

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 Wendy Selevitch

IF ORGANIZED, PROVIDE CONTACT NAME Danielle Jensen

ADDRESS N/A CITY STATE ZIP CODE PHONE

EVENT MONITOR NAME Justin Esquivel CELL PHONE 626-364-5994

LOCATION OF EVENT Villa

DESCRIPTION OF EVENT
Thank you & appreciation dinner

DATE OF EVENTS 1/21/23 OPENING AND CLOSING HOURS Event time 4:30 pm - 10 pm

ESTIMATED ATTENDANCE 175-200 IS THERE SEATING? Yes No IF YES, TYPE OF SETTING Barquet

CHECK THOSE THAT APPLY.
 Recorded Music Live Music Serving Food Alcohol
 Other
Specify: string quartet during cocktail hour

BUSINESS LICENSE N/A WILL ALCOHOL BEVERAGES BE SERVED Yes No
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 N/A RELATIONSHIP TO INSURED N/A

PRESENT OR PREVIOUS INSURANCE CARRIER N/A

LIMITS OF COVERAGE Maximum

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? NO

IF SO, EXPLAIN N/A

PREVIOUS LOSSES N/A

SECURITY AVAILABLE Events involving alcohol must have security present. TYPE Securitas NUMBER 3
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN? Yes No

Enclose a copy of security directions as separate attachment.

USC Arcadia Methodist

4.0 miles

MEDICAL FACILITIES BEING UTILIZED (First aid stations, ambulance on premises)

First Aid kits

AMBULANCE RESPONSE TIME

5-7 mins

HOSPITAL DISTANCE

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)

EPP MAPS POSTED ON SITE
EPP Plans on clip Board with Securitas

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

N/A

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

N/A

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

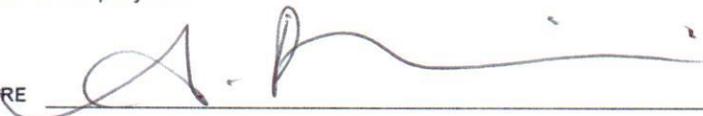
N/A

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



DATE

1-21-23

TITLE

FACILITIES DIRECTOR

PHONE NUMBER

626-
826-9742

Mt. Alverno High School, dba Alverno Heights Academy

Insurance Requirements for Vendors or Suppliers

Vendor or supplier shall procure and maintain for the duration of the contract or agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the products and materials supplied to **Mt. Alverno High School, dba Alverno Heights Academy**. The cost of the insurance shall be borne by the vendor/supplier.

Minimum Scope of Insurance:

Coverage shall be at least as broad as:

1. Commercial General Liability Coverage:

Insurance Services Office (occurrence for CG 0001)

Minimum Limits of Insurance: \$1,000,000 per occurrence for bodily injury, personal injury and property damage, and an aggregate limit of \$2,000,000

2. Automobile Liability

Insurance Services Office Automobile form CA 00001, covering Automobile Liability, Symbol 1 (any auto)

Minimum Limits of Insurance: \$1,000,000 per accident Bodily Injury and Property Damage

3. Worker's Compensation

Worker's Compensation insurance as required by California Law and Employer's Liability insurance

Minimum limits of insurance: \$1,000,000 per accident Bodily Injury and Property Damage

Other Insurance Provisions

The policy is to contain, or be endorsed to contain, the following provisions:

1. **Mt. Alverno High School, dba Alverno Heights Academy**, its officers and employees are to be covered as **additional insureds** as respects products, materials or services of the vendor/supplier.

2. The vendor/supplier's insurance coverage shall be primary insurance as respects **Mt. Alverno High School, dba Alverno Heights Academy**, its officers and employees. Any insurance or self-insurance maintained by **Mt. Alverno High School, dba Alverno Heights Academy**, its officers and employees shall be excess of the vendor/supplier's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice has been given to Alverno Heights Academy. Ten days of non-payment is acceptable.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A. M. Best's rating of no less than A VI.

Verification of Coverage

Vendor/supplier shall furnish **Mt. Alverno High School, dba Alverno Heights Academy** with original certificates and amendatory endorsements affecting the coverage required by this clause. An additional insured endorsement, Insurance Services Office form CG2026, or insurance company equivalent, shall be attached to the certificate of general liability insurance. All certificates and endorsements are to be received and approved by **Mt. Alverno High School, dba Alverno Heights Academy** before work commences.