

## City of Pasadena Park Reservations Desk

175 North Garfield Avenue • Pasadena, CA 91109

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Visit us online at <http://www.cityofpasadena.net/reserve>

### General Park Reservation Requirements by Type of Event

	Submit a Reservation Request (at least 30 days before event)	Pay Applicable Rental Fees	Security Deposit Required (Refundable)	Insurance Required	Sound or Alcohol Monitor, Attendant	Amplified Sound Permit	Fire Permit	Alcohol Permit	Tent Permit
<b>Small Events (less than 50 people)</b>	X	X							
<b>Events + A Moon Bounce</b>	X	X	X	X					
<b>Events + Amplified Sound</b>	X	X			X	X			
<b>Events + Catering Service</b>	X	X		X			TBD		
<b>Events + Alcohol Service*</b>	X	X		X	X			X	
<b>Events + Use of a Sports Field</b>	X	X		X					
<b>Events + A Tent, Canopy or Booth**</b>	X	X							TBD
<b>Events + 100 Attendees or more</b>	X	X	X	X	X				

\*Alcohol Service limited to La Casita del Arroyo, Brookside Park, Central Park and Memorial Park

\*\*For Tent/Canopy Permits, a copy of the approved permit must be provided to Park Reservations 10 days prior to the event before a park permit can be issued. Please call the Planning Department at (626) 744-6777 for more information

**Notes:**

1. Nonprofit organizations must submit proof of non-profit status, i.e. IRS, Franchise Tax Board, Federal or State, to qualify for nonprofit rates
2. A Fire Permit may be required for use of any compressed gas or other fire-related equipment
3. Requests for petting zoos, pony rides, or live animals (other than domestic animals) are considered on a case-by-case basis and require an Animal Permit. Please contact the Public Health Dept at (626) 744-6004 for additional information.

#### **INSURANCE REQUIREMENTS**

Insurance is required for any of the following uses:

1. Large group of 100 or more people
2. Moon bounce
3. Use of a business service (includes Catering, Bartending, Table and Chair Rentals, or any equipment rental such as a tent, canopy, etc.)
4. Alcohol Permit (liquor liability insurance required)
5. Petting zoo or use of live animals
6. Sports (liability insurance only)

A Certificate of Insurance, including endorsement pages, must name City of Pasadena as additional insured & certificate holder with a minimum coverage of \$1,000,000. In addition, for use of a moon bounce or any business service, proof of automobile liability insurance and proof of worker's compensations liability are also required. All insurance requirements must be approved by the City's Liability Office. For private individual events, homeowners insurance may be submitted for approval by the City's Liability Office.