

# 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

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

EVENT MONITOR NAME EMMANUEL K. CASTILLO CELL PHONE 626-304-5994

LOCATION OF EVENT ATA - Villa

DESCRIPTION OF EVENT  
wedding

DATE OF EVENTS 4/13/24 OPENING AND CLOSING HOURS 9AM - 1030 PM

ESTIMATED ATTENDANCE 147 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

PRESENT OR PREVIOUS INSURANCE CARRIER ON FILE

LIMITS OF COVERAGE

HAS ANY INSURANCE CARRIER CANCELLED OR REFUSED COVERAGE? NO

IF SO, EXPLAIN

PREVIOUS LOSSES

SECURITY AVAILABLE Events involving alcohol must have security present. TYPE 2 - ATA + Securitas NUMBER 2

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)

USC Methodist Medical Center

HOSPITAL DISTANCE: 4 pm

AMBULANCE RESPONSE TIME: 3-5 mins

**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)

Plan posted on 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: *Andreea Babin*  
 TITLE: *Marketing Director*

DATE: 4/13/24

PHONE NUMBER: 026-826-9742

PRINT NAME: *EMMANUEL K. CASTILLO*

Phone #: 026-364-5994

# 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: 140
- Police Department Calls for Service, if yes, explain:  
CHECK-IN / CHECK-OUT

Any interaction with Alverno Staff and/or Security Guard?

- If Yes, explain: CHECK-IN

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: 147

AAA  Event Time Monitoring

- Event Start Time: 2:30 PM
- Event End time: 10:00 PM

Gate <sup>ATA</sup> ~~Entering~~ and Exiting Times

Gate Name: <u>Micholinda</u>	<u>Nilson</u>	<u>Highland</u>
Gate Opening Time: <u>8:15 AM</u>	<u>8:00 AM</u>	<u>12 PM</u>
Gate Closing Time: <u>10:50 PM</u> <u>ABN</u>	<u>3:00 PM</u>	<u>3:00 PM</u>

Street Name	1 <sup>st</sup> Time and Reading	2 <sup>nd</sup> Time and Reading	3 <sup>rd</sup> Time and Reading	4 <sup>th</sup> Time and Reading
Michillinda Ave.				
Grandview Ave.				
Wilson St.				
Highland Ave.				

**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: \_\_\_\_\_

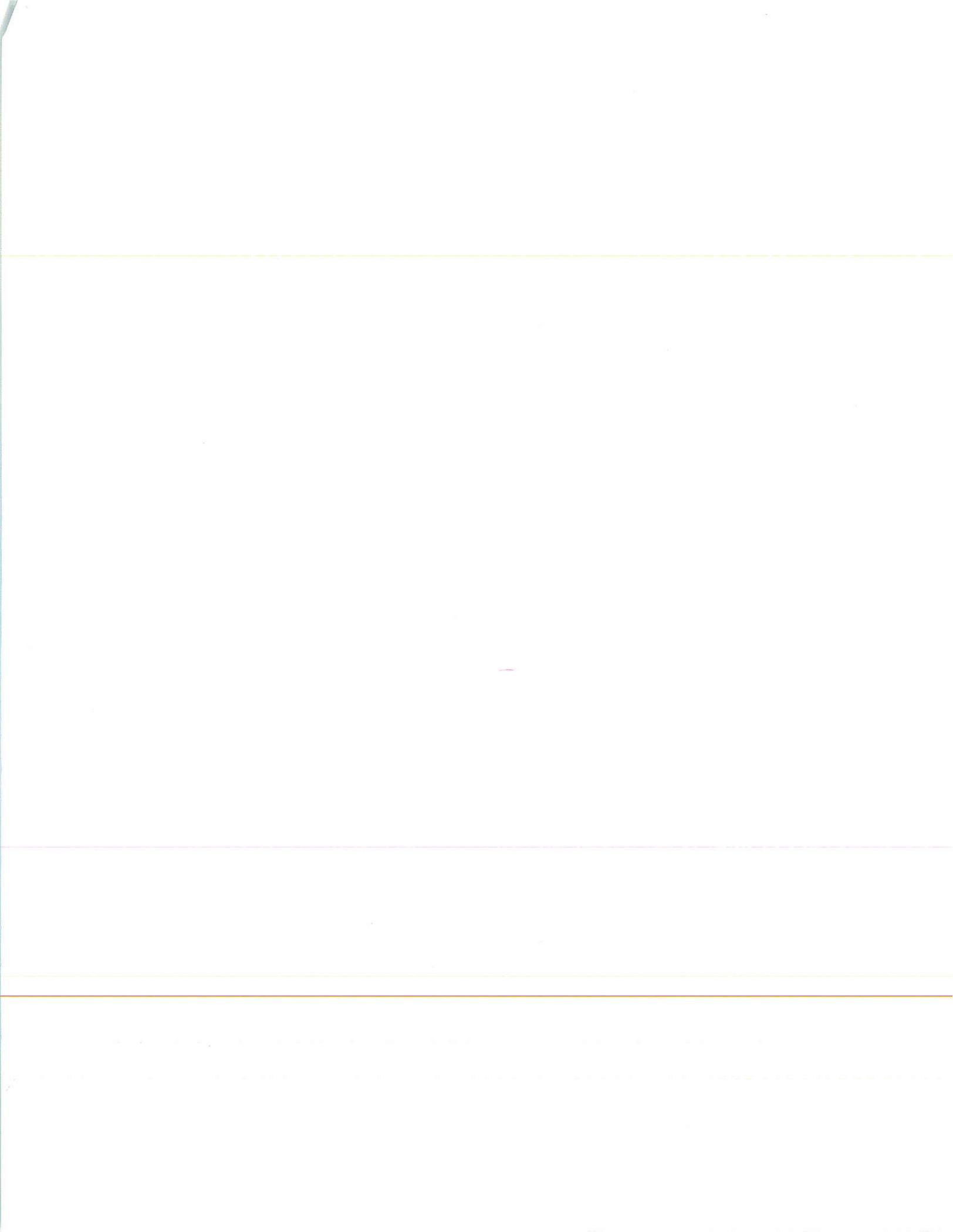
Nighttime Lights conditions satisfied pursuant to Section 7 of

Conditional Use Permit No. 22-03

○ 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

04/13/2024 08:07am PDT - 04/14/2024 08:07am PDT



Time	Action	Details
02:31pm PDT 04/13/2024	#136090560 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p><b>Comments</b> Contacted Sierra madre police department to inform them that there would be a wedding taking place from 2:30 - 10:30 pm. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
02:36pm PDT 04/13/2024	#136090754 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p><b>Comments</b> Made contact with event coordinator and asked what time they wanted the Highland gate closed . She instructed me to close the gate at 3:00 pm. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
03:06pm PDT 04/13/2024	#136091755 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p><b>Comments</b> Closed Highland Ave gate at 3:00 pm. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
03:16pm PDT 04/13/2024	#136092159 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p><b>Comments</b> Andrea closed Wilson st gate at 3:00 PM due to the Wilson parking-lot being full. Started directing traffic towards the Michillinda parking-lot. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
04:10pm PDT 04/13/2024	#136094100 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p><b>Comments</b> Wilson St. sound reading 49.3 49.7</p>

Picture 1



Picture 2



Officer Signature

04:14pm PDT  
04/13/2024

#136094274 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading  
51.0  
52.9

Picture 1



Picture 2



Officer Signature

04:17pm PDT  
04/13/2024

#136094387 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
49.2  
48.6

Picture 1



**Picture 2**



**Officer Signature**

04:21pm PDT  
04/13/2024

#136094504 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
50.7  
51.9

**Picture 1**



**Picture 2**



**Officer Signature**

04:55pm PDT  
04/13/2024

#136096159 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. sound reading  
48.3  
48.8

**Picture 1**



Picture 2



Officer Signature

07:51pm PDT  
04/13/2024

#136102356 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Turned on Wilson St. parking lot lights including Security lights around the building.  
- Security officer Emmanuel Castillo

Officer Signature

09:19pm PDT  
04/13/2024

#136106278 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading  
58.3

Picture 1



**Officer Signature**



09:22pm PDT  
04/13/2024

**#136106428 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading  
54.1

**Picture 1**



**Officer Signature**



09:27pm PDT  
04/13/2024

**#136106626 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
52.0

Picture 1



Officer Signature

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

09:34pm PDT  
04/13/2024

#136106912 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
50.5

Picture 1



		<b>Officer Signature</b> 
09:47pm PDT 04/13/2024	<b>#136107439 *Activity Log Entry</b> Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<b>Comments</b> Helped direct traffic towards the Michillinda exit. - Security officer Emmanuel Castillo  <b>Officer Signature</b> 
09:48pm PDT 04/13/2024	<b>#136107482 *Activity Log Entry</b> Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<b>Comments</b> Helped direct school bus into and out the Michillinda gate exit. - Security officer Emmanuel Castillo  <b>Officer Signature</b> 
10:24pm PDT 04/13/2024	<b>#136109110 *Activity Log Entry</b> Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<b>Comments</b> Turned off Wilson St. Parking lot lights. - Security officer Emmanuel Castillo  <b>Officer Signature</b> 