



Special Events Office

Office of the City Manager, 100 North Garfield S116, Pasadena, CA 91109 Tel. (626) 744-7216

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:

- | | | |
|--|--|--|
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> General Merchandise | <input type="checkbox"/> Recycling |
| <input type="checkbox"/> Amplified Sound | <input type="checkbox"/> Generator | <input type="checkbox"/> Restrooms |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Lane Closure | <input type="checkbox"/> Security |
| <input type="checkbox"/> Bouncer | <input type="checkbox"/> Lighting | <input type="checkbox"/> Sponsor Booths |
| <input type="checkbox"/> Car Display | <input type="checkbox"/> Media | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Dumpster | <input type="checkbox"/> No Parking Signs | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Fireworks | <input type="checkbox"/> Park Reservation | <input type="checkbox"/> Tents |
| <input type="checkbox"/> Food Sales | <input type="checkbox"/> Petting Zoo | <input type="checkbox"/> Valet/Shuttle Service |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Radio/TV Broadcast | <input type="checkbox"/> Vendor Booths |

Instructions:

Send the completed form to the Special Events Office via fax at (626) 396-7968. Please submit an event diagram with this form that shows 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 six weeks in advance of your event (nine months for large-scale events).** Upon receipt, you will receive a phone call from the 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!

PASADENA