



# *City of Sierra Madre*

*Community Services Department*

*232 W. Sierra Madre Boulevard, Sierra Madre, CA 91024*

*phone 626.355.5278*

**DATE:** November 15, 2016

**TO:** **Carol Canterbury Sierra Madre Chamber of Commerce**

**FROM:** Rosemary V. Garcia, Administrative Analyst

**CC:** Ryan Baker, Library & Community Services Director  
Rebecca Silva, Community Services Supervisor  
Joe Ortiz, Acting/Interim Director of Public Safety  
Chris Cimino, Interim Public Works Director  
Steve Heydorff, Fire Chief

**SUBJECT:** Special Event Permit S.E.P. 16-11; for the Sierra Madre Chamber of Commerce – Winterfest (SEP 16-11)

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Please consider this memorandum as approval of your request for the Special Event Permit (S.E.P. 16-11). The approved S.E.P. is for the 2016 Sierra Madre Chamber of Commerce - Winterfest on Saturday, November 26, 2016 from 12:00 p.m. to 9:00 p.m. Special Event Permit 16-11 was granted by the Community Services Commission on September 19, 2016 with the following conditions of approval:

1. S.E.P. 16-11 shall become effective upon Saturday, November 26, 2016
2. The Special Event Permit is granted for one day, November 26, 2016 from 12:00pm-9:00pm. Upon the expiration of this permit, the set forth activities must discontinue. Event preparation and clean-up period shall be allowed prior to the event and no more than two days after the termination of the event.
3. Temporary street closures and no parking signs are allowed for the event as outlined:
  - Kersting Court from 12:00pm-9:00pm, parking lot behind Bank of the West from 12:00pm-9:00pm, West side of Baldwin Avenue in front of Laurel's and Tea Room from 2:00pm-9:00pm, North sides of West Montecito Avenue starting at Baldwin and continue for 100 feet westward from 3:00pm-9:00pm.
  - Sierra Madre Chamber of Commerce is responsible for posting all no parking signs. The no parking signs must be posted at least 72 hours in advance of the event. The no parking signs are to be picked up at the Community Services Office.
  - Sierra Madre Chamber of Commerce is responsible for collecting all the no parking signs at the conclusion of the event. The no parking signs are to be delivered back to the Community Services Office.
4. Sierra Madre Chamber of Commerce is responsible for personnel and shovels to pick up after horse and carriage droppings.
5. Public Works will deliver street barricades to the following locations: Kersting Court (4) and parking lot behind the Bank of the West (8),
6. Public Works will deliver 20 cardboard trashcans and liners delivered to Kersting Court.

7. Public Works will turn sprinklers off in Kersting Court and turn power on.
8. The City will provide Police oversight of the event with regularly scheduled staff.
9. The City will secure the necessary traffic volunteers to oversee the street closures for the event.
10. All activities, programs or events taking place during the event must comply with all city policies and the Municipal Code.
11. Comply with all applicable provisions of Federal, State and Los Angeles County law and regulations.
12. Comply with all applicable provisions of the Sierra Madre Building and Safety and Fire codes.
13. Comply with all applicable provisions of the Sierra Madre Municipal Code, including but not limited to those Chapters pertaining to Zoning, Building and Construction, Vehicles and Traffic, and Health and Safety, and including all such provisions which may be contained in Uniform Codes which have been incorporated by reference within the Sierra Madre Municipal Code.
14. The Sierra Madre Chamber of Commerce will provide the City of Sierra Madre an additional certificate of liability insurance in the amount of two million dollars for sponsored events for fiscal year 2016.
15. The City agrees to provide street barricades for the event.
16. To the fullest extent permitted by law, fully protect the City, its employees, agents and officials from any loss, injury, damage, claim, lawsuit, expense, attorneys' fees, litigation expenses, court costs or any other costs arising out of or in any way related to the issuance of this approval, or the activities conducted pursuant to this approval. Accordingly, to the fullest extent permitted by law, the applicant and property owner shall defend, indemnify and hold harmless City, its employees, agents and officials, from and against any liability, claims, suits, actions, arbitration proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including, but not limited to, actual attorneys' fees, litigation expenses and court costs of any kind without restriction or limitation, incurred in relation to, as a consequence of, arising out of or in any way attributable to, actually, allegedly or impliedly, in whole or in part, the issuance of this approval, or the activities conducted pursuant to this approval. Applicant and property owner shall pay such obligations as they are incurred by City, its employees, agents and officials, and in the event of any claim or lawsuit, shall submit a deposit in such amount as the City reasonably determines necessary to protect the City from exposure to fees, costs or liability with respect to such claim or lawsuit.

(End of Conditions)

Please do not hesitate to call 626.355.5278 ext. 701 if you have any questions.

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