

# 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]
EVENT MONITOR NAME EMMANUEL K. CASTILLO				CELL PHONE [REDACTED]
LOCATION OF EVENT ALVERNO - UTIA				
DESCRIPTION OF EVENT Wedding				
DATE OF EVENTS 5/4/24		OPENING AND CLOSING HOURS 3pm 10:00 pm		
ESTIMATED ATTENDANCE 200	IS THERE SEATING? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, TYPE OF SETTING	
CHECK THOSE THAT APPLY. <input checked="" type="checkbox"/> Recorded Music <input type="checkbox"/> Live Music <input checked="" type="checkbox"/> Serving Food <input checked="" type="checkbox"/> Alcohol <input type="checkbox"/> Other Specify:				
BUSINESS LICENSE ON FILE	WILL ALCOHOL BEVERAGES BE SERVED <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 ON FILE				
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 3 - AHA + Securitas	NUMBER 3	
DOES SECURITY FORCE HAVE POWER TO ARREST OR DETAIN?			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Enclose a copy of security directions as separate attachment.

USC ARCADIA  
Methodist

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

ON FILE & POSTED

STREETS TO BE CLOSED (PLEASE ATTACH A MAP) N/A

ARE YOU ADDITIONALLY APPLYING FOR SPECIAL EVENT INSURANCE?

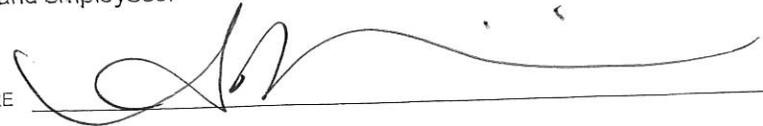
SPECIAL REQUESTS (Port-a-potties, trash cans, barricades, sprinklers off in the park, etc.)

N/A

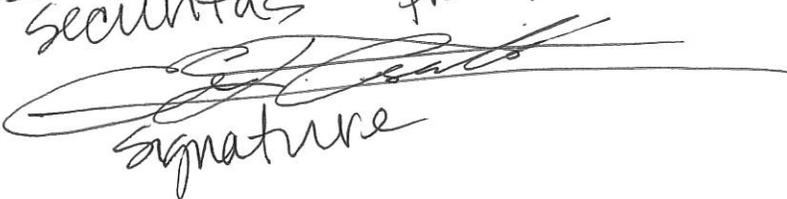
**ATTACHMENTS**

- 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  DATE 3/4/24

TITLE FACILITIES DIRECTOR PHONE NUMBER 626-826-9742

EMMANUEL K. CASTILLO  
 Securitas Print  
  
 signature

date \_\_\_\_\_

# 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: \_\_\_\_\_
  - Police Department Calls for Service, if yes, explain:  
YES, CHECK-IN / CHECK-OUT
- Any interaction with Alverno Staff and/or Security Guard?
  - If Yes, explain: YES, CHECK-IN / CHECK-OUT
- Any interaction with the Sierra Madre Police Department?
  - If Yes, explain: CHECK-IN / CHECK-OUT  
see Daily Report AB
- Any interaction with the Neighbors?
  - If Yes, explain: \_\_\_\_\_

**AAA**  Number of Guests: 200

- Event Time Monitoring
  - Event Start Time: 4:00 PM
  - Event End time: 10:00 PM

Gate Entering and Exiting Times		
Gate Name:	<u>Wilson</u>	<u>Michael Wilson</u>
Gate Opening Time:	<u>8 AM</u>	<u>1:45 PM</u>
Gate Closing Time:	<u>3:00</u>	<u>10:40<sup>st</sup> PM</u>

Highland  
Wilson AB  
1:45 PM  
348

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.		ON THE BACK.		
Wilson St.				
Highland Ave.				

- Noise Readings:
- Noise conditions satisfied pursuant to Section 3 of Conditional Use Permit No. 22-03

o If Not, explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Alcohol conditions satisfied pursuant to Section 4 of Conditional Use Permit No. 22-03

o If Not, explain: YES \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Traffic and Parking conditions satisfied pursuant to Section 5 of Conditional Use Permit No. 22-03

o If Not, explain: YES \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Vehicle Access condition satisfied pursuant to Section 6 of Conditional Use Permit No. 22-03

o If Not, explain: YES \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 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  
\_\_\_\_\_  
\_\_\_\_\_

WILSON ST. <del>HIGHLAND</del>	3:40 - 44.8 48.1 48.0	5:04 45.7 47.6 45.6	6:00 50.1 48.4 47.4	7:02 45.2 47.6 45.4	7:49 46.2 47.3 47.2	8:43 44.8 47.3 46.3
HIGHLAND AVE.	3:45 52.9 48.3 52.7	5:09 53.2 53.6 50.5	6:06 49.8 50.1 49.2	7:06 51.1 50.1 45.9	7:54 52.1 50.4 52.2	8:48 49.3 53.1 56.2
MICHELINDA AVE.	3:51 46.6 53.3 50.3	5:12 49.8 49.6 49.3	6:10 50.3 49.1 48.2	7:09 47.6 47.0 50.7	7:57 48.4 48.9 49.8	8:52 48.4 51.5 50.2
GRANDVIEW AVE.	3:54 47.9 51.5 44.5	5:15 49.0 49.6 52.9	6:12 48.1 49.6 49.8	7:11 48.9 49.4 50.5	7:59 47.2 48.3 47.5	8:54 44.8 49.6 52.6

# Daily Site Report

## ALVERNO HEIGHTS ACADEMY - Special Coverage

05/04/2024 08:03am PDT - 05/05/2024 08:03am PDT



Time	Action	Details
02:36pm PDT 05/04/2024	#137311072 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Contacted Sierra madre police department to inform them that there will be a wedding taking place from 4:00 to 10:00 PM -security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
02:51pm PDT 05/04/2024	#137311529 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Made contact with Andrea and the event coordinator. Was instructed to close Highland gate at 3:45 pm. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
03:14pm PDT 05/04/2024	#137312432 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Andrea closed Wilson St. Parking lot entrance. Started to direct traffic from Highland Avenue gate to Michillinda parking lot. - security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
03:15pm PDT 05/04/2024	#137312466 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Andrea instructed me to start noise readings as soon as the DJ starts playing music. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b> </p>
03:40pm PDT 05/04/2024	#137313330 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	<p><b>Comments</b> Wilson St. sound reading 44.8 48.1 48.0</p>

Picture 1



Picture 2



Picture 3



Officer Signature

03:45pm PDT  
05/04/2024

#137313488 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading

52.9

48.3

52.7

**Picture 1**



**Picture 2**



Picture 3



Officer Signature



03:48pm PDT  
05/04/2024

#137313560 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Closed Highland gate entrance as instructed by event coordinator.  
- security officer Emmanuel Castillo

Officer Signature



03:51pm PDT  
05/04/2024

#137313642 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
46.6  
53.3  
50.3

Picture 1



Picture 2



Picture 3



**Officer Signature**



03:54pm PDT  
05/04/2024

**#137313737 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
47.9  
51.5  
44.5  
Battery is dying need new ones.

**Picture 1**



**Picture 2**



Picture 3



Officer Signature

05:04pm PDT  
05/04/2024

#137316369 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Wilson St. sound reading  
45.7  
47.6  
45.6

Picture 1



Picture 2



Picture 3



Officer Signature

05:09pm PDT  
05/04/2024

#137316554 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading  
53.2  
53.6  
50.5

Picture 1



Picture 2



Picture 3



Officer Signature

05:12pm PDT  
05/04/2024

#137316694 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Michillinda Ave sound reading  
49.8  
49.6  
49.3

**Picture 1**



**Picture 2**



**Picture 3**



**Officer Signature**

05:15pm PDT  
05/04/2024

#137316822 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Grandview Ave sound reading  
49.0  
49.6  
52.9

**Picture 1**



**Picture 2**



Picture 3



Officer Signature

06:00pm PDT  
05/04/2024

#137318449 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. sound reading  
50.1  
48.4  
47.4

Picture 1



Picture 2



Picture 3



Officer Signature

06:06pm PDT  
05/04/2024

#137318719 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Highland Ave sound reading  
49.8  
50.1  
49.2

Picture 1



Picture 2



Picture 3



Officer Signature

06:10pm PDT  
05/04/2024

#137318871 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading

50.3

49.1

48.2

**Picture 1**



**Picture 2**



**Picture 3**



**Officer Signature**

06:12pm PDT  
05/04/2024

#137318976 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
48.1  
49.6  
49.8

**Picture 1**



Picture 2



Picture 3



Officer Signature

07:02pm PDT  
05/04/2024

#137320768 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. sound reading  
45.2  
47.6  
45.4

Picture 1



Picture 2



Picture 3



Officer Signature

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

07:06pm PDT  
05/04/2024

#137320938 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading

51.1

50.1

45.9

**Picture 1**



**Picture 2**



**Picture 3**



**Officer Signature**

07:09pm PDT  
05/04/2024

#137321092 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
47.6  
47.0  
50.7

**Picture 1**



Picture 2



Picture 3



Officer Signature

07:11pm PDT  
05/04/2024

#137321231 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
48.9  
49.4  
50.5

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to read "C. J. Hall".

07:49pm PDT  
05/04/2024

#137322600 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Wilson St. sound reading  
46.2  
47.3  
47.2

**Picture 1**



**Picture 2**



**Picture 3**



**Officer Signature**

07:54pm PDT  
05/04/2024

#137322769 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**  
Highland Ave sound reading  
52.1  
50.4  
52.2

**Picture 1**



**Picture 2**



**Picture 3**



**Officer Signature**



07:57pm PDT  
05/04/2024

**#137322883 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Michillinda Ave sound reading  
48.4  
48.9  
49.8

**Picture 1**



**Picture 2**



Picture 3



Officer Signature

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

07:59pm PDT  
05/04/2024

#137322993 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Grandview Ave sound reading  
47.2  
48.3  
47.5

Picture 1



Picture 2



Picture 3



Officer Signature

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

08:03pm PDT  
05/04/2024

#137323210 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Turned on house Security lights around building.  
- Security officer Emmanuel Castillo

**Officer Signature**

08:30pm PDT  
05/04/2024

**#137324542 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Told DJ he needed to lower the Bass and music by at least 50% He then did.  
- Security officer Emmanuel Castillo

**Officer Signature**

08:40pm PDT  
05/04/2024

**#137325022 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Told event coordinator to keep the music down and to turn off bass.  
- Security officer Emmanuel Castillo

**Officer Signature**

08:43pm PDT  
05/04/2024

**#137325167 \*Activity Log Entry**  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Wilson St. sound reading  
44.8  
47.3  
46.3

**Picture 1**



Picture 2



Picture 3



Officer Signature

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

08:48pm PDT  
05/04/2024

#137325377 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

**Comments**

Highland Ave sound reading  
49.3  
53.1  
56.2

Picture 1



Picture 2



Picture 3



Officer Signature

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

08:52pm PDT  
05/04/2024

#137325535 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Michillinda Ave sound reading  
48.4  
51.5  
50.2

Picture 1



Picture 2



Picture 3



Officer Signature

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

08:54pm PDT  
05/04/2024

#137325652 \*Activity Log Entry  
Emmanuel Castillo  
ALVERNO HEIGHTS ACADEMY - Special Coverage

Comments

Grandview Ave sound reading  
44.8  
49.6  
52.6

Picture 1



Picture 2



Picture 3



Officer Signature

A handwritten signature in blue ink, appearing to be 'E. J. Smith', written over the 'Officer Signature' text.

<p>09:29pm PDT 05/04/2024</p>	<p>#137327307 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Police officer stopped by asked to lower music. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
<p>09:33pm PDT 05/04/2024</p>	<p>#137327470 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Told DJ to turn off music and he complied. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
<p>09:36pm PDT 05/04/2024</p>	<p>#137327562 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Event coordinator asked how a party bus can pick-up guests and I informed her than the only entrance and exit is Michillinda. - security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
<p>10:03pm PDT 05/04/2024</p>	<p>#137328755 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Party bus parked in the Wilson parking lot to make a U-turn and exit thru Michillinda exit. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
<p>10:16pm PDT 05/04/2024</p>	<p>#137329332 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	<p><b>Comments</b> Directed traffic towards the Michillinda gate exit as instructed. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
<p>10:17pm PDT 05/04/2024</p>	<p>#137329376 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage</p>	

		<p><b>Comments</b> Did a walk thru of premises as instructed by Andrea and cleaned up any trash or alcohol beverages. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 
10:20pm PDT 05/04/2024	#137329500 *Activity Log Entry Emmanuel Castillo ALVERNO HEIGHTS ACADEMY - Special Coverage	
		<p><b>Comments</b> Turned off Wilson St. parking lot lights. - Security officer Emmanuel Castillo</p> <p><b>Officer Signature</b></p> 