

**APPLICATION FOR PERMIT to CONDUCT AN ACTIVITY  
IN THE PASADENA CITY HALL COURTYARD/ROTUNDA AREAS**

Please Complete Application and Return to:



*Please Print or Type*

**CITY OF PASADENA  
DEPARTMENT OF PUBLIC WORKS  
175 NORTH GARFIELD AVENUE  
P.O. BOX 7115  
PASADENA, CA 91109-7215  
ATTENTION: COURTYARD RESERVATIONS  
For Information Please Contact:  
(626) 744-4195 or  
pw-permits@cityofpasadena.net**

TODAY'S DATE: \_\_\_\_\_

**APPLICANT(S) INFORMATION:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

**CONTACT PERSON ON DAY OF EVENT:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Phone No.: \_\_\_\_\_ Cell Phone or Pager No.: \_\_\_\_\_

**EVENT INFORMATION:**

Date(s) of Activity: \_\_\_\_\_ Day of the Week: \_\_\_\_\_ Attendance: \_\_\_\_\_  
(Monday not available)

Type of Activity (Check one please):

- |                                                         |                                                            |
|---------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Wedding Ceremony Only          | <input type="checkbox"/> Fundraiser (Describe): _____      |
| <input type="checkbox"/> Wedding Reception Only         | <input type="checkbox"/> City Department (Describe): _____ |
| <input type="checkbox"/> Wedding Ceremony and Reception | <input type="checkbox"/> Please provide acct. #: _____     |
| <input type="checkbox"/> Other (Describe): _____        | <input type="checkbox"/> Non-Profit _____                  |

If funds are to be raised, estimate amount and state purpose for which they will be used:

\_\_\_\_\_

Set-up Date: \_\_\_\_\_

Time: \_\_\_\_\_  
(No earlier than 5:30 pm on Tues.-Fri.  
and no earlier than 8:00 am on Sat. & Sun.)

Actual Event Date: \_\_\_\_\_

Time: From: \_\_\_\_\_ To: \_\_\_\_\_  
(No later than 8:00 pm on Tues.-Thurs. & Sun.  
and no later than 9:00 pm on Fri. & Sat)

Removal Date: \_\_\_\_\_

Time: \_\_\_\_\_  
(No later than 10:00 pm on Tues. -Thurs. & Sun.  
and no later than 11:00pm on Fri. & Sat)

**ADDITIONAL EVENT INFORMATION:**

Will any of the streets surrounding City Hall need to be closed for your event?  Yes  No  
If "Yes," you MUST contact Special Events at (626) 744-7216.

Will you be serving alcohol?  Yes  No

If "Yes," please specify Date(s): \_\_\_\_\_ From: \_\_\_\_\_ AM/ PM - \_\_\_\_\_ AM/PM  
You MUST complete the Alcohol Checklist Form (See No. 8 in RULES AND REGULATIONS).  
The serving of alcohol shall end 1 HOUR prior to the end of the event.

Will you have Live Entertainment?  Yes  No (See No. 7 in RULES AND REGULATIONS)

If "Yes," please specify type: \_\_\_\_\_

Will you be having amplified sound (music and/or human voice)?  Yes  No

If "Yes," you MUST obtain an Amplified Equipment Permit from the City's License Division located at City Hall, Room NI06. An Event/Sound Monitor will monitor the noise level to ensure compliance with the Amplified Equipment Permit. **FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF THE AMPLIFIED EQUIPMENT PERMIT MAY RESULT IN THE DISCONNECTION OF AMPLIFIED EQUIPMENT AND/OR THE CEASING OF THE EVENT BY THE EVENT/SOUND MONITOR AND/OR THE PASADENA POLICE DEPARTMENT.** (See No.6 in RULES AND REGULATIONS).

Will you be using any space heaters?  Yes  No

If "Yes," you MUST contact the Pasadena Fire Department for a permit (See No. 9 in RULES AND REGULATIONS). No candles or open flames are allowed. You may use approved space heaters in certain areas.

Would you like the fountain on for your event?  Yes  No If so, From: \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM  
(Normal hours of operation of the fountain are 6:00 am — 6:00 pm on Monday through Friday. See No. 20 in RULES AND REGULATIONS).

Please specify which electrical boxes will be needed. (See No. 12 in RULES AND REGULATIONS and the attached plan of the Courtyard/Rotunda Area): \_\_\_\_\_

Other Information (please be specific): \_\_\_\_\_

**RULES AND REGULATIONS**

1. **Application Processing and Deposit:** The applicant is required to submit a completed application and a \$878.33 (FY19) deposit to reserve their event date, to ensure no damage to the facility and/or the landscape, cover additional staff time if needed, and to guarantee that the conditions of the permit are followed. **No reservations will be accepted earlier than nine (9) months before the event date; reservations will be accepted on a first come, first serve basis.** If more than one application with security deposit for the same event date is received on the same business day, Pasadena Residents will take precedence. The City reserves the right to determine which applicant is granted the requested dates. The availability of the facility can only be guaranteed upon the receipt of an application and deposit. **Processing time for a complete application is a minimum of 90 days in advance.** The deposit is subject to refund or additional billing. (Note: Processing of refund of any deposits may take up to 45 days from the date of the event.) \*\*\*City Hall Courtyard/Rotunda is not available for rental between November 15th and the first week of January due to the annual Holiday Moratorium. City's sponsored Special Events may take precedence over any private events; and the City reserves the right to reschedule any private reservations if there is a schedule conflict.

**CITY HALL COURTYARD/ROTUNDA AREAS RULES AND REGULATIONS:** (Continued)

2. **Rental Hours:** The Courtyard and/or Rotunda Area is available Tuesday through Thursday, 5:30 p.m. to 10:00 p.m.; on Friday, 5:30 p.m. to 11:00 p.m.; on Saturday, 8:00 a.m. to 11:00 p.m.; and on Sunday, 8:00 a.m. to 10:00 p.m. only. Setup for the events shall not begin prior to the time specified on the approved permit. Events shall end at a time, not later than 8:00 p.m. on Tuesday through Thursday, and Sunday; and not later than 9:00 p.m. on Friday and Saturday. Cleanup shall be completed by 10:00 p.m. on Tuesday through Thursday, and Sunday; and by 11:00 p.m. on Friday and Saturday. All items (tables, chairs, etc.) shall be removed from City Hall by the scheduled removal time. Failure to remove all items from City Hall by the scheduled removal time may result in additional fees which will be taken from the security deposit. **The maximum capacity is 250 people.**
3. **Fees and others - by the applicant:** Full payment of fees, any required auxiliary permits (amplified sound, and/or space heaters), and proof of insurance must be submitted by the applicant at least 30 days prior to the event. These additional permits are the responsibility of the applicant, and are handled by different departments. There will be a 4-hours minimum rental fee for wedding ceremony only; and 4-hours minimum of both rental and set up/clean up fees for wedding reception. See details on the fee schedule page.
4. **Restrooms:** Restrooms are required for all events after City Hall business hours. Two (2) security guards, obtained through the City's contract, shall be on the premises to insure no damage is done to City Hall and to control access to the building. The security guards will also be responsible for securing the event or for disturbance of the peace issues.
5. **Event/Sound Monitor:** The Event/Sound Monitor will arrive when the set-up begins according to the time specified on the permit and will remain until all equipment has been removed and the Courtyard and/or Rotunda has been restored to its original condition. The Event/Sound Monitor is also responsible for ensuring compliance with the City's Municipal Code, and the rules, regulations, and conditions of the permit.
6. **Amplified Sound:** If an Amplification Equipment Permit is required, please submit your completed application to the City's License Division, located in City Hall, Room NI06. This permit must be obtained at least 10 working days prior to your event. An Event/Sound monitor will monitor the noise level if sound amplification equipment is being used, unless otherwise determined by the City. Amplified sound equipment shall be placed only in the area west of the fountain facing west in the Courtyard or in the Rotunda area. **FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF THE AMPLIFIED EQUIPMENT PERMIT MAY RESULT IN THE DISCONNECTION OF AMPLIFIED EQUIPMENT AND/OR THE CEASING OF THE EVENT BY THE EVENT/SOUND MONITOR AND/OR THE PASADENA POLICE DEPARTMENT.**
7. **Noise Level:** Whether the sound is amplified or not, the applicant must adhere to all applicable sound requirements of the City of Pasadena's Noise Restrictions Ordinance.
8. **Alcoholic Beverages:** If alcoholic beverages are to be served, approval must be obtained from this office and serving of such beverages must end one hour before the event's scheduled completion time. A no-host bar on City Hall property is strictly prohibited. If alcohol is being served, at least one alcohol monitor will be required. The number of monitors will be determined by the City. In addition, the designated area of alcohol consumption must be secured with an approved barrier, have one entrance/exit to the area, and shall have "No Alcoholic Beverages beyond This Point" signs secured intermittently to the barrier. The barrier shall be, in its minimum, fencing, barricades, a ribbon and/or tape that is at least 3 inches in width, or other type of approved stationary visual barrier. **FAILURE TO COMPLY WITH THE RULES AND REGULATIONS OF THE ALCOHOL SERVICE PERMIT MAY RESULT IN THE DISCONTINUANCE OF ALCOHOL SERVICE AND/OR THE CEASING OF THE EVENT BY THE EVENT MONITOR AND/OR THE PASADENA POLICE DEPARTMENT.** (Note: Processing of an Alcohol Permit requires a minimum of 60 days.)

**CITY HALL COURTYARD/ROTUNDA AREAS RULES AND REGULATIONS:** (Continued)

9. **Space Heaters:** If space heaters are to be used, a permit must be obtained from the Pasadena Fire Department, located at the Permit Center, 175 N. Garfield Avenue, Lobby Window #5, Pasadena, (626) 744-7049. No candles or open flames are allowed. You may use approved space heaters in certain areas.
10. **Tables/Chairs:** The City does not provide tables, chairs or other equipment. Tables, chairs, and other apparatuses may not be set up on any portion of the courtyard area where flowers or other vegetation are located. The City does not provide storage and requires that all items and equipment be removed at the end of the event.
11. **Trees/Landscaping:** No items shall be attached to or hung on trees or placed within landscaped areas.
12. **Electrical Outlets/Extension Cords:** If electrical outlets will be used, the applicant shall indicate on the application and pay associated fees. Once electrical set-up has been approved, no changes shall be made without the approval of a City Electrician. Please refer to the City Hall map for locations of electric boxes. Only two electric boxes from options N2, N3, N4, S2, S3 and S4 are available for each event. Each electric box contains six electrical outlets. The total wattage per outlet, cannot exceed 2000 watts. Electrical extension cords are not provided but should be minimum 14 gauge wire size.
13. **Benches:** Benches located in the City Hall Courtyard shall not be removed.
14. Rice shall not be thrown on ANY part of the grounds. Birdseed is an acceptable substitute.
15. **Smoking:** City Hall is a non-smoking facility. No smoking is permitted within the building, courtyard, or grounds.
16. **Loading / Unloading:** **ALL LOADING AND UNLOADING SHALL TAKE PLACE AT THE CURB ON GARFIELD AVENUE.** TRUCKS, CARS OR OTHER VEHICLES ARE STRICTLY PROHIBITED FROM DRIVING AND/OR PARKING ON THE SIDEWALK. TO AVOID DAMAGE TO THE TILE FLOORS, IT IS RECOMMENDED THAT LARGE AND/OR HEAVY ITEMS BE PLACED ON RUBBER WHEELED CARTS AND/OR OTHER PROTECTIVE COVERING BE LAID OUT DURING LOADING AND UNLOADING.
17. **Parking:** The City does not provide reserved parking. For a list of surrounding parking facilities you may contact the parking office at [www.cityofpasadena.net/trans/parking/pkng\\_locs.asp](http://www.cityofpasadena.net/trans/parking/pkng_locs.asp) or (626) 744-6470. Valet parking may be available based on review and approval by the Department of Transportation and the Department of Public Works.
18. **Trash:** The applicant is responsible for removing all trash associated with the event. Two trash and recycle containers will be made available for use but it shall be the responsibility of the applicant to move the trash and recycle containers to Union Street at the conclusion of the event. The applicant shall be responsible for all cleaning supplies to restore the venue to its prior condition.
19. **Courtyard Lighting:** No items shall be attached to or hung on existing lamps and/or lighting.
20. **Fountain:** No items are allowed in the fountain at anytime. It is the responsibility of the permittee to keep all items and individuals out of the fountain during the permitted time frame. A fee will be charged for the use of the fountain during non-operating hours.

**CITY HALL COURTYARD/ROTUNDA AREAS RULES AND REGULATIONS:** (Continued)

21. **Courtyard Walkways and Public Venue:** At least one side of the courtyard walkway must be maintained for public access at all times. City Hall is a public structure, the areas outside of permitted boundaries are to remain accessible to the public. Due to the nature of the existing construction as a public venue, the area cannot be structurally locked up or enclosed. The applicant shall be responsible for the cost of two (2) security guards (fees per Services Contract) to ensure minimum disturbances to the permitted event. If the applicant requires a higher level of privacy and wishes for pay for additional staffing up to a maximum of two (2) Event Monitors and four (4) Security Guards, please indicate clearly on this application form, page 2, under "Other information", so that the City can make arrangements.
  
22. **Courtyard Condition and Weather:** The applicant is responsible for restoring the Courtyard and Rotunda area to the condition they were in prior to the event. The applicant shall be responsible for all cleaning supplies to restore the venue to its prior condition. The applicant, or a representative from the event, must remain until all equipment has been removed and the Courtyard and/or Rotunda have been restored to the condition they were in prior to the event. The applicant shall acknowledge that City Hall Courtyard is an outdoor facility and could be subject to inclement weather, which could potentially affect the conditions of the rental areas. No adjustment of fees will be made due to damages or unsatisfactory conditions caused by natural causes.
  
23. **Time Change:** Time changes to the event (i.e. set-up, clean-up, serving of alcohol, etc.) must be received at least 30 working days prior to the event.
  
24. **Insurance Requirements:** Prior to the issuance of a permit, the applicant must present to the City a liability insurance policy with minimal limits of \$1,000,000 combined single limits, with City of Pasadena, its City Council, Councilmembers, Commissioners, and employees endorsed as an additional insured, on a separate endorsement page. Insurance is available for purchase through the City's Broker or online at 2sparta.com. Please contact Liability Claims at (626) 744-6773. A waiver may be applied for under certain conditions.
  
25. **Indemnity:** **To the maximum extent permitted by the law, the applicant agrees to indemnify, hold harmless, release and defend (even if the allegations are false, fraudulent or groundless) and covenants not to sue the City, its City council and each member thereof, and its officers, employees, commission members and representatives, from any and all liability, loss, suits, claims, damages, costs, judgments and expenses (including attorney's fees and costs of litigation) which in whole or in part result from, or arise out of or are claimed to result from or arise out of: (a) any activity on or use of City's premises or facilities or any performance under their approved permit; or (b) any acts, errors or omissions (including, without limitation, professional negligence) of the applicant, its guests, employees, representatives, subcontractors, or agents in connection with their approved permit. This agreement to indemnify includes, but is not limited to, personal injury (including death at any time) and property or other damage sustained by any person or persons (including, but not limited to, the applicant and applicant's employees or agents, and members of the general public).**
  
26. **Permit:** Permittee must keep a copy of their approved permit, which includes this application, and have it available during their event.
  
27. **City Staff Responsibilities:** City staff is responsible for processing and facilitating the rental of the Courtyard. City staff is not trained or hired to perform event planning, event organizing, catering, or officiating any ceremony. All services associated with the event shall be managed by the applicant or their representative.

**CANCELLATION POLICY**

1. **Cancellation notice procedure**: Notice must be made in writing at least twenty (20) working days in advance of the reservation date to qualify for an 80% (partial) refund of the Security Deposit. Please provide a written request to the Department of Public Works Permit Counter, 175 N Garfield Ave, P.O. Box 7115, Pasadena, CA 91109-7215, or email to pw-permits@cityofpasadena.net. Notification date will be the postage stamped date or the email date.
  
2. Applicants failing to use their permits and/or failing to cancel permits twenty (20) working days prior to their event date will forfeit their entire Security Deposit.

\*\*\*\*\*

**With the following signature, I, the applicant, have read and agree to adhere to all the rules, regulations, and the cancellation policy listed above. I understand that City Hall Courtyard with its surrounding area is a public place. There is no guarantee that the venue will be exclusively used by the applicant(s). Applicant shall acknowledge that City Hall Courtyard is an outdoor facility and could be subject to inclement weather, which could potentially affect the conditions of the rental areas. No adjustment of fees will be made due to damages or unsatisfactory conditions caused by natural causes. City of Pasadena will exercise its rights to conduct additional events at its discretion.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

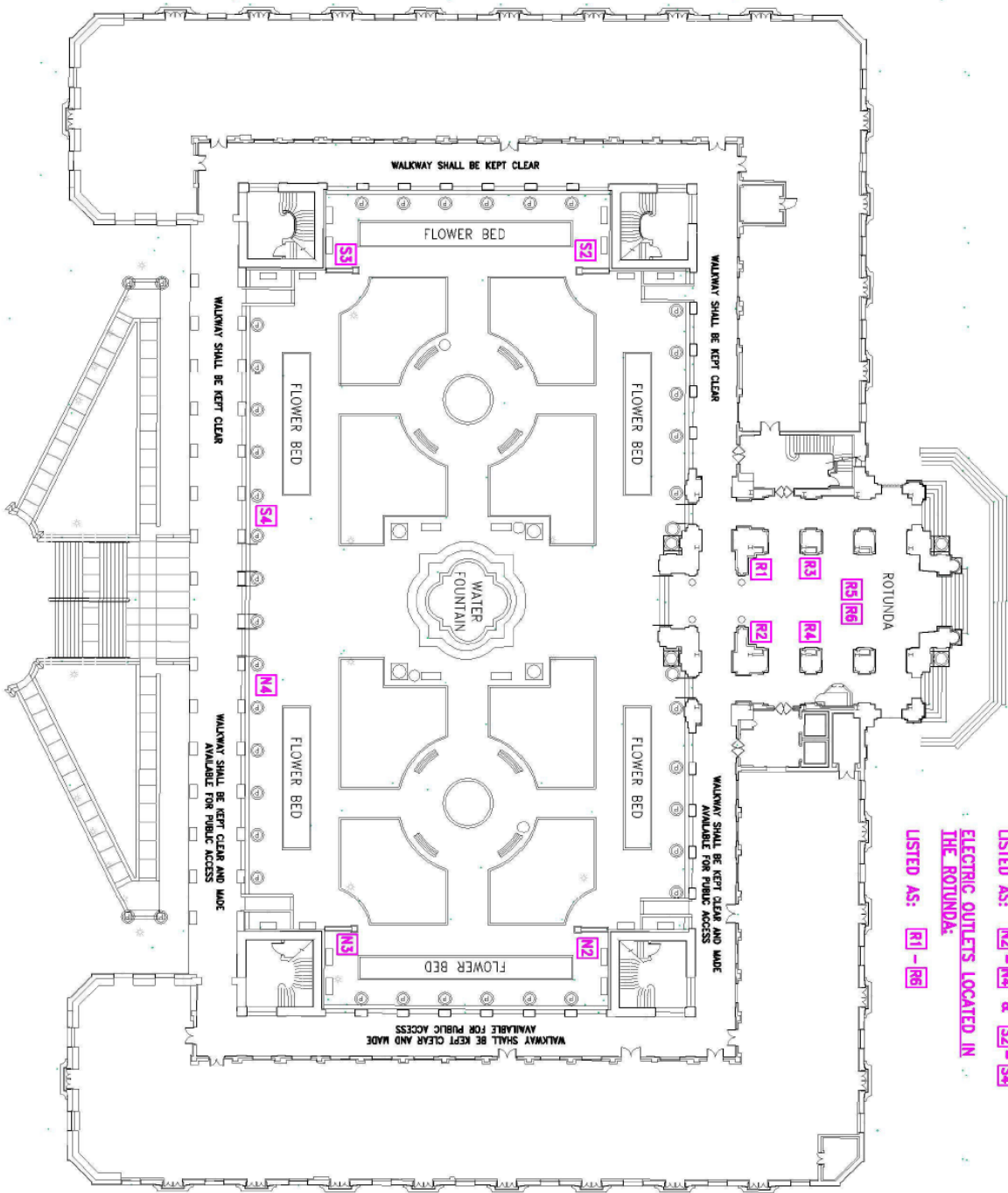
GARFIELD AVENUE

ELECTRIC BOXES LOCATED IN THE COURTYARD:

LISTED AS: N2 - N4 & S2 - S4

ELECTRIC OUTLETS LOCATED IN THE ROTUNDA:

LISTED AS: R1 - R8



EUCLID AVENUE

**PERMIT to CONDUCT AN ACTIVITY  
IN THE PASADENA CITY HALL COURTYARD/ROTUNDA AREAS  
SCHEDULE OF FEES – Effective 7/1/2018 through 6/30/2019**

	Pasadena Resident*/Group (Hourly Rates)	Non-Pasadena Resident/Group (Hourly Rates)
<b>City Hall Courtyard and Rotunda Rental (4 Hours Minimum)</b>		
City Sponsored or Co-Sponsored event	No Charge	No Charge
Non-Profit Group	\$347.80	\$523.46
Private Individual	\$347.80	\$699.14
Commercial Group	\$699.14	\$1061.01

**Set-up/Clean-up (Hourly Rates) - applicable to receptions**

City Sponsored or Co-Sponsored event	No Charge	No Charge
Non-Profit Group	\$146.35	\$220.13
Private Individual	\$146.35	\$220.13
Commercial Group	\$146.35	\$220.13

**Event/Sound Monitor** - Hourly Rate (Required from Set-up to Clean-up)      \$47.34 per hr.      Mandatory Fee

**Rest Rooms Clean-up and Restocking Fee**      \$241.45      Mandatory Fee

**Trash and Recycle Fees**      \$327.88      Mandatory Fee

**Two (2) Security Guards** - 4 Hour Minimum Each      by Contract      Mandatory Fee

**Electrician Fee** (if electrical outlets are requested)      \$135.82      flat fee

**Fountain Requests Beyond Normal Operation**      \$208.84      flat fee

Normal hours of operation are Monday-Friday from 6:00 am-6:00 pm

**Alcohol Permit** (Required when serving alcohol)      \$ 73.00      flat fee

**Alcohol Monitor** (per hour)      \$ 34.00      per hour

**Amplified Sound Permit**      No Charge

**Open Flame Permit** - Fire Department 199 S Los Robles Ave #550      626 744-7049

**Fire Department may require additional permit & fees based on the size and scope of the event.**

**Cleaning/Security Deposit** - Subject to Refund or Additional Billing  
(Payment of deposit is required to reserve a date)      \$878.33      Mandatory Fee

**\*To receive the resident rate, proof of residency is required in the form of a City of Pasadena utility bill in the name of the applicant. For weddings and/or wedding receptions, the bride and/or groom must be a City resident to receive the resident rate.**