

# Alverno Heights Academy



City of Sierra Madre

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

626.355.7135

www.cityofsierramadre.com

## Sunday Event Application Form

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 10/28/23 OPENING AND CLOSING HOURS 3PM - 10:30 PM

ESTIMATED ATTENDANCE 97 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:

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 ON FILE RELATIONSHIP TO INSURED N/A

PRESENT OR PREVIOUS INSURANCE CARRIER ON FILE

LIMITS OF COVERAGE

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 SECURITAS + AAA NUMBER 1

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

Enclose a copy of security directions as separate attachment.

VSC ARCADIA METHODIST

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

AMBULANCE RESPONSE TIME 5-7 MINS

HOSPITAL DISTANCE 5.2 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)

EPP POSTED

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

*[Handwritten Signature]*

DATE

10/28/23

TITLE

FACILITIES DIRECTOR

PHONE NUMBER

626-826-

AB

9742

626-304-5994

*[Handwritten Signature]*  
SECURITAS

~~XXXXXXXXXX~~

SECURITAS  
CELL #

# Event Monitor Checklist

All yellow Guard fills in



City of Sierra Madre  
232 W. Sierra Madre Blvd.  
Sierra Madre, CA 91024  
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Number of Guests (not to exceed 200)

o How many guests attended: 95

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

YES, CHECK-IN / CHECK-OUT

Any interaction with Alverno Staff and/or Security Guard?

o If Yes, explain: \_\_\_\_\_

NO

Any interaction with the Sierra Madre Police Department?

o If Yes, explain: YES - CHECK-IN / CHECK-OUT

Any interaction with the Neighbors?

o If Yes, explain: \_\_\_\_\_

NO

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

Event Time Monitoring AAA FILLING OUT APZ

o Event Start Time: 3PM

o Event End time: 10:30 PM

Gate Entering and Exiting Times AAA FILLS SOME OF THIS AREA

o Gate Name: WILSON | HIGHLAND | NICHILLINDA

o Gate Opening Time: 10AM | 12PM | 9AM For Cleaners @ school

o Gate Closing Time: \_\_\_\_\_

○ If Not, explain: YES

\_\_\_\_\_

\_\_\_\_\_



Litter and Garbage conditions satisfied pursuant to Section 8 of Conditional Use Permit No. 22-03

○ If Not, explain: YES

\_\_\_\_\_

\_\_\_\_\_

MICHELLINDA AVE				
↙	8:10 -	9:11 -	9:37 -	
	56.2	48.2	46.5	
	53.0	47.1	50.6	
	51.0	49.6	51.6	
	51.8	49.7	49.5	
GRANDVIEW AVE.				
↙	8:14 -	9:15 -	9:42 -	
	46.9	46.1	46.3	
	46.2	46.1	47.0	
	46.9	44.7	45.4	
	47.7	44.9	45.2	
WILSON ST.				
↙	7:56 -	9:02 -	9:28 -	
	50.6	48.6	46.5	
	47.8	49.4	47.3	
	49.1	47.8	47.3	
	48.7	48.3	47.1	
HIGHLAND AVE				
↙	<del>8:02</del> 8:02 -	9:07 -	9:33 -	
	<del>57.6</del> 57.6	52.0	45.0	
	<del>58.6</del> 58.6	58.0	43.8	
	<del>58.7</del> 58.7	55.7	44.8	
	<del>58.6</del> 58.6	57.6	45.0	

# Daily Site Report

## ALVERNO HEIGHTS ACADEMY - Special Coverage

10/28/2023 08:02am PDT - 10/29/2023 08:02am PDT



Time	Action	Details
02:41pm PDT 10/28/2023	#126627098 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Contacted wedding coordinator and let them know the Highland Ave gate entrance was closing at 4 pm as specified by Andrea. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
03:06pm PDT 10/28/2023	#126628004 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Directed traffic towards the Wilson st parking lot. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
03:36pm PDT 10/28/2023	#126629088 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Andrea closed Wilson St. parking lot gate. - security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
04:02pm PDT 10/28/2023	#126630020 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Closed highland Ave gate entrance. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
04:59pm PDT 10/28/2023	#126631999 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Wilson St. sound reading 43.5</p>

Picture 1



Officer Signature

05:03pm PDT  
10/28/2023

#126632208 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading  
47.6

Picture 1



Officer Signature

05:07pm PDT  
10/28/2023

#126632341 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda Ave sound reading  
48.6

**Picture 1**



**Officer Signature**

05:11pm PDT  
10/28/2023

#126632489 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Grandview ave sound reading  
47.4

**Picture 1**



**Officer Signature**

05:55pm PDT  
10/28/2023

#126633948 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Wilson St. sound reading  
44.9

**Picture 1**



**Officer Signature**

A handwritten signature in blue ink, appearing to be 'C. Castillo', written over a white background.

06:00pm PDT  
10/28/2023

#126634129 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Highland Ave sound reading  
47.5

**Picture 1**



**Officer Signature**

A handwritten signature in blue ink, appearing to be 'C. Castillo', written over a white background.

06:03pm PDT  
10/28/2023

#126634313 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda Ave sound reading  
44.7

Picture 1



Officer Signature

06:06pm PDT  
10/28/2023

#126634440 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading  
45.1

Picture 1



Officer Signature

06:53pm PDT  
10/28/2023

#126636180 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading  
45.1

Picture 1



Officer Signature

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

06:58pm PDT  
10/28/2023

#126636389 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading  
56.1

Picture 1



Officer Signature

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

07:02pm PDT  
10/28/2023

#126636565 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading  
49.4

Picture 1



Officer Signature

07:04pm PDT  
10/28/2023

#126636684 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading  
44.8

Picture 1



Officer Signature

07:35pm PDT  
10/28/2023

#126637980 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading  
48.0  
46.9  
47.2

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'C. Castillo', is written below the 'Officer Signature' label.

**Comments**

Highland Ave sound reading

56.6

57.0

57.0

55.4

**Picture 1**



**Picture 2**



Picture 3



Picture 4



Officer Signature

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

07:46pm PDT  
10/28/2023

#126638321 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
48.6  
49.9  
48.4  
49.3

**Picture 1**



**Picture 2**



**Picture 3**



Picture 4



Officer Signature

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

07:51pm PDT  
10/28/2023

#126638476 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading  
45.8  
46.0  
49.1  
44.0

Picture 1



Picture 2



Picture 3



Picture 4



Officer Signature

A handwritten signature in blue ink, appearing to be "E. Castillo", written over a white background.

07:56pm PDT  
10/28/2023

#126638676 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. sound reading  
50.6  
47.8  
49.1  
48.7

Picture 1



Picture 2



Picture 3



Picture 4



Officer Signature

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

08:02pm PDT  
10/28/2023

#126639001 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading

57.6

58.6

58.7

58.6

**Picture 1**



**Picture 2**



**Picture 3**



Picture 4



Officer Signature

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

08:10pm PDT  
10/28/2023

#126639400 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
56.2  
53.0  
51.0  
51.8

Picture 1



Picture 2



Picture 3



Picture 4



**Officer Signature**



08:14pm PDT  
10/28/2023

#126639588 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
46.9  
46.2  
46.9  
47.7

**Picture 1**



**Picture 2**



Picture 3



Picture 4



Officer Signature

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

09:02pm PDT  
10/28/2023

#126641653 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. sound reading  
48.6  
49.4  
47.8  
48.3

Picture 1



Picture 2



Picture 3



Picture 4



Officer Signature

A handwritten signature in blue ink, appearing to read 'C. Castillo', is written below the 'Officer Signature' label.

09:07pm PDT  
10/28/2023

#126641942 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading  
52.0  
58.0  
55.7  
57.6

Picture 1



Picture 2



Picture 3



Picture 4



Officer Signature

A handwritten signature in blue ink, appearing to read "C. J. [unclear]".

09:11pm PDT  
10/28/2023

#126642125 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
48.2  
47.1  
49.6  
49.7

**Picture 1**



**Picture 2**



**Picture 3**



Picture 4



Officer Signature

A handwritten signature in blue ink, appearing to be "E. Castillo", written over a white background.

09:15pm PDT  
10/28/2023

#126642294 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading  
46.1  
46.1  
44.7  
44.9

Picture 1



Picture 2



Picture 3



Picture 4



**Officer Signature**



09:28pm PDT  
10/28/2023

**#126642746 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. sound reading  
46.5  
47.3  
47.3  
47.1

**Picture 1**



**Picture 2**



Picture 3



Picture 4



Officer Signature

09:33pm PDT  
10/28/2023

#126642972 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading  
45.0  
43.8  
44.8  
45.0

Picture 1



Picture 2



Picture 3



Picture 4



Officer Signature

A handwritten signature in blue ink, appearing to be "Emmanuel Castillo", is written below the "Officer Signature" label.

09:37pm PDT  
10/28/2023

#126643122 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading  
46.5  
50.6  
51.6  
49.5

Picture 1



Picture 2



Picture 3



Picture 4



Officer Signature

09:42pm PDT  
10/28/2023

#126643301 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading

46.3

47.6

45.4

45.2

**Picture 1**



**Picture 2**



Picture 3



Picture 4



Officer Signature

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

10:07pm PDT  
10/28/2023

#126644400 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Helped direct traffic towards the Michillinda gate exit. All guests are gone now and only staff remain. They are packing equipment away.  
- Security officer Emmanuel Castillo

Officer Signature

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