

Alverno Heights Academy Event Monitor Compliance Form

10:30 AM OFF premises



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 Hector Lopez CELL PHONE 626-364-5994

LOCATION OF EVENT Alverno - Villa

DESCRIPTION OF EVENT
Wedding
* Unfortunately Hector did not capture the DVR Report from the device.

DATE OF EVENTS 4/1/23 OPENING AND CLOSING HOURS 4-10 pm

ESTIMATED ATTENDANCE 120 IS THERE SEATING? Yes No IF YES, TYPE OF SETTING Banquet

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

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 ON FILE 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

PREVIOUS LOSSES NO

SECURITY AVAILABLE TYPE Securitas/AHA NUMBER 2
Events involving alcohol must have security present.

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)

Arcadia
USC - Methodist

AMBULANCE RESPONSE TIME

5-7 mins

HOSPITAL DISTANCE

2.7 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)

[Redacted lines]

EPP PLAN ON FILE

STREETS TO BE CLOSED (PLEASE ATTACH A MAP)

N/A

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

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

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

Hector Lopez

DATE

4/1/23

TITLE

Facilities Director

PHONE NUMBER

626-926-

Hector Lopez

Hector Lopez

9742
4/1/23



Event Monitor Checklist

Date: 4/1/23

Event Type: Wedding

Number of Guests (not to exceed 200)

○ How many guests attended: 120

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

Any interaction with Alverno Staff and/or Security Guard?

○ If Yes, explain: checked in with andrea to go over duties.

Any interaction with the Sierra Madre Police Department?

○ If Yes, explain: NO

Any interaction with the Neighbors?

○ If Yes, explain: NO

Number of Guests: 120

Event Time Monitoring

○ Event Start Time: 4:00 pm

○ Event End time: 10:00 pm

Gate Entering and Exiting Times

Gate Name:	Wilson	Michellinda	Highland
Gate Opening Time:	12pm	1215pm	1220pm
Gate Closing Time:	2:45pm		3:45pm

Street Name	1 st Time and Reading	2 nd Time and Reading	3 rd Time and Reading	4 th Time and Reading
Michillinda Ave.	0450 pm 48.5 dBA	0723 pm 55 DBA	0820 pm 50.1 DBA	0910 pm 51.4 DBA
Grandview Ave.	0450 pm 48.7 dBA	0716 pm 52.1 DBA	0815 pm 43.4 DBA	0905 pm 49.2 DBA
Wilson St.	0600 pm 42.5 DBA	0702 pm 41.7 DBA	0804 pm 52.2	0915 pm 51.1 DBA
Highland Ave.	0604 pm 51.1 DBA	0710 pm 52.2 DBA	0809 pm 53.4	0902 pm 53.7 DBA

Noise Readings:

Noise conditions satisfied pursuant to

Section 3 of Conditional Use Permit No. 22-03

o If Not, explain: yes

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

o If Not, explain: yes

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

o If Not, explain: yes

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

o If Not, explain: yes

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

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

5984

Marino

Handwritten notes: "Handwritten notes: 'Banquet' and other illegible text." Banquet

SEATING
 Yes No

TYPE OF SERVICE
Banquet

Serving Food

Alcohol

ON FILE

ON FILE

ON FILE

ON FILE

Daily Site Report

ALVERNO HEIGHTS ACADEMY - Special Coverage

04/01/2023 08:08am PDT - 04/02/2023 08:08am PDT



Time	Action	Details
03:13pm PDT 04/01/2023	#115076185 *Activity Log Entry Hector Lopez ALVERNO HEIGHTS ACADEMY - Special Coverage	Comments 1430 Officer Lopez is on duty. Met with andrea to discuss duties prior to ceremony. Posted at the villa intersection to direct guests to parking lots. 1545 Closed Highland gate. Heading up to the michillinda gate to direct traffic. 1630 Posted near the villa intersection to direct any traffic Officer Signature 