

What should I do to hold an event on Campus?

So, you want a big event! Sounds great!

There are however, a few things to get in order first.

Checklist:

- What do you want to do? _____
- When do you want to do it? _____
- Where do you want the event? _____
- There will also be costs involved so who is paying for it? _____
- Submit an Event Request Form on AiM. This will initiate custodial and grounds support for your event.
- Now will there be more than 49 people likely to attend at any one time?
Yes No
- Also, will there be food and if so, will it be cooked on site or warmed with open flame? Yes No
- Will you set up a tent of more than 400 square feet? Yes No

If the answer to any of these last three questions is yes, then you will need a city permit and pre-event inspection. Design & Construction is equipped to help you (at no additional cost).

If you need a city permit, the Special Event Questionnaire needs to be submitted to the Pasadena Fire Department at least two weeks in advance of the event date.

Special Event Questionnaire can be found at:

<https://www.cityofpasadena.net/fire/wp-content/uploads/sites/25/Special-Event-Application.pdf>.

The Questionnaire is a request for a permit and must include the information in the form. If any tents are going to be used, also complete the following:

<https://www.cityofpasadena.net/fire/wp-content/uploads/sites/25/Tent-Application.pdf>

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Design & Construction can assist in the preparation and submission of required documents. We are focused on making sure the event is safe for everyone. We will help identify what is needed to meet all of the necessary regulations. For assistance, please contact the following:

- Senior Campus Inspector, Deputy Fire Marshall
(Construction/Building) at Ext. 1747 email:
- Wayne Bottomley, Manager, Planning & Space Information, at Ext. 2040
email: bottomley@caltech.edu

After we meet and you finalize your permit request, you will need to send the application, event map and permit fee payment directly to the City of Pasadena.

It is the Event Planner/Coordinator's responsibility to submit the permit fee payment directly to the City. You can make payments by E-Pay or Mail.

- Submit completed Questionnaires to:

Fire Prevention Division Pasadena Fire Department
175 N. Garfield Ave. Pasadena, CA 91109
Office: (626) 744-4655 FAX: (626) 396-8696

- Currently, permit applications are also accepted by email if sent to Pasadena Fire Department c/o Jenny Martinez at email: jmartinez@cityofpasadena.net; Office Phone: (626) 744-7179.
- You should also contact Campus Security to let them know of the time, date and location for your event.
- The Campus Inspector will conduct a pre-inspection of the Event set up for compliance with Fire and City ordinance requirements.

Have a Great Time!