

# Alverno Villa - Event Monitor Checklist

The below portion to be completed by the Event Monitor

**Event Information:**

Event Date: 9/20/2025

Time Music Stopped: 9:25 PM

Time Last Guest Left: 9:55 PM  
 VENDOR: 10:00 PM

Time Parking Lights Turned Off: 9:58 PM

Number of Parking Attendant: 1

**Event Monitor Information:**

RYAN CARTER  
 Event Monitor Name:

818 294 4381  
 Event Monitor Phone:

2:45 PM  
 Event Monitor Arrival Time:

10:00 PM  
 Event Monitor Departure Time:

Security Guard Name:  
DARRIN WELSON

# 626 364 5994

3:30 PM CEREMONY  
 8:30 PM BAR CLOSED

This portion to be completed by AHA personnel

Andrea Bertollini  
 AHA Personnel Name

Wedding  
 Event Type:

3:30 pm  
 Event scheduled start time:

9:30 pm  
 Event scheduled end time:

Gate Name: Wilton St.

Gate open time: 8 AM / 3 PM CLOSED

Gate Name: Mickellinda Ave

Gate open time: 8:30 am / 9:50 CLOSED

Gate Name: Highland

Gate open time: 9 AM

No. of rented events between these dates: 19  
January 1, 2025 and September 20, 2025

No. of rented events this month: 3

Number of guests: Approx 112



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**Any interaction with Alverno staff, security, or SMPD?**

Alverno staff?	Yes	<input checked="" type="radio"/> No
Name:		
Nature of Interaction:		
Noise Reading & Time:		
Remedy, if any:		

Sierra Madre Police Department?	Yes	<input checked="" type="radio"/> No
Name:		
Nature of Interaction:		
Noise Reading & Time:		
Remedy, if any:		

Alverno security?	Yes	<input checked="" type="radio"/> No
Name:		
Nature of Interaction:		
Noise Reading & Time:		
Remedy, if any:		

<b>Any interaction with the Public?</b>	Yes	<input checked="" type="radio"/> No
Name:		
Nature of Interaction:		
Noise Reading & Time:		
Remedy, if any:		

<b>Any interaction with the Public?</b>	Yes	<input checked="" type="radio"/> No
Name:		
Nature of Interaction:		
Noise Reading & Time:		
Remedy, if any:		

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Were the Conditional Use Permit #22-03 Conditions Satisfied?

<b>Section 1 – Frequency of Use / Level of Use</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If no, please provide details		

<b>Section 2 – Time of Use</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If no, please provide details		

<b>Section 3 – Noise</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If no, please provide details		

<b>Section 4 – Alcohol</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If no, please provide details		

<b>Section 5 – Traffic / Parking</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If no, please provide details		

<b>Section 6 – Vehicle Access</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If no, please provide details		

<b>Section 7 – Nighttime Lights</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If no, please provide details		

<b>Section 8 – Litter and Garbage</b>	<input checked="" type="radio"/> Yes	<input type="radio"/> No
If not please provide details		