



CITY OF PASADENA - HUMAN SERVICES & RECREATION DEPARTMENT
RESERVATION REQUEST FORM (USE OF CITY PROPERTY)

~ FOR GENERAL AND SPECIAL EVENTS ~

A Reservation Request Form must be submitted no less than thirty (30) business days before an event. Reservations will not be made without a deposit and all applicable fees must be paid in full 15 business days before an event date.

► CITY FACILITY OR PARK AREA REQUESTED: _____

TYPE OF EVENT: _____

"CITY OF PASADENA" RESERVES THE RIGHT TO COMPLEX / FACILITY PRE-EMPTION FOR CITY EVENTS AND CITY CO-SPONSORED EVENTS

► PLEASE PROVIDE THE FOLLOWING INFORMATION:

CLIENT / COMPANY NAME: _____

ADDRESS: _____ CITY: _____ ZIP CODE: _____

DRIVERS LIC# & EXP: _____ PHONE: _____ FAX: _____

EMAIL: _____ PROFIT ORGANIZATION _____ PASADENA-BASED _____

NON-PROFIT ORGANIZATION _____ PASADENA-BASED _____
(Proof of Nonprofit Status Required)

SET-UP DATE(S) MONTH, DAY, YEAR	DAY OF WEEK	ARRIVAL TIME			DEPARTURE TIME	TOTAL # of HOURS
	M T W T F S S	AM			AM	
	M T W T F S S	PM			PM	
	M T W T F S S	AM			AM	
	M T W T F S S	PM			PM	
	M T W T F S S	AM			AM	
	M T W T F S S	PM			PM	

EVENT DATE(S) MONTH, DAY, YEAR	DAY OF WEEK	ARRIVAL TIME	EVENT BEGINS	EVENT ENDS	DEPARTURE TIME	TOTAL # of HOURS
	M T W T F S S	AM	AM	AM	AM	
	M T W T F S S	PM	PM	PM	PM	
	M T W T F S S	AM	AM	AM	AM	
	M T W T F S S	PM	PM	PM	PM	

► SUPPLEMENTAL EVENT INFORMATION

Estimated Attendance: Peak Hour* _____ Daily Total* _____ Estimated # of Cars Requiring Parking: _____

*If attendance exceeds # stated, additional fees may apply

- (1) Is this activity or event open to the public?.....☐ Yes ☐ No
(2) Will fees be collected from participants?.....☐ Yes ☐ No
(3) Amplified Recorded Music?.....☐ Yes ☐ No
If Yes, please specify hours: From _____ AM/PM to _____ AM/PM
(4) Amplified Live Music?.....☐ Yes ☐ No
If Yes, please specify hours: From _____ AM/PM to _____ AM/PM
(5) Are you Selling or Serving Food?.....☐ Yes ☐ No
(6) Are you Selling or Serving Alcohol?.....☐ Yes ☐ No
If Yes, please specify hours: From _____ AM/PM to _____ AM/PM
(7) Will you have Tents or Canopies?.....☐ Yes ☐ No
If Yes, please specify Number of Units _____ Size of Units _____

Note: Insurance is required for: (1) Groups of 100 or more; (2) Any group using Sports Fields; (3) Any event with Petting Zoos, Pony Rides or Live Animals (other than domestic pets); (4) Serving Alcohol; or (5) Using Heavy Equipment. Proof of Insurance must be received no less than 10 Business Days before the event. **Failure to provide required insurance will result in cancellation of event and forfeiture of fees paid.**

Other (specify: booths, moon bounce, fences, catering truck, etc): _____

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 THE RULES AND REGULATIONS GOVERNING THE USE OF CITY FACILITIES & AREAS AND WILL ABIDE BY THEM.

Signature

Date

****Signature of individual responsible for event hereby agrees TO BE IN ATTENDANCE OR THE ENTIRE TIME this reservation is in effect. Failure to comply with provision will result in permit cancellation and loss of all fees.**

City of Pasadena - HUMAN SERVICES & RECREATION DEPARTMENT

RULES AND REGULATIONS GOVERNING USE OF CITY RECREATION FACILITIES AND AREAS

1. City recreation facilities are available to all groups in the community for non-partisan and non-religious meetings and activities of recreational, cultural, civic, and educational nature.
2. Reservation permits are nontransferable to other groups or for other recreational facilities.
3. The responsible individual to whom the reservation was issued is required to notify the Park Reservations Desk in writing of any cancellation at least ten (10) business days in advance of reservation date, or forfeit all fees.
4. Failure to utilize any reservation date on confirmed permit without giving five (5) business days advance notice to the Park Reservations Desk may result in cancellation of future reservation privileges.
5. All Fire Department regulations, including the capacity of specific rooms, must be complied with at all times (capacity is posted in rooms).
6. No City property shall be altered or otherwise modified without written authority from the City of Pasadena.
7. The reservee/applicant assumes all liability for damage to or theft of City property by his/her group during the reservation time period.
8. Alcoholic beverages are prohibited in public facilities. Exception may be granted based upon additional procedure and policy stipulations by City.
9. The Park Reservations Desk does not issue permits for holidays. Park sites are available on a first come, first serve basis on these days.
10. The City of Pasadena will not assume any responsibility for security of exhibits, nor will it provide staff to attend to such exhibits.
11. Groups are requested to observe and help enforce the common rules concerning social behavior; for example, clean speech, respect for the personal and property rights of others, avoidance of unnecessary noise which might disturb other groups using the facility or citizens residing near the facility and related areas.
12. All rules and regulations not contained in this list, which are in the City Charter, must be adhered to. Copies of these rules and regulations in the Charter are available in the City Clerk's office.
13. Any groups or organizations which charge an admission/fee could be subject to a surcharge not to exceed twenty percent (20%) of the total gross receipts as directed by the City of Pasadena.
14. Patrons are reminded that it is illegal to park automobiles in the park, or block any driveway or entrance leading into or out of the facility or park. These driveways are used for emergency vehicles in case of accidents, fire, etc. Use approved parking areas only.
15. Park Reservations Desk staff and/or City-authorized staff are authorized to enter any room at any time in performance of duties.
16. Sale or raffle of merchandise or acceptances of donations or charges for admission are prohibited in facilities and grounds, unless the City has given specific approval.
17. Renewal of a reservation will be contingent upon care of property and equipment, and strict observance of all rules and regulations governing the use of said property and equipment.
18. No permit for the use of recreation centers and/or related areas and facilities shall be granted to any individual or group for any purpose, which would reflect in any way upon the citizens of or the United States because of their race, color, creed, national origin or ancestry.
19. Groups are required to vacate their reserved facilities on or before the time specified on the permit.
20. Smoking is allowed only in designated areas.
21. A refundable cleaning/damage deposit may be required for the use of certain facilities. The deposit will be refunded if the facilities are not damaged, are left in an orderly condition and all other regulations have been met.
22. City requires the user of any premises or facility described in Municipal Code Chapter 3.24 to indemnify or hold harmless the city, its officers, directors or employees of any loss, liability or damage arising out of, as the result of, or in connection with the use of the facility or premises, equipment or services to the city, its officers or employees, including all costs of defending any claim arising as a result thereof. See Pasadena Municipal Code section 3.24.00. Liability insurance may also be required in accordance with standards followed by City in such cases.

CANCELLATION POLICY

1. Cancellation notice procedure: Notice must be made in writing at least ten (10) business days in advance of reservation date to qualify for an 80% partial refund. Mail your written notice to Park Reservations Desk, 175 N. Garfield Ave., Pasadena, CA 91101 or fax to (626)744-6910. Notification date will be the date the Park Reservations Desk receives the written or fax notice.
2. Groups failing to use their permits and/or failing to cancel permits ten (10) business days prior to their reservation date will forfeit their entire reservation fee.
3. Permits may only be transferred or fully refunded with weather exceptions or City preemption. The Parks Reservation Desk must receive written request for such within five (5) business days after the original permit date.

I have read and agree to adhere to all the above conditions

APPLICANT SIGNATURE

DATE