

# Alverno Heights Academy Event Monitor Compliance Form



ATTACHMENT B

City of Sierra Madre

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

APPLICANT'S NAME AAA / Villa

IF ORGANIZED, PROVIDE CONTACT NAME  
[REDACTED]

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

EVENT MONITOR NAME EMMANUEL K GASTILLO event monitor call # CELL PHONE [REDACTED]

LOCATION OF EVENT AAA

DESCRIPTION OF EVENT  
wedding

DATE OF EVENTS 3/9/24 OPENING AND CLOSING HOURS 8AM - 1030 PM

ESTIMATED ATTENDANCE 100 IS THERE SEATING?  Yes  No IF YES, TYPE OF SETTING Assembly & Banquet

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

BUSINESS LICENSE ON FILE 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 SEE FILE COL RELATIONSHIP TO INSURED

PRESENT OR PREVIOUS INSURANCE CARRIER ON FILE

LIMITS OF COVERAGE ON FILE

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 2-AAA Rep - security NUMBER 2

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

Enclose a copy of security directions as separate attachment.



# Event Monitor Checklist



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

Date: 3/9/24 - AHA

Event Type: wedding - AHA

Number of Guests (not to exceed 200)  
o How many guests attended: 100  
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 / CHECK-OUT

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: 100

Event Time Monitoring  
o Event Start Time: 4-PM - 10:PM AHA  
o Event End time: 10:30 PM

Gate Entering and Exiting Times

o Gate Name:	<u>Wilson - AHA</u>	<u>McWhillerd</u>	<u>Highland</u>
o Gate Opening Time:	<u>7:00 AM AHA</u>	<u>8:AM AHA</u>	<u>8:AM AHA</u>
o Gate Closing Time:	<u>3:00 PM</u>		<u>4:30 PM</u>

Date: 3/9/24 - RTA  
 Event Type: wedding RTA

Street Name	1st Time and Reading	2nd Time and Reading	3rd Time and Reading	4th Time and Reading
Michillinda Ave.				
Grandview Ave.				
Wilson St.				
Highland Ave.				

Noise Readings:  Noise conditions satisfied pursuant to Section 3 of Conditional Use Permit No. 22-03

○ If Not, explain: yes

Alcohol conditions satisfied pursuant to Section 4 of Conditional Use Permit No. 22-03

○ If Not, explain: yes

Traffic and Parking conditions satisfied pursuant to Section 5 of Conditional Use Permit No. 22-03

○ If Not, explain: yes

~~BACK SIDE~~ →

Date: \_\_\_\_\_

Event Type: \_\_\_\_\_

Vehicle Access condition satisfied pursuant to Section 6 of Conditional Use Permit No. 22-03

○ If Not, explain: YES  
\_\_\_\_\_  
\_\_\_\_\_

Nighttime Lights conditions satisfied pursuant to Section 7 of Conditional Use Permit No. 22-03

○ If Not, explain: YES  
\_\_\_\_\_  
\_\_\_\_\_

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

○ If Not, explain: YES  
\_\_\_\_\_  
\_\_\_\_\_

STREET NAME	1ST READING	2ND READING	3RD READING	4TH READING	5TH READING
MATHILINDA AVE.	4:39 506	5:12 511	6:05 447	6:56 509	8:07 465
GRANDVIEW AVE.	4:41 500	5:19 498	6:07 483	7:01 495	8:09 484
WILSON ST.	4:00 498	5:06 462	5:55 489	6:47 465	8:01 464
HIGHLAND AVE.	4:34 496	5:09 492	6:02 549	6:52 495	8:05 562

# Daily Site Report

## ALVERNO HEIGHTS ACADEMY - Special Coverage

03/09/2024 08:03am PST - 03/10/2024 08:03am PDT



Time	Action	Details
02:37pm PST 03/09/2024	#134046566 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Spoke with event coordinator and contacted Sierra madre police department. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
03:20pm PST 03/09/2024	#134048168 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Event coordinator instructed me to close Highland gate at 4:30. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
03:21pm PST 03/09/2024	#134048195 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Helped direct traffic towards the Wilson parking lot. - security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
04:00pm PST 03/09/2024	#134049618 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Wilson St. sound reading 49.8</p>

Picture 1



Officer Signature

04:34pm PST  
03/09/2024

#134050953 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading  
49.6

Picture 1



Officer Signature

04:35pm PST  
03/09/2024

#134050985 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Closed Highland Ave gate at 4:30 as instructed by event coordinator.  
- Security officer Emmanuel Castillo

Officer Signature

04:39pm PST  
03/09/2024

#134051121 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda Ave sound reading  
50.6

**Picture 1**



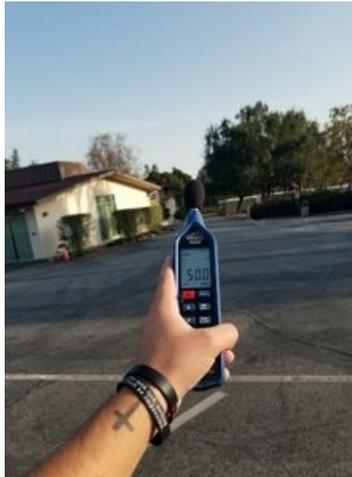
**Officer Signature**

04:41pm PST  
03/09/2024

#134051209 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Grandview Ave sound reading  
50.0

**Picture 1**



**Officer Signature**

05:06pm PST  
03/09/2024

#134052206 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Wilson St. sound reading  
46.2

**Picture 1**



**Officer Signature**

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

05:09pm PST  
03/09/2024

#134052346 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Highland Ave sound reading  
49.2

**Picture 1**



**Officer Signature**

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

05:12pm PST  
03/09/2024

#134052459 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda Ave sound reading  
51.1

Picture 1



Officer Signature

05:14pm PST  
03/09/2024

#134052524 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Event coordinator asked me to open highland Ave gate.  
- Security officer Emmanuel Castillo

Officer Signature

05:19pm PST  
03/09/2024

#134052711 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading  
49.8

Picture 1



Officer Signature

<p>05:43pm PST 03/09/2024</p>	<p>#134053553 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Closed Highland Ave gate at 5:40. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
<p>05:55pm PST 03/09/2024</p>	<p>#134053946 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Wilson St. sound reading 48.9</p> <p><b>Picture 1</b></p>  <p><b>Officer Signature</b></p> 
<p>06:02pm PST 03/09/2024</p>	<p>#134054296 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Highland Ave sound reading 54.9</p> <p><b>Picture 1</b></p> 

**Officer Signature**



06:05pm PST  
03/09/2024

**#134054433 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
44.7

**Picture 1**



**Officer Signature**



06:07pm PST  
03/09/2024

**#134054530 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
48.3

**Picture 1**



**Officer Signature**



<p>06:27pm PST 03/09/2024</p>	<p>#134055304 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Turned on Wilson St. parking lot lights. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
<p>06:32pm PST 03/09/2024</p>	<p>#134055472 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Turned on Security lights on both sides of house. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
<p>06:47pm PST 03/09/2024</p>	<p>#134056013 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Wilson St. sound reading 45.5</p> <p><b>Picture 1</b></p>  <p><b>Officer Signature</b></p> 
<p>06:52pm PST 03/09/2024</p>	<p>#134056178 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Highland Ave sound reading 49.5</p>

Picture 1



Officer Signature

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

06:56pm PST  
03/09/2024

#134056345 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
50.9

Picture 1



Officer Signature

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

07:01pm PST  
03/09/2024

#134056597 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
49.5

Picture 1



Officer Signature

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

08:01pm PST  
03/09/2024

#134059087 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading  
46.4

Picture 1



**Officer Signature**



08:05pm PST  
03/09/2024

**#134059289 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading  
56.2

**Picture 1**



**Officer Signature**



08:07pm PST  
03/09/2024

**#134059423 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
46.5

Picture 1



Officer Signature

08:09pm PST  
03/09/2024

#134059493 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments  
Grandview Ave sound reading  
48.4

Picture 1



Officer Signature

09:53pm PST  
03/09/2024

#134064082 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Directed traffic towards the Michillinda parking-lot exit.  
- Security officer Emmanuel Castillo

**Officer Signature**

