



Inquiry Sheet

Applicant Information

Today's Date: _____

Organization / Company Information

Name: _____ 501(c)3: Yes No

Contact Information

Name: _____ Phone: _____ Cell: _____

Email: _____

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 _____

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 via email to prcsevents@cityofpasadena.net. Please submit an event proposal detailing the proposed event. **This form must be submitted at least six months prior to the proposed event date.** Upon receipt, you will receive a phone call from the PRCS 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!