



HUMAN SERVICES AND RECREATION DEPARTMENT PARK RESERVATIONS DESK

175 North Garfield Avenue
Pasadena, California 91101

Phone: (626) 744-7275 Fax: 626-744-6910 Email: rsvdesk@cityofpasadena.net

**Open Mondays thru Thursdays from 8am to 5pm; Fridays from 8am to Noon
Closed Saturdays, Sundays, and Holidays**

GENERAL INFORMATION ON PARK PERMITTING PROCESS

- A **Reservation Request Form (Use of City Property)** must be completed and submitted to the Park Reservations Desk by mail / drop off, fax or email **no less than thirty (30) business days before picnics, concerts, exhibits, athletic events, celebrations, fundraisers, or other non-expressive events.** The Reservation Request Form is also available on the City's website at: www.cityofpasadena.net/humanservices/rsvdesk.asp
- Park areas, the Wrigley Gardens, and La Casita del Arroyo Clubhouse can be reserved by submitting a Reservation Request Form to the Park Reservations Desk. Facilities located inside Community Centers can be reserved by directly contacting the Community Center you wish to use for your event. Contact information for all Community Centers is available on the City's website at: www.cityofpasadena.net/humanservices/Community_Centers.asp
- Appointments are recommended to expedite the permitting process.
- A minimum \$225.00 refundable damage deposit may be required to secure a reservation.
- When fees are required without a deposit, 20% of the total fees must be paid to hold a reservation.
- Balance of fees must be paid in full at least fifteen (15) business days prior to the event date.
- Non-Profit organizations are required to show proof of their non-profit status by providing adequate documentation, i.e. IRS or Franchise Tax Board, Federal or State, conveying their nonprofit status.
- Insurance is required for: (1) utilizing heavy equipment, e.g. moon bounce, (2) groups of 100 or more, (3) any group using sports fields (Organized Sports Groups must provide Insurance), (4) having petting zoos, pony rides or live animals (other than domestic pets), and/or (5) serving alcohol.
- Proof of insurance must be received no less than ten (10) business days prior to an event. If a Certificate of Liability Insurance is provided, the City of Pasadena must be named as Additional Insured. *Failure to provide proof of insurance will result in cancellation of your event and forfeiture of fees paid.*
- Live Bands, D.J., P.A. System or any form of amplified sound requires an "Amplification Permit" and the services of a Sound Monitor. The approval must be submitted ten (10) business days before an event.
- Serving or selling alcohol requires an "Alcohol Permit" and the services of an Alcohol Monitor. Information and documentation must be submitted fifteen (15) business days prior to an event.
- An animal permit is required for petting zoos, pony rides, or live animals (other than domestic). Please contact the Public Health Department at 626-744-6004 for additional information.
- A permit may be required for tents and must be approved at least ten (10) business days before the event. Please contact the Planning and Development Department at 626-744-6777 for more information.
- Credit card payments over the telephone are not accepted at this time.



CITY OF PASADENA - HUMAN SERVICES & RECREATION DEPARTMENT
RESERVATION REQUEST FORM (USE OF CITY PROPERTY)

~ FOR GENERAL AND SPECIAL EVENTS ~

A Reservation Request Form must be submitted no less than thirty (30) business days before picnics, concerts, exhibits, athletic events, celebrations, fundraisers, or other non-expressive events. Reservations will not be made without a deposit.

CITY FACILITY OR PARK AREA REQUESTED:

EVENT PURPOSE & DESCRIPTION:

"CITY OF PASADENA" RESERVES THE RIGHT TO COMPLEX / FACILITY PRE-EMPTION FOR CITY EVENTS AND CITY CO-SPONSORED EVENTS

PLEASE PROVIDE THE FOLLOWING INFORMATION:

FIRST & LAST NAME: NAME OF ORGANIZATION: ADDRESS: CITY: ZIP CODE: DRIVERS LIC# & EXP: PHONE: FAX: EMAIL: PROFIT ORGANIZATION PASADENA-BASED NON-PROFIT ORGANIZATION (Proof of Nonprofit Status Required) NON-PASADENA BASED

Table with columns: SET-UP DATE(S) MONTH, DAY, YEAR; DAY OF WEEK; ARRIVAL TIME; DEPARTURE TIME; TOTAL # of HOURS. Includes a section for EVENT DATE(S) with columns for DAY OF WEEK, ARRIVAL TIME, EVENT BEGINS, EVENT ENDS, DEPARTURE TIME, and TOTAL # of HOURS.

SUPPLEMENTAL EVENT INFORMATION

Estimated Attendance: Peak Hour* Daily Total* Estimated # of Cars Requiring Parking:

- (1) Is this activity or event open to the public?
(2) Will fees be collected from participants?
(3) Circle one: Amplified Recorded or Amplified Live Music?
(4) Will you have a Moon Bounce (jumper)?
(5) Circle one: Serving or Selling Food?
(6) Circle one: Selling or Serving Alcohol?
(7) Will you have Tents or Canopies?
(8) Will you have Booths?

Note: When applicable, a Certificate of Insurance must be received no less than 10 Business Days before your event.
- Certificates of Liability from vendors must include General Liability, Automobile and Workers Compensation coverage.
- All Certificates must name the City of Pasadena as an additional insured.
- Failure to provide required insurance will result in cancellation of event and forfeiture of fees paid.

Please specify other items you will have at your event:

I CERTIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I AM FULLY AWARE OF THE RULES AND REGULATIONS GOVERNING THE USE OF CITY FACILITIES & AREAS AND WILL ABIDE BY THEM.

X APPLICANT SIGNATURE DATE

**Signature of individual responsible for event hereby agrees TO BE IN ATTENDANCE OR THE ENTIRE TIME this reservation is in effect. Failure to comply with provision will result in permit cancellation and loss of all fees.

City of Pasadena - HUMAN SERVICES & RECREATION DEPARTMENT

RULES AND REGULATIONS GOVERNING USE OF CITY RECREATION FACILITIES AND AREAS

1. City recreation facilities are available to community groups for meetings and activities of a recreational, cultural, civic, and educational nature.
2. Reservation permits are nontransferable to other groups or for other recreational facilities.
3. The responsible individual to whom the reservation was issued is required to notify the Park Reservations Desk in writing of any cancellation at least ten (10) business days in advance of the reservation date, or forfeit all fees.
4. Failure to utilize any reservation date on confirmed permit without giving five (5) business days advance notice to the Park Reservations Desk may result in cancellation of future reservation privileges.
5. All Fire Department regulations, including the capacity of specific rooms, must be complied with at all times (capacity is posted in rooms).
6. No City property shall be altered or otherwise modified without written authority from the City of Pasadena.
7. The reservee/applicant assumes all liability for damage to or theft of City property by his/her group during the reservation time period.
8. Alcoholic beverages are prohibited in public facilities except as authorized by Pasadena Municipal Code Section 3.24.090.
9. The Park Reservations Desk does not issue permits for holidays. Park sites are available on a first come, first serve basis on these days.
10. The City of Pasadena will not assume any responsibility for security of exhibits, nor will it provide staff to attend to such exhibits.
11. Groups are requested to observe and help enforce the common rules concerning social behavior; for example, no obscene speech, respect for the personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facility or citizens residing near the facility and related areas.
12. Reservee/applicant must comply with City Charter provisions concerning use of park property (Article XVI). A copy of the City Charter is available in the City Clerk's Office for viewing.
13. Any groups or organizations which charge an admission/fee may be subject to a surcharge not to exceed twenty percent (20%) of the total gross receipts as directed by the City of Pasadena.
14. Patrons are reminded that it is illegal to park automobiles in the park, or block any driveway or entrance leading into or out of the facility or park. These driveways are used for emergency vehicles in case of accidents, fire, etc. Use approved parking areas only.
15. Park Reservations Desk staff and/or City-authorized staff are authorized to enter any room on park property at any time in performance of duties.
16. The sale or raffle of merchandise, acceptance of donations, or charging for admission are prohibited in facilities and grounds, unless the City has given specific written approval.
17. Renewal of a reservation will be contingent upon care of property and equipment, and strict observance of all rules and regulations governing the use of said property and equipment.
18. Permittees using the recreation centers and/or related areas and facilities shall not engage in illegal discrimination based on race, color, creed, national origin, ancestry or religion.
19. Groups are required to vacate their reserved facilities on or before the time specified on the permit.
20. Smoking is prohibited in City parks, community centers and recreation centers.
21. A refundable cleaning/damage deposit may be required for the use of certain facilities. The deposit will be refunded if the facilities are not damaged, are left in an orderly condition, and all other regulations have been met.
22. City requires the user of any premises or facility described in Municipal Code Chapter 3.24 to indemnify or hold harmless the city, its officers, directors or employees from any loss, liability or damage arising out of, as the result of, or in connection with the use of the facility or premises, equipment or services to the city, its officers or employees, including all costs of defending any claim arising as a result thereof. See Pasadena Municipal Code Section 3.24.100. Liability insurance may also be required in accordance with standards followed by City in such cases.

CANCELLATION POLICY

1. Cancellation notice procedure: Applicant must submit cancellation notice in writing at least ten (10) business days in advance of reservation date to qualify for an 80% partial refund. Mail your written notice to Park Reservations Desk, 175 N. Garfield Ave., Pasadena, CA 91101 or fax to (626)744-6910. Notification date will be the date the Park Reservations Desk receives the written or fax notice.
2. Groups failing to use their permits and/or failing to cancel permits ten (10) business days prior to their reservation date will forfeit their entire reservation fee.
3. Fees for permits may only be refunded due to weather conditions or if City preempts use of the facility. The Parks Reservation Desk must receive written request for such within five (5) business days after the original permit date.

I have read and agree to adhere to all the above conditions

X

APPLICANT SIGNATURE

DATE