

# 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 [REDACTED]

ADDRESS [REDACTED] CITY [REDACTED] STATE [REDACTED] ZIP CODE [REDACTED] PHONE [REDACTED]

EVENT MONITOR NAME EMMANUEL K. CASTILLO CELL PHONE 1024-304-5904

LOCATION OF EVENT Alverno - Villa AVA

DESCRIPTION OF EVENT  
Wedding AVA

DATE OF EVENTS 4/27/24 OPENING AND CLOSING HOURS 12pm 1030pm AVA

ESTIMATED ATTENDANCE [REDACTED] IS THERE SEATING?  Yes  No IF YES, TYPE OF SETTING [REDACTED]

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 N/A RELATIONSHIP TO INSURED

PRESENT OR PREVIOUS INSURANCE CARRIER ON FILE

LIMITS OF COVERAGE N/A

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? NO

IF SO, EXPLAIN N/A

PREVIOUS LOSSES N/A

SECURITY AVAILABLE Events involving alcohol must have security present. TYPE Security + AVA NUMBER 2

DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?  Yes  No

Enclose a copy of security directions as separate attachment.

USC

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

Andrea Methodist

AMBULANCE RESPONSE TIME: 3-5 mins

HOSPITAL DISTANCE:

**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)

*Book 3 of 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 granted to sponsoring organization, its agents and employees.

SIGNATURE: *Andrea Bellini*

TITLE: *Marketing Director*

DATE: *4/27/24*

PHONE NUMBER: *4/27/24*

*Securities*

*EMANUEL CASTILLO*

*please print*

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: 70

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

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: CHECK-IN / CHECK-OUT

Any interaction with the Neighbors?

○ If Yes, explain: NO

*AAA*  Number of Guests: 70

Event Time Monitoring

*AAA* ○ Event Start Time: 4pm

○ Event End time: 10pm

Gate Entering and Exiting Times

*AAA* ○ Gate Name: Wilson | Highland | Michitlinda

○ Gate Opening Time: 12pm | 12pm | 1130pm

○ Gate Closing Time: 3pm | 3:45pm | 1100pm AB

Street Name	1st Time and Reading	2nd Time and Reading	3rd Time and Reading	4th Time and Reading
Michillinda Ave.	48.5   49.2   46.9	49.8   50.6   49.1	54.6   50.7   48.6	47.7   50.3   48.4
Grandview Ave.	47.4   46.0   45.5	56.3   55.2   54.9	46.6   50.4   54.7	48.1   54.1   50.1
Wilson St.	46.5   46.3   46.8	46.0   47.4   49.3	46.6   47.4   48.5	45.9   49.0   49.3
Highland Ave.	51.7   52.7   48.7	51.9   50.9   51.5	51.4   55.0   52.2	49.1   55.7   46.8

Noise Readings:

Noise conditions satisfied pursuant to

Section 3 of Conditional Use Permit No. 22-03

○ If Not, explain:

Alcohol conditions satisfied pursuant to Section 4 of

Conditional Use Permit No. 22-03

○ If Not, explain:

Traffic and Parking conditions satisfied pursuant to Section 5

of Conditional Use Permit No. 22-03

○ If Not, explain:

Vehicle Access condition satisfied pursuant to Section 6 of

Conditional Use Permit No. 22-03

○ If Not, explain:

Nighttime Lights conditions satisfied pursuant to Section 7 of

Conditional Use Permit No. 22-03

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8:48-8:58  
7:57-8:08  
C:53-7:04  
C:03-6:13

○ 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

04/27/2024 08:01am PDT - 04/28/2024 08:01am PDT



Time	Action	Details
06:00pm PDT 04/27/2024	#136911125 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Officer Emmanuel Castillo arrived at 6:00 PM and immediately started the 1st round of sound readings. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
06:03pm PDT 04/27/2024	#136911278 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Wilson St. sound reading 46.5 46.3 46.8</p> <p><b>Picture 1</b></p> 

Picture 2



Picture 3



Officer Signature

06:07pm PDT  
04/27/2024

#136911457 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading  
51.7  
52.7  
48.7

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'E. Hill'.

06:11pm PDT  
04/27/2024

#136911596 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda Ave sound reading  
48.5  
49.2  
46.9

**Picture 1**



**Picture 2**



**Picture 3**



**Officer Signature**

06:13pm PDT  
04/27/2024

#136911670 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
47.4  
46.0  
45.5

**Picture 1**



Picture 2



Picture 3



Officer Signature

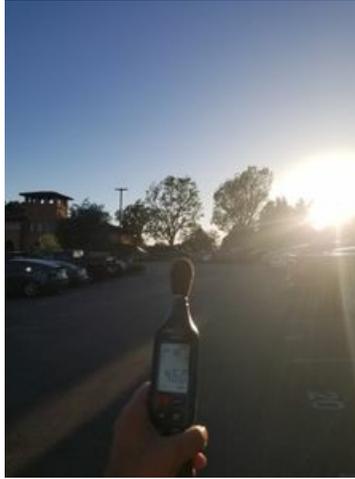
06:53pm PDT  
04/27/2024

#136913161 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. sound reading  
46.0  
47.4  
49.3

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'E. J. Smith', is written below the 'Officer Signature' label.

06:57pm PDT  
04/27/2024

#136913333 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Highland Ave sound reading  
51.9  
50.9  
51.5

**Picture 1**



**Picture 2**



**Picture 3**



**Officer Signature**



07:00pm PDT  
04/27/2024

**#136913503 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
49.8  
50.6  
49.1

**Picture 1**



**Picture 2**



**Picture 3**



**Officer Signature**

07:04pm PDT  
04/27/2024

#136913679 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading

56.3

55.2

54.9

Sound reading on grandview are louder than usual because a neighbor has a band playing music. Not on premises.

**Picture 1**



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'E. Castillo'.

07:57pm PDT  
04/27/2024

#136915599 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. sound reading  
46.6  
47.4  
48.5

Picture 1



Picture 2



Picture 3



Officer Signature

08:03pm PDT  
04/27/2024

#136915905 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading  
51.4  
55.0  
52.2

Picture 1



Picture 2



Picture 3



Officer Signature

08:06pm PDT  
04/27/2024

#136916054 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
54.6  
50.7  
48.6

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'Emmanuel Castillo'.

08:08pm PDT  
04/27/2024

#136916160 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading

46.6

50.4

54.7

**Picture 1**



**Picture 2**



Picture 3



Officer Signature

08:20pm PDT  
04/27/2024

#136916720 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Turned on Wilson St. parking lot lights and Security lights around party premises.  
- Security officer Emmanuel Castillo

Officer Signature

08:48pm PDT  
04/27/2024

#136917940 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading  
45.9  
49.0  
49.3

Picture 1



Picture 2



Picture 3



**Officer Signature**



08:53pm PDT  
04/27/2024

**#136918153 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading  
49.1  
55.7  
46.8

**Picture 1**



**Picture 2**



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'E. Castillo'.

08:56pm PDT  
04/27/2024

#136918309 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
47.7  
50.3  
48.4

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'E. Castillo'.

08:58pm PDT  
04/27/2024

#136918431 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
48.1  
54.1  
50.1

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to read "Emmanuel Castillo".

09:11pm PDT  
04/27/2024

#136919130 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Reminded event coordinator that at 9:30 PM music must be turned off and alcohol can't be served anymore.  
- Security officer Emmanuel Castillo

**Officer Signature**



09:18pm PDT  
04/27/2024

**#136919429 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Started directing traffic towards Michillinda ave exit.  
- Security officer Emmanuel Castillo

**Officer Signature**

