

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 CASTILLO CELL PHONE 626-364-5999

LOCATION OF EVENT AAA - Villa

DESCRIPTION OF EVENT
Wedding

DATE OF EVENTS 9/30/23 OPENING AND CLOSING HOURS 1pm - 10pm

ESTIMATED ATTENDANCE 90 IS THERE SEATING? Yes No IF YES, TYPE OF SETTING Barquest & Assembly

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 ON FILE RELATIONSHIP TO INSURED

PRESENT OR PREVIOUS INSURANCE CARRIER

LIMITS OF COVERAGE ON FILE

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE?

IF SO, EXPLAIN

PREVIOUS LOSSES

SECURITY AVAILABLE Events involving alcohol must have security present. TYPE Securitas + AAA NUMBER 2
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN? Yes No

Enclose a copy of security directions as separate attachment.

USE Methodist Arcadia

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

AMBULANCE RESPONSE TIME 5-7 mins

HOSPITAL DISTANCE 2.5 miles

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)

ON FILE

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

N/A

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

N/A

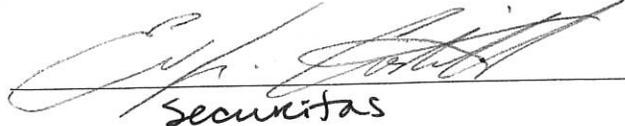
SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)

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 
Securititas

DATE 9/30/23

TITLE 
Facilities Director

PHONE NUMBER ~~626-9742~~
9/30/23 826-9742

Event Monitor Checklist



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

- Number of Guests (not to exceed 200)**
 - How many guests attended: 90
 - Police Department Calls for Service, if yes, explain:

- Any interaction with Alverno Staff and/or Security Guard?**
 - If Yes, explain: NO

- Any interaction with the Sierra Madre Police Department?**
 - If Yes, explain: CHECK-IN / CHECK-OUT
YES

- Any interaction with the Neighbors?**
 - If Yes, explain: NO

Number of Guests: _____

Event Time Monitoring

- Event Start Time: 3:15
- Event End time: 10:00

Gate Entering and Exiting Times

○ Gate Name: <u>Highland</u>	<u>Michalinder Grandview</u>
○ Gate Opening Time: <u>11 AM</u>	<u>11:30 AM</u>
○ Gate Closing Time: <u>3:30pm</u>	<u>10:31pm</u> <i>sm</i>

Wilson
8 AM
5 PM

Street Name	1 st Time and Reading	2 nd Time and Reading	3 rd Time and Reading	4 th Time and Reading
Michillinda Ave.	6:03 - 47.3 DCB	7:03 - 46.2 DCB	8:03 - 50.6 DCB	9:06 - 47.4 DCB
Grandview Ave.	6:06 - 45.4 DCB	7:06 - 46.0 DCB	8:06 - 44.9 DCB	9:09 - 46.8 DCB
Wilson St.	5:54 - 45.5 DCB	6:54 - 44.1 DCB	7:55 - 45.8 DCB	8:58 - 44.8 DCB
Highland Ave.	5:59 - 50.7 DCB	7:00 - 44.5 DCB	7:59 - 49.0 DCB	9:02 - 48.2 DCB

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 _____

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 _____

Daily Site Report

ALVERNO HEIGHTS ACADEMY - Special Coverage

09/30/2023 08:04am PDT - 10/01/2023 08:04am PDT



Time	Action	Details
02:36pm PDT 09/30/2023	#125039936 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Called Sierra madre police department and informed them that there would be a wedding taking place from 3:15 to 10:00 p.m. -security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
02:45pm PDT 09/30/2023	#125040238 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Andrea told me to ask event coordinator when to close highland gate. I asked what time they wanted the highland gate closed. Event coordinator instructed me to close around 3:30. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
02:47pm PDT 09/30/2023	#125040323 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Helped direct traffic to the Wilson st parking lot. - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
03:31pm PDT 09/30/2023	#125041888 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Closed highland ave gate at 3:30 - Security officer Emmanuel Castillo</p> <p>Officer Signature</p> 
05:54pm PDT 09/30/2023	#125047167 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p>Comments Wilson St. sound reading 45.5</p>

Picture 1



Officer Signature

05:59pm PDT
09/30/2023

#125047355 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
50.7

Picture 1



Officer Signature

06:03pm PDT
09/30/2023

#125047530 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
47.3

Picture 1



Officer Signature

06:06pm PDT
09/30/2023

#125047662 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments
Grandview Ave sound reading
45.4

Picture 1



Officer Signature

06:54pm PDT
09/30/2023

#125049412 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments
Wilson St. sound reading
44.1

Picture 1



Officer Signature

07:00pm PDT
09/30/2023

#125049683 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
44.5

Picture 1



Officer Signature

07:03pm PDT
09/30/2023

#125049890 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
46.2

Picture 1



Officer Signature

07:06pm PDT
09/30/2023

#125050048 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading
46.0

Picture 1



Officer Signature

07:55pm PDT
09/30/2023

#125052005 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. Sound reading
45.8

Picture 1



Officer Signature

07:59pm PDT
09/30/2023

#125052188 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
49.0

Picture 1



Officer Signature

08:03pm PDT
09/30/2023

#125052438 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
50.6

Picture 1



Officer Signature

08:06pm PDT
09/30/2023

#125052556 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading
44.9

Picture 1



Officer Signature

08:58pm PDT
09/30/2023

#125054640 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading
44.8

Picture 1



Officer Signature

09:02pm PDT
09/30/2023

#125054881 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading
48.2

Picture 1



Officer Signature

09:06pm PDT
09/30/2023

#125055088 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading
47.4

Picture 1



Officer Signature

A handwritten signature in blue ink, appearing to be 'E. Castillo', is written below the caption.

09:09pm PDT
09/30/2023

#125055208 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading
46.8

Picture 1



Officer Signature

A handwritten signature in blue ink, appearing to be 'E. Castillo', is written below the caption.

09:33pm PDT
09/30/2023

#125056129 *Activity Log Entry
Emmanuel Castillo
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Finished sound readings now directing traffic towards the Michillinda parking-lot exit.
- Security officer Emmanuel Castillo

Officer Signature

A handwritten signature in blue ink, appearing to be 'E. Castillo', is written below the caption.

