

P&P Special Event # (If applicable): _____

CITY OF PASADENA

APPLICATION FOR A PERMIT TO CONDUCT AN ACTIVITY WITHIN THE PUBLIC RIGHT-OF-WAY

EVENT INFORMATION

Type of Event:

RUN/WALK BIKE RACE PARADE STREET FAIR
NEIGHBORHOOD BLOCK PARTY NEIGHBORHOOD WATCH – POLICE
OTHER (be specific): _____

EVENT TITLE: _____

EVENT DATE(S): _____ TOTAL ANTICIPATED ATTENDANCE: _____
Month – Date(s) – Year Participants _____ Spectators _____

LOCATION - Choose one of the Approved Street Closure Drawings listed below. No alterations to the approved drawings will be accepted.

Centennial Square - Option "A" Centennial Square – Option "C"
Centennial Square - Option "B" Rose Bowl Street Closure
Other - Must Provide a Detailed Drawing if not using "Typical Street Closure" drawing.
Full Street Closure Lane Closure Sidewalk Occupancy

Street Name: _____ From: _____ To: _____
(street name) (street name)

Staging Area (If different from above – typically for parades, runs, or walks):

Street Name: _____ From: _____ To: _____
(street name) (street name)

Disbanding Area (If different from above – typically for parades, runs, or walks):

Street Name: _____ From: _____ To: _____
(street name) (street name)

ACTUAL Event Hours: _____ AM/PM - _____ AM/PM

Barricade SET-UP Date: _____ Start Time: _____ AM/PM

Barricade BREAK-DOWN Date: _____ Completion Time: _____ AM/PM

Barricades to be delivered/picked up by City Staff ? OR, by applicant?
(If by City Staff, the application is subject to a flat fee of \$443.52 - FY17 City's General Fee Schedule)

IS VALET PARKING BEING PROPOSED? YES NO
If "YES", please submit Valet Sponsor's Permit Application.

APPLICANT INFORMATION

NON-PROFIT (Attach IRS 501C)

APPLICANT: _____

ADDRESS: _____
STREET, CITY, STATE, ZIP CODE

CONTACT PERSON: _____

Daytime Phone: (_____) _____ Evening Phone: (_____) _____ FAX #: (_____) _____

Contact Person "On Site" Day of Event: _____ Pager/Cellular #: _____

Application must be submitted to the Department of Public Works at 175 North Garfield Avenue; or faxed to 626-396-8999; or emailed to pw-permits@cityofpasadena.net, at least thirty (30) working days prior to the date of the event or the date proposed to begin advertising the event. Please call 626-744-4195 if there are any questions.