



Community Services Department
815 Mission St., South Pasadena, CA 91030
Phone: (626) 403-7380
Email: specialevents@southpasadenaca.gov

SPECIAL EVENT APPLICATION

This application must be submitted for any special event held within the City. All co-sponsorships and special events are subject to approval by the City of South Pasadena and/or City Council. The action to approve an event will state conditions which must be met for the event to be held. Application must be submitted at least 3 months (90 days) prior to event date.

SPECIAL EVENT CRITERIA CHECKLIST

Please check if you are seeking a Co-Sponsored or Special Event:

- Co-Sponsorship (may include a fee reduction/waiver)
- Special Event

Proposed Co-Sponsorship applications must meet the following criteria:

- Applicant must show proof of 501(c)3 non-profit status from the IRS with an EIN.
- Applicant/organization must be based in the City of South Pasadena and hold a current business license. All vendors must hold current business license.
- Applicant's event must be open to all South Pasadena residents.
- Applicant's event must be a benefit to the South Pasadena community.
- Applicant must complete a Special Events Application and submit all supporting documentation.
- Special Events Application must be submitted to the Community Services Department by email to specialevents@southpasadenaca.gov

Please fill in the information below and answer all areas as thoroughly as possible. If the information does not pertain to your event, indicate *not applicable (N/A)*.

EVENT INFORMATION

Name of Event:			
Type of Event:			
Date of Event:	<input type="checkbox"/> New Event	<input type="checkbox"/> Returning Event; # of years offered:	
Proposed Set-Up Time:		Proposed Break-Down Time:	
Proposed Start Time:		Proposed End Time:	
Requested Location(s):			

ORGANIZATION CONTACT INFORMATION

Organization Name:					
Contact Person Name:					
Street Address:		City:		Zip Code:	

Day Phone:		Evening Phone:		Cell Phone:	
Email:					
Alt. Contact Name:		Phone:			

ADDITIONAL INFORMATION

Who is the target audience for the activity?					
Estimated Attendance:					
Will any fees be associated with the event?	<input type="checkbox"/> Yes	If so, what fees will be charged?			<input type="checkbox"/> No
Will fees be collected at the event?	<input type="checkbox"/> Yes	Who will the proceeds benefit?			<input type="checkbox"/> No
Will alcohol be served at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will alcohol be sold at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

ALCOHOL: City Ordinance allows liquor on premises under special conditions. If selling alcohol, the organization is required to obtain an license by calling the Department of Alcoholic Beverage Control (ABC) and must provide a copy.

FACILITY & PARK USE

If requesting to use a park site or facility, please indicate the location:

Park:	<input type="checkbox"/> Arroyo Park	<input type="checkbox"/> Eddie Park	<input type="checkbox"/> Garfield Park	<input type="checkbox"/> Orange Grove Park
	<input type="checkbox"/> Library Park	<input type="checkbox"/> Oak Lawn Park	<input type="checkbox"/> Skate Park	<input type="checkbox"/> Arroyo Seco Golf Course
Facility:	<input type="checkbox"/> Eddie Park House	<input type="checkbox"/> Garfield Youth House	<input type="checkbox"/> Senior Center	<input type="checkbox"/> War Memorial Building
	<input type="checkbox"/> Community Room	*Note: For use of the Community Room, contact Library Administration at 626-403-7330		
Green Space:	Use of City greenspaces, i.e. Parks, Medians, or other areas may require irrigation equipment to be shut off during your event. Please indicate here if you are requesting the use of a greenspace or if your event is adjacent to a City greenspace. <input type="checkbox"/>			

If not using any park or facility listed, please indicate the specific area of use:

VEHICLES ON PARK GROUNDS

Vehicles, including catering vehicles, are not permitted to drive or park on public park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across control boxes and sprinkler heads. Additional insurance will be required.

Are you requesting that vehicles be permitted to drive or park on public park grounds? Yes No

If yes, please attach a copy of a valid CA Driver's License and proof of Auto Insurance.

If yes, please indicate the type(s) of vehicles and the locations and times they would be driven or parked:

PORTABLE RESTROOMS

Delivery vehicles are not permitted to drive or park on public park grounds due to extensive underground irrigation systems that sustain damage when vehicles drive across control boxes and sprinkler heads. Additional insurance will be required.

Will additional portable restrooms be brought to the event site? Yes No

If yes, please indicate the Company Name and information below:

Company Name:		Phone Number:	
# of Restrooms:		# of ADA Restrooms:	
Drop-off Time:		Pick-up Time:	

ASSEMBLIES, DEMONSTRATIONS, MARCHES, AND/OR PARADES

Will your event feature an assembly, demonstration, march, and/or parade? Yes No

Will the assembly, demonstration, march, and/or parade be mobile or stationary? Mobile Stationary

If mobile, please indicate the route:

Please identify the cause for the assembly, demonstration, march, and/or parade:

Will the event feature music and/or sound amplification? Yes No

EVENT SITE

A map of the event site is **REQUIRED** and should indicate the event layout with recommended street closures, parade or run/walk routes, etc. Please draw your map in the space provided below or attach your map to the application.

STREET USE PERMIT / BLOCK PARTY

Are you requesting any public streets to be closed for the event? Yes No

If yes, identify the streets/blocks and indicate the times the closure is requested:

Start Time:		End Time:	
Location:			
Description:			

Will your event require bins and roll-off containers? Yes No

Traffic Control Plan: Traffic Control Plan is a necessary component of the application process. It is essential that this plan is submitted to the city in a timely manner for review and approval. Failure to submit the Traffic Control Plan on time may result in the denial of your application or the cancellation of the event.

NOTE: The City of South Pasadena has an exclusive agreement with Athens Services for refuse removal, as such if your event requires the use of a container you **MUST** use Athens Services. **Applicant is required to rent or purchase all street closure materials and execute pre-approved street closure and traffic plan.

STREET BANNERS

Are you requesting the use of a street banner for the event? Yes No

Date of Event: _____

Site Priority (Prioritize sites 1-4 with 1 being the priority location)

Fair Oaks Ave. & Grevelia St.	# _____	Mission St. & Fremont Ave.	# _____
Fair Oaks Ave. & El Centro St.	# _____	Mission St. & Meridian Ave.	# _____

NOTE: The City of South Pasadena **MUST** review street banners prior to printing to ensure compliance with City branding guidelines.

TENT PERMIT

Will your event use canopies, EZ-ups, or any large tents? Yes No

If yes, please indicate the number of canopies/EZ-ups (10'x10' or smaller): _____

If yes, please indicate the number of large tents (larger than 10'x10'): _____

FOOD VENDORS

Applicant is required to contact Los Angeles County Public Health Department in advance of their event for required permits and guidelines. The applicant shall obtain copies of temporary food service licenses from food vendors prior to the event. In addition, all vendors selling food or other products must have a City of South Pasadena Business License. Additional Insurance will be required.

Will food be served at the event? Yes No

If yes, the food is: Provided Free Cooked or Prepared On-Site Cooked on an Open Flame* (Barbeque)
 Available for Purchase

Please provide a menu of the food your event will be serving: _____

Are you requesting approval to offer other items for sale at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate the items for sale:		
<p>NOTE: All persons or companies conducting business within the city limits of South Pasadena are required to obtain a City business license. This includes but is not limited to retailers, wholesalers, manufacturers, service providers, professionals, non-profit organizations, independent contractors, home businesses, food vendors, etc.</p>		

NON-FOOD VENDORS		
Do you possess a City of South Pasadena Business License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you requesting approval to offer other items for sale at the event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please indicate the items for sale:		
<p>NOTE: All persons or companies conducting business within the city limits of South Pasadena are required to obtain a City business license. This includes but is not limited to retailers, wholesalers, manufacturers, service providers, professionals, non-profit organizations, independent contractors, home businesses, food vendors, etc. Applicant to provide a list of vendors' information to City for business license verification. Additional insurance will be required.</p>		

BUSINESS LICENSE		
Do you possess a City of South Pasadena Business License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please provide a list of all vendors below:		
Business Name(s):	Business License Number(s):	Certificate of Insurance

NOTE: All persons or companies conducting business within the city limits of South Pasadena are required to obtain a City business license. This includes but is not limited to retailers, wholesalers, manufacturers, service providers, professionals, non-profit organizations, independent contractors, home businesses, food vendors, etc. Applicant to provide a list of vendors' information to City for business license verification. vendors must provide a Certificate of Insurance naming the City of South Pasadena as additionally insured. **FAILURE TO PROVIDE THIS INFORMATION IN ITS ENTIRETY MAY RESULT IN DENIAL OF REQUEST.**

APPENDIX

SPECIAL EVENT FEE SCHEDULE

The following fees are applicable towards the City Special Event Policy and are approved in the City Master Fee Schedule.

COMMUNITY SERVICES	
Additional Staff (Clean-Up & Supervision)	\$47 per hour
Additional Staff (Alcohol)	\$47 per hour

COMMUNITY DEVELOPMENT	
Traffic Control Plan Review	\$132 per review
Temporary Use Permit (Non-Profit)	\$271
Temporary Use Permit	\$271
Temporary Banners	\$59 per banner per permit

FINANCE	
Business License Fee	Cost is determined by size of business

FIRE	
Fire (8-hour minimum)	\$95 per hour
Event Tent	\$191
Other permits as required by the Fire Chief	\$

LIBRARY	
Staff (Clean-Up & Supervisor)	\$47 per hour
Staff (Alcohol)	\$47 per hour
Audio/Visual Equipment Rental	\$70
Equipment Rental-Piano	\$42

POLICE	
Police (8-hour minimum)	\$95 per hour

PUBLIC WORKS	
Block Party Street Closure - Initial	\$314
Block Party Street Closure - Renewal	\$118
Banner Installation & Removal	\$225
Banner Installation - Initial	\$372
Special Event Staffing	Hourly Rate
No Parking Signs (Temporary)	\$44