



**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](mailto:rsvdesk@cityofpasadena.net)

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

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GENERAL INFORMATION ON PARK PERMITTING PROCESS

- A Reservation Request must be submitted to the Park Reservations Desk no less than thirty (30) days before an event. A Reservation Request can be submitted online at [www.cityofpasadena.net/reserve](http://www.cityofpasadena.net/reserve) or by mail / drop off, fax or email to the Park Reservations Desk. Please contact the Reservation Desk to request a copy of a Reservation Request Form if submitting via hardcopy.
- Park areas, the Wrigley Gardens, and La Casita del Arroyo Clubhouse can be reserved by submitting a Reservation Request 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. Please visit our website at [www.cityofpasadena.net/reserve](http://www.cityofpasadena.net/reserve) for additional park or community center information.
- 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) groups of 100 or more, (2) for any group using sports fields (Organized Sports Groups must provide Insurance), and, (3) when having petting zoos, pony rides or live animals (other than domestic pets), (4) serving alcohol, and/or (5) utilizing heavy equipment.
- 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 accepted at this time.