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 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.