PASADENA
PARKS · RECREATION · COMMUNITY SERVICES

PARK & FACILITY RESERVATION REQUEST FORM

Name of Applicant:		
Address:	**City:**	**Zip:**
Phone:	**Email:**	
Nonprofit Status: Yes ☐ No ☐ (Please attach written proof of Nonprofit Status: IRS 501(c) 3, Franchise Tax Board Letter or Charter)		
☐ **Business** ☐ **Organization** ☐**Individual** ☐ **City Department:** _____	**Main Contact:**	

RESERVATION DETAILS

EVENT DATE(S)	DAY(S) OF WEEK	ARRIVAL TIME	DEPARTURE TIME	TOTAL HOURS
	M T W T F S S	AM PM	AM PM	
	M T W T F S S	AM PM	AM PM	

Event Name/Description:

_____

Location:
Park/Facility:_____Area: _____

Approximate Attendance: _____

Open to the Public: Yes ☐ No ☐

Open Flame:
Will you have open flames? Yes ☐ No ☐ *If yes, additional required forms will be provided.*

What will your open flame usage be? (check all that apply)

☐ Grilling/BBQ ☐ Charcoal ☐ Deep Fryer ☐ Propane ☐ Gasoline ☐ Other: _____

Structures:
Will you have canopies or tents? Yes ☐ No ☐ *If yes, additional required forms will be provided.*
☐ 10' x 10' ☐ 20' x 20' ☐ Other Size:_____ Quantity: _____(Indicate size and location on layout)

Other:
Will you have generators? Yes ☐ No ☐ *If yes, additional required forms will be provided.*

FOOD, DRINK, & VENDORS

Will food be served? Yes ☐ No ☐ Will you have a caterer on site? Yes ☐ No ☐
Will you have a food truck? Yes ☐ No ☐

ALCOHOL (Only allowed at La Casita del Arroyo, Brookside Park, Central Park and Memorial Park)
Will your event have alcohol? Yes ☐ No ☐ *If yes, an alcohol permit will be required. Alcohol serving area is required on a layout plan. Additional fees will apply.*
For how long?_____
Will alcohol beverages be sold? Yes ☐ No ☐ *If yes, your event will be handled as a **Special Event** and additional fees will apply.*

ENTERTAINMENT

Will you have amplified sound? Yes ☐ No ☐ *If yes, additional required forms will be provided.*
If yes, check all that apply: Recorded ☐ Live ☐ Speech ☐
The City's Noise Ordinance requires that amplified sound only be conducted between the hours of 8:00 am- 10:00 pm. Monday- Saturday. On Sunday, amplified sound is only allowed for non-commercial purposes between the hours of 10:00 am- 10:00 pm.

ENTERTAINMENT CONTINUED

Is there a church, school, hospital, city or county building within 200 feet of your event? Yes ☐ No ☐

If a church, school, hospital, city or county building falls within 200 feet of your event, then you must obtain written consent acknowledging the use of amplified sound prior to your event.

Will you have inflatables/ jumpers/ moon bounce? Yes ☐ No ☐ How many?_____Size:_____

Will you have other types of entertainment? (i.e. clowns, face paintings, etc.) Yes ☐ No ☐

If yes, specify types: _____

Will you have live animals at your event other than domestic pets? Yes ☐ No ☐

CANCELLATION POLICY

Applicant must submit cancellation notice in writing at least thirty (30) calendar days in advance of reservation to receive a full refund and at least ten (10) calendar days to receive a refund minus a 20% administrative fee. E-mail your written notice to rsvdesk@cityofpasadena.net or mail to: Reservation Desk, 2575 Paloma St. Pasadena, CA 91107. Notification date will be the date written notification is received. Groups failing to use permits and/or failing to cancel permits ten (10) calendar days prior to their reservation date will forfeit all reservation fees paid. Fees for permits may only be refunded due to weather conditions or if City preempts use of the facility. The Parks Recreation & Community Services Department Reservation Desk must receive written request for such up to five (5) calendar days after the original permit date.

La Casita del Arroyo: Permit holder must submit any cancellation in writing prior to 90 calendar days to receive a refund. If the cancellation notice is sent 90 calendar days or less from the requested date, paid fees will be forfeited.

Initials: _____

APPLICATION REQUIREMENTS

PLEASE ALLOW 24-48 HOURS FOR ACKNOWLEDGEMENT. YOUR PERMIT IS NOT APPROVED UNTIL ALL REQUIREMENTS HAVE BEEN MET. Initials: _____

For questions, please call the Reservation Desk at (626) 744-7500 or email rsvdesk@cityofpasadena.net

PLEASE READ CAREFULLY BEFORE SIGNING

Applicant agrees to indemnify, hold harmless and defend (even if the allegations are false, fraudulent or groundless), to the maximum extent permitted by law, the City, it's 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 to arise out of (1) any activity on or use of City's premises or facilities pertaining to the activity; and/or (2) any acts, errors or omissions of Applicant, its employees, representatives, subcontractors, or agents in connection with the activity, except any such injuries out of the sole negligence of the City. The amount and type of insurance coverage obtained will in no way be construed as limiting the scope of indemnity in this paragraph. Proof of insurance must be provided before a park/facility permit can be issued. Failure to provide required insurance will result in cancellation of event and forfeiture of fees paid.

Permit fees are due upon reservation to secure the permit. Any reservation request made within 30 days of the event must be paid in full. Failure to pay the requisite facility use fees within 30 days will result in a reservation cancellation.

I certify that the information set forth within this application is complete, true and correct to the best of my knowledge and belief, and that I have received and will comply with the information set forth. I certify that the information on this application is true and complete to the best of my knowledge and belief. I am fully aware of and have reviewed the current rules and regulations governing the use of city facilities (Found at **https://www.cityofpasadena.net/parks-and-rec/reservation-rules-and-regulations/**) and will abide by them, and that failure to comply may result in immediate permit cancellation and loss of all fees. Information from your application is considered public information and may be used in developing a calendar of community events. Acceptance of your application should in no way be construed as final approval or confirmation of your request. The City of Pasadena reserves the right to refuse the application and it is revocable if deemed in the best interest of the City of Pasadena.

Applicant (Print Name)	Signature	Date
_____	_____	_____

Revised 11/20/2024