



SPECIAL EVENTS OFFICE

2575 Paloma Street, Pasadena CA 91107 Tel. (626) 744-7500

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)

Event Name: _____

Event Description: _____

Location Requested: _____ Event Times: _____ Start _____ End

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

Open to the Public? Yes No Admission Fee: _____

Check All that Apply to your Event Plan:

- Alcohol
- Amplified Sound
- Barricades
- Bouncer
- Car Display
- Dumpster
- Fireworks
- Food Sales
- Food Service

- General Merchandise
- Generator
- Lane Closure
- Lighting
- Media
- No Parking Signs
- Park Reservation
- Petting Zoo
- Radio/TV Broadcast

- Recycling
- Restrooms
- Security
- Sponsor Booths
- Stage
- Street Closure
- Tents
- Valet/Shuttle Service
- Vendor Booths

Instructions:

Send the completed form via email to hsevents@cityofpasadena.net. Please submit an event layout and event proposal with this form that details how you plan to set-up your event (tents, generators, stages, tables, chairs, food and general merchandise vendors, amplified sound, restrooms, park names, street names, a compass, legend, etc.). If your organization is a non-profit, please attach an IRS 501(c) 3 determination letter. **This form must be submitted at least nine months prior to the proposed event date.** Upon receipt, you will receive a phone call from the HSR Special Events Office to discuss the Special Event permitting process and permit requirements. Submission of Special Event Inquiry Sheet is not a guarantee that your event can be permitted. Please do not promote your event until you've received confirmation that your event may proceed from the Special Events Office.

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