

Alverno Heights Academy Event Monitor Compliance Form



City of Sierra Madre
232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
626.355.7135
www.cityofsierramadre.com

APPLICANT'S NAME [REDACTED]

IF ORGANIZED, PROVIDE CONTACT NAME

ADDRESS [REDACTED] CITY [REDACTED] STATE [REDACTED] ZIP CODE [REDACTED] PHONE [REDACTED]

EVENT MONITOR NAME EMMANUEL K. CASTILLO CELL PHONE APB 626-364-5994

LOCATION OF EVENT AAA - VILLA APB

DESCRIPTION OF EVENT
WEDDING APB

DATE OF EVENTS 11/4/23 APB OPENING AND CLOSING HOURS APB 3:30 PM - 10:30 PM APB

ESTIMATED ATTENDANCE 120 APB IS THERE SEATING? Yes No APB IF YES, TYPE OF SETTING BANQUET + ASSEMBLY APB

CHECK THOSE THAT APPLY.
 Recorded Music Live Music Violin Serving Food Alcohol APB
 Other
 Specify:

BUSINESS LICENSE N/A APB WILL ALCOHOL BEVERAGES BE SERVED? Yes No APB Please remember that the Sierra Madre Municipal Code does not allow the serving or selling of alcohol in public.

NAME(S) OF ADDITIONAL INSURED(S) REQUIRED ON FILE APB RELATIONSHIP TO INSURED

PRESENT OR PREVIOUS INSURANCE CARRIER ON FILE APB

LIMITS OF COVERAGE " " APB

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? N/A APB

IF SO, EXPLAIN

PREVIOUS LOSSES N/A APB

SECURITY AVAILABLE Events involving alcohol must have security present. TYPE SECURITY AT AAA APB NUMBER 2 APB

DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN? Yes No

Enclose a copy of security directions as separate attachment.

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)		USE METHODIST
AMBULANCE RESPONSE TIME	5-7 MINS ^{AB}	HOSPITAL DISTANCE
		5.2 MILES ^{AD}

EMERGENCY EVACUATION PLAN
 In case of catastrophic emergency, i.e., fire, earthquake, bomb threat, etc.
Plan must be attached to application for consideration of approval.

How are you notified of the emergency? How will the crowd be warned? How are exits marked and directions posted? How will the crowd be dispersed from facility, park, parking area, etc.? (Attach separate sheet)

[REDACTED] ^{AD} [REDACTED] ^{AD} [REDACTED] ^{AD} [REDACTED] ^{AD}

ETP POSTED

STREETS TO BE CLOSED (PLEASE ATTACH A MAP) N/A ^{AD}

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE? N/A ^{AD}

SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)

N/A ^{AD}

ATTACHMENTS

- Fee (or fee waiver request for eligible events)
- Insurance Certificate
- Security Plan
- Emergency Evacuation Plan
- Street Map (for street closures)
- Site/Event Map
- List of Specific Special Requests

I hereby certify that I have read and will abide by all rules and regulations of the City of Sierra Madre. As a duly authorized representative of the sponsoring organization, and on behalf of sponsoring organization, I agree to defend and to hold harmless the City of Sierra Madre, together with its officers and employees, against any and all liability or claim thereof, for any injury, death or property damage allegedly suffered by any person, including sponsoring organization, its agents or employees, due to, caused by, or arising out of, the acts or omissions of the sponsoring organization, its agents or employees, or the negligent acts or omission of the City of Sierra Madre, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted to sponsoring organization, its agents and employees.

SIGNATURE [Signature] ^{AB} DATE 11/4/23 ^{AD}

TITLE FACILITIES DIRECTOR ^{AB} PHONE NUMBER 626-920-9742

[Signature] ^{AD} 626-304-5994

SECURITAS ^{AD} SECURITAS
 CELL # ^{AD}

Event Monitor Checklist

ALL YELLOW THE GUARD FILLS IN THE INFO ^{ATB}



City of Sierra Madre
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Number of Guests (not to exceed 200)

o How many guests attended: _____

o Police Department Calls for Service, if yes, explain:

_____ *CHECK-IN / CHECK-OUT*

Any interaction with Alverno Staff and/or Security Guard?

o If Yes, explain: _____ *CHECK-IN*

Any interaction with the Sierra Madre Police Department?

o If Yes, explain: _____ *CHECK-IN / CHECK-OUT*

Any interaction with the Neighbors?

o If Yes, explain: _____ *NO*

Number of Guests: _____

Event Time Monitoring

o Event Start Time: _____ *2:30*

o Event End time: _____ *10:30*

Gate Entering and Exiting Times

o Gate Name: *Highland* ^{ATB} | *WILSON* ^{ATB} | *Mitchilliuda* ^{ATB}

o Gate Opening Time: *9:30 AM* ^{ATB} | *8:00 AM* ^{ATB} | *9:20 AM* ^{ATB}

o Gate Closing Time: *3:47 PM* ^{ATB} | *3:39 PM* ^{ATB} | _____

AB + GUARD ^{ATB} *Fills portion of this section*

o If Not, explain: YES

Litter and Garbage conditions satisfied pursuant to Section 8 of Conditional Use Permit No. 22-03

o If Not, explain: YES

STREET NAME	1 ST READING	2 ND READING	3 RD READING	4 TH READING	5 TH READING	6 TH READING
MICHILINDA AVE.	4:19 42.9 46.0 44.7 MUSIC ON	5:07 49.0 50.7 49.1 MUSIC ON	5:55 49.0 50.2 49.4 MUSIC ON	7:07 47.0 47.9 46.2 MUSIC ON	8:09 47.7 47.6 50.1 MUSIC ON	8:58 48.7 49.9 49.4 MUSIC ON
GRANDVIEW AVE.	4:28 47.4 51.1 49.2 MUSIC OFF	5:11 48.8 48.4 46.6 MUSIC OFF	5:59 40.9 47.1 47.7 MUSIC ON	7:10 44.5 44.4 45.6 MUSIC ON	8:13 46.1 44.5 44.0 MUSIC OFF	9:02 48.7 47.4 48.4 MUSIC ON
WILSON ST.	4:08-4:28 44.5 46.2 42.9 MUSIC ON	4:57 43.5 43.1 43.7 MUSIC OFF	5:44 42.6 43.6 44.1 MUSIC ON	6:57 44.6 44.5 42.6 MUSIC ON	8:00 42.8 44.0 45.1 MUSIC ON	8:49 48.9 51.7 53.4 MUSIC OFF
HIGHLAND AVE.	4:24 53.9 44.2 53.0 MUSIC OFF	5:02 46.3 48.0 49.9 MUSIC OFF	5:50 54.7 55.0 46.9 MUSIC ON	7:03 46.6 48.9 49.4 MUSIC ON	8:05 47.5 45.9 47.4 MUSIC OFF	8:54 48.7 50.4 50.0 MUSIC ON

Daily Site Report

ALVERNO HEIGHTS ACADEMY - Special Coverage

11/04/2023 08:08am PDT - 11/05/2023 08:08am PST



Time	Action	Details
03:37pm PDT 11/04/2023	#127023338 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Upon arrival security officer Emmanuel Castillo noticed vision device not working. Called securitas help and they fixed it. In the meantime I made contact with event coordinators and asked what time they wanted the highland gate closed. They told me at 3:50 PM. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
03:39pm PDT 11/04/2023	#127023439 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Andrea closed Wilson St. parking lot entrance. Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
03:46pm PDT 11/04/2023	#127023670 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Directed traffic from highland Avenue gate entrance towards the Wilson st parking lot. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
03:47pm PDT 11/04/2023	#127023707 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Had to close Highland gate entrance 6 minutes earlier because there was too many guests on the pathway. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
04:08pm PDT 11/04/2023	#127024505 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Wilson St. sound reading 44.5 46.2 42.9 There are violins playing.</p>

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to read 'E. Castillo', is written over the 'Officer Signature' label.

04:16pm PDT
11/04/2023

#127024801 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

The wedding has started and the violins have stopped playing and if I walk down to highland I would be interrupting the wedding. So I will only do Michillinda and grandview only for this round of sound readings.

- Security officer Emmanuel Castillo

Officer Signature



04:19pm PDT
11/04/2023

#127024918 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
42.9
46.0
44.7

The guests are cheering for the groom and bride. someone is speaking through a microphone.

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'E. Castillo'.

04:24pm PDT
11/04/2023

#127025057 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
53.9
44.2
53.0
Music is off and people are socializing.

Picture 1



Picture 2



Picture 3



Officer Signature

04:28pm PDT
11/04/2023

#127025204 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading
47.4
51.1
49.2
Music is off

Picture 1



Picture 2



Picture 3



Officer Signature

04:57pm PDT
11/04/2023

#127026177 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading

43.5

43.1

43.7

Music is off

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'C. H. ...'.

05:02pm PDT
11/04/2023

#127026452 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
46.3
48.0
49.9
Music is off

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'E. Castillo', is written on a white background.

05:07pm PDT
11/04/2023

#127026665 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
49.0
50.7
49.1
Guests are socializing outside the house.

Picture 1



Picture 2



Picture 3



Officer Signature

05:11pm PDT
11/04/2023

#127026810 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading
48.8
48.4
46.6
Music is off.

Picture 1



Picture 2



Picture 3



Officer Signature

05:44pm PDT
11/04/2023

#127027920 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading

42.6

43.6

44.1

Music is on.

Picture 1



Picture 2



Picture 3



Officer Signature

05:50pm PDT
11/04/2023

#127028113 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
54.7
55.0
46.9
Music is on.

Picture 1



Picture 2



Picture 3



Officer Signature

05:55pm PDT
11/04/2023

#127028280 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
49.0
50.2
49.4
Music is on.

Picture 1



Picture 2



Picture 3



Officer Signature

Handwritten signature in blue ink.

05:59pm PDT
11/04/2023

#127028410 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading
46.9
47.1
47.7
Music is on.

Picture 1



Picture 2



Picture 3



Officer Signature

06:17pm PDT
11/04/2023

#127029236 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Turned on Wilson parking lot lights.
- Security officer Emmanuel Castillo

Officer Signature

06:57pm PDT
11/04/2023

#127030605 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading
44.6
44.5
42.6
Music on.

Picture 1



Picture 2



Picture 3



Officer Signature

07:03pm PDT
11/04/2023

#127030906 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading

46.6

48.9

49.4

Music on

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'E. Castillo'.

07:07pm PDT
11/04/2023

#127031090 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
47.0
47.9
46.2
Music is on.

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to read 'C. Castillo'.

07:10pm PDT
11/04/2023

#127031228 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview ave sound reading
44.5
44.4
45.6
Music is on.

Picture 1



Picture 2



Picture 3



Officer Signature

Handwritten signature in blue ink.

08:00pm PDT
11/04/2023

#127033156 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading

42.8

44.0

45.1

Music on.

Picture 1



Picture 2



Picture 3



Officer Signature

08:05pm PDT
11/04/2023

#127033438 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
47.5
45.9
47.4
Music off

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to read 'E. Castillo', written over a white background.

08:09pm PDT
11/04/2023

#127033602 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
47.7
47.6
50.1
Music on.

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to read 'Emmanuel Castillo'.

08:13pm PDT
11/04/2023

#127033971 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading

46.1

44.5

44.6

Music off.

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'C. Castillo', written over a white background.

08:49pm PDT
11/04/2023

#127035125 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading
48.9
51.7
53.4
Music on.

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'C. Castillo'.

08:54pm PDT
11/04/2023

#127035330 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
48.7
50.4
50.0
Music on.

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to read "E. Castillo".

08:58pm PDT
11/04/2023

#127035526 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading

48.7

49.9

49.4

Music on.

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'C. J. [unclear]', written over a white background.

09:02pm PDT
11/04/2023

#127035741 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments
Grandview Ave sound reading
48.7
47.4
48.4
Music on.

Picture 1



Picture 2



Picture 3



		<p>Officer Signature</p> 
<p>09:25pm PDT 11/04/2023</p>	<p>#127036853 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	
		<p>Comments Told event coordinator that the music must be off at 9:30 as well as the alcohol. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
<p>09:36pm PDT 11/04/2023</p>	<p>#127037242 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	
		<p>Comments Music is off and guests are packing up. Current status directing traffic towards the Michillinda gate exit as instructed by Andrea. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
<p>10:08pm PDT 11/04/2023</p>	<p>#127038591 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	
		<p>Comments Escorted guests off the premises and informed everyone that if they couldn't pack up everything on time they can pick up tomorrow from 10:00 am - 1:00 pm. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 