



SPECIAL EVENTS 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)

Description of Event: _____

Location Requested: _____ Event Times: _____ Start _____ End

Open to the Public? Yes No Admission Fee: _____

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

Check All that Apply:

- Alcohol, Amplified Sound, Barricades, Bouncer, Dumpster, Food Sales, Food Service, General Merchandise, Generator, Lane Closure, Lighting, Media, No Parking Signs, Park Reservation, Restrooms, Stage, Security, Street Closure, Tent, Valet Service, Vendors

Instructions:

Send the completed form to the attention of the Special Events Coordinator, via fax at (626) 744-4785. Please submit an event diagram with this form that shows how you plan to set-up your event...

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

For Office Use Only: Eligible for Co-Sponsorship Y/ N

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Rev 4-20-06