

# 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 626-364-5994

LOCATION OF EVENT AAA - Villa

DESCRIPTION OF EVENT  
Wedding

DATE OF EVENTS 10/14/23 OPENING AND CLOSING HOURS 12:00pm - 10:00pm

ESTIMATED ATTENDANCE 200 IS THERE SEATING?  Yes  No IF YES, TYPE OF SETTING Banquet & Assembly

CHECK THOSE THAT APPLY.  
 Recorded Music  Live Music  Serving Food  Alcohol  
 Other  
 Specify: IN-N-OUT TRUCK

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 N/A RELATIONSHIP TO INSURED N/A

PRESENT OR PREVIOUS INSURANCE CARRIER ON FILE

LIMITS OF COVERAGE ON FILE

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

IF SO, EXPLAIN

PREVIOUS LOSSES N/A

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.

USC Methodist  
Arcadia Hospital

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

AMBULANCE RESPONSE TIME 5-7 mins

HOSPITAL DISTANCE 4.8 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 A. Batini

DATE 10/14/23

TITLE FACILITIES Director

PHONE NUMBER 626-926-9742

Summitas

(626) 606-4745

phone #

# Event Monitor Checklist



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

Number of Guests (not to exceed 200)

○ How many guests attended: 100

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

YES, CHECK-IN / CHECK-OUT

Any interaction with Alverno Staff and/or Security Guard?

○ If Yes, explain: \_\_\_\_\_

NO

Any interaction with the Sierra Madre Police Department?

○ If Yes, explain: A NEIGHBOR MADE A NOISE COMPLAINT AND AN OFFICER STOPPED BY TO CHECK IF WE LOWERED THE MUSIC.

Any interaction with the Neighbors?

○ If Yes, explain: JANICE SAVOIE CALLED THE VISION DEVICE AND TOLD ME TO LOWER THE MUSIC. SHE THEN TOLD ME SHE WOULD CALL POLICE.

Number of Guests: \_\_\_\_\_

Event Time Monitoring

○ Event Start Time: 2:30 PM

○ Event End time: 10:30 PM

Gate Entering and Exiting Times

○ Gate Name: Michellinda | Wilson | Highland

○ Gate Opening Time: 11:15 AM | 8:00 AM | 11:20 AM

○ Gate Closing Time: 10:50 AM | 1:30 PM | 1:30 PM

○ 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

10/14/2023 08:05am PDT - 10/15/2023 08:05am PDT



Time	Action	Details
02:49pm PDT 10/14/2023	#125835344 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Security officer Emmanuel Castillo on site on time. The vision device was not charged. I was instructed by Andrea to stand by the house and make sure no one goes to the Wilson parking lot with alcohol. -security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
02:50pm PDT 10/14/2023	#125835384 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Contacted Sierra madre police department and informed them that their would be a wedding from 12:00 PM to 10:00pm. -security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
03:49pm PDT 10/14/2023	#125837474 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Mariachi band started playing so I was instructed by Andrea to perform a couple rounds of sound readings. - security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
03:49pm PDT 10/14/2023	#125837489 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Wilson St. sound reading 47.0</p>

Picture 1



Officer Signature

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

03:53pm PDT  
10/14/2023

#125837603 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading  
48.1

Picture 1



Officer Signature

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

03:57pm PDT  
10/14/2023

#125837748 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading  
51.7

Picture 1



Officer Signature

04:01pm PDT  
10/14/2023

#125837880 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading  
48.3

Picture 1



Officer Signature

05:59pm PDT  
10/14/2023

#125842121 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading  
49.9

Picture 1



Officer Signature

06:03pm PDT  
10/14/2023

#125842377 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading  
54.3

Picture 1



**Officer Signature**



06:07pm PDT  
10/14/2023

**#125842527 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
48.7

**Picture 1**



**Officer Signature**



06:10pm PDT  
10/14/2023

**#125842650 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
45.7

Picture 1



Officer Signature

06:37pm PDT  
10/14/2023

#125843624 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Janice savoie contacted me thru the vision device to tell me the music was too loud. I informed her that I would let the DJ know to lower the music and that i was doing hourly sound readings. She made it clear that she was upset and that she would be calling the police department.  
- Security officer Emmanuel Castillo

Officer Signature

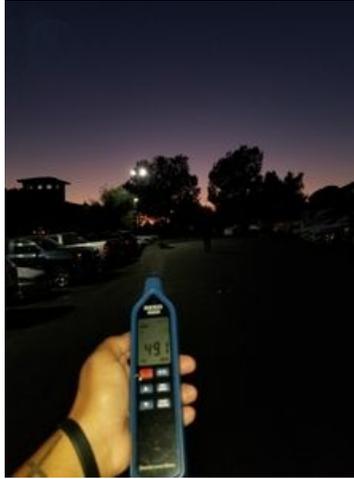
06:45pm PDT  
10/14/2023

#125843854 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading  
49.1

Picture 1



Officer Signature

06:52pm PDT  
10/14/2023

#125844158 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading  
65.6

Picture 1



Officer Signature

06:58pm PDT  
10/14/2023

#125844425 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading  
56.8

Picture 1



Officer Signature



07:03pm PDT  
10/14/2023

#125844696 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

A Sierra madre police officer stopped by the Academy to ask us to lower the music. He told me to lower it and to come back to highland for a second reading. I did and I asked him if the noise was lower. He replied it sounded much lower and asked what time I was off in case he needed to stop by again. I told him 10:30 was when the shift is over and everyone should be gone.  
-security officer Emmanuel Castillo

Officer Signature



07:06pm PDT  
10/14/2023

#125844867 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
48.9

Picture 1



**Officer Signature**



07:09pm PDT  
10/14/2023

#125844994 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
44.8

**Picture 1**



**Officer Signature**



07:57pm PDT  
10/14/2023

#125846801 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. sound reading  
47.4

**Picture 1**



**Officer Signature**



08:04pm PDT  
10/14/2023

**#125847209 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading  
56.7

**Picture 1**



**Officer Signature**



08:07pm PDT  
10/14/2023

**#125847376 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
52.7

**Picture 1**



**Officer Signature**



08:10pm PDT  
10/14/2023

#125847495 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
47.4

**Picture 1**



**Officer Signature**



08:54pm PDT  
10/14/2023

#125849276 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. sound reading  
47.8

Picture 1



Officer Signature

09:08pm PDT  
10/14/2023

#125849997 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments  
Highland Ave sound reading  
54.9

Picture 1



**Officer Signature**

09:11pm PDT  
10/14/2023

#125850167 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
51.6

**Picture 1**



**Officer Signature**

09:14pm PDT  
10/14/2023

#125850288 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
47.1

Picture 1



Officer Signature

09:19pm PDT  
10/14/2023

#125850506 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

2 police officers stopped by and spoke with me and Andrea. They asked if I could tell the DJ to lower the music. I did and one of the officers asked if a fire alarm went off. Andrea and I informed them that there wasn't. The officers left after I spoke with the DJ to lower the music.  
- Security officer Emmanuel Castillo

Officer Signature

09:42pm PDT  
10/14/2023

#125851384 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Andrea instructed me to direct traffic towards the Michillinda gate exit.  
- Security officer Emmanuel Castillo

Officer Signature