

Event Description: _____

Location Requested: _____ Event Times: _____ Start _____ End

Set-Up Days / Times: _____ Strike Days / Times: _____

Open to the Public? ☐ Yes ☐ No Admission Fee: _____

Check All that Apply to your Event Plan:

☐ Alcohol	☐ General Merchandise	☐ Recycling
☐ Amplified Sound	☐ Generator	☐ Restrooms
☐ Barricades	☐ Lane Closure	☐ Security
☐ Bouncer	☐ Lighting	☐ Sponsor Booths
☐ Car Display	☐ Media	☐ Stage
☐ Dumpster	☐ No Parking Signs	☐ Street Closure
☐ Fireworks	☐ Park Reservation	☐ Tents
☐ Food Sales	☐ Petting Zoo	☐ Valet/Shuttle Service
☐ Food Service	☐ Radio/TV Broadcast	☐ Vendor Booths

Instructions:

Send the completed form to the Special Events Office via fax at (626) 396-8944. Please submit an event diagram and event proposal with this form that details how you plan to set-up your event (tents, generators, stages, tables, chairs, food and general merchandise vendors, amplified sound, restrooms, park names, street names, a compass, legend, etc.). If your organization is a non-profit, please attach an IRS 501(c) 3 determination letter. **This form must be submitted at least six weeks in advance of your event (nine months for large-scale events).** Upon receipt, you will receive a phone call from the Special Events Office to discuss the Special Event permitting process and permit requirements. Submission of Special Event Inquiry Sheet is not a guarantee that your event can be permitted. Please do not promote your event until you've received confirmation that your event may proceed from the Special Events Office.

Thank for considering the City of Pasadena for your special event!

PASADENA