



NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM

Office of the City Clerk – Neighborhood Council Funding Program
200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1058 or Toll-Free 3-1-1
E-mail: Clerk.NCFunding@LACity.org • Clerk.LACity.org

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed. **Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.**

Neighborhood Council: Elysian Valley Riverside NC

The Neighborhood Council is the Main Sponsor or Co-Sponsor for the event.

Main sponsor: City of Los Angeles-Elysian Valley Riverside NC

Contact Person: Maria E. Barboza

Phone: Email: 323-455-9582

Co-Sponsor (if applicable): none

Contact Person:

Phone: Email:

Event Information

Event Title and Description: Elysian Valley Community Workshop: USING 311 and Los Angeles City Services. Tailored informational session for services from departments such as L.A. SANITATION and 311 Application. Event will bring our neighbors together and NC members will help facilitate the workshops to educate our community in regards to new regulations or options with the help of representatives from each department. In addition to workshops, coffee and lunch for the attendees will be served. EVRNC will host tables for local agencies and community non profit organizations interested in attending the event. Representatives from 100 Acre partnership will be invited to participate as well.

Date: Time Frame: Est. number of attendees: Event Budget: \$ Venue Name: Event date is November 18, 2023 from 10:00 AM TO 1:00 PM. Estimated attendees are 60-80 participants with a Budget of up to \$1200.00 to cover event expenses.

Venue Address: St. Ann Catholic Church Parking Lot, 2302 Riverdale Ave., Los Angeles Ca 90031

Contact Person: Rev. Albert Pragasam

Phone: Email: 323-221-6368 saoffice@dssala.org

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer

Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact

your Funding Program Representative to submit a request to increase applicable limits.

NCFP 106 (09/21/2018)

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire an event planner (will require a contract prepared by the Department) so that they can

obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **PRIOR TO THE EVENT** if they are applicable to your event:

If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:

- LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
- LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the “City of Los Angeles” as Additional Insured.

- Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
- Games (e.g. dunk tank, other carnival style games, video game bus)
- Food (purchased, provided, distributed and/or served)
- Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
- Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
- Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

If RENTING a vehicle or truck to transport event materials:

- Renting and driving of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

CONTACT INFORMATION for possible permits:

- Street Maintenance - [\(213\) 847-2999](tel:2138472999) ● LAPD - [\(213\) 486-0410](tel:2134860410)
- Building and Safety - [\(213\) 482-0387](tel:2134820387) ● LAFD – [\(213\)-978-3640](tel:2139783640)
- LADOT (Traffic Officers) - [\(323\) 913-4652](tel:3239134652) ● Sanitation - [\(213\) 485-3612](tel:2134853612)
- LADOT (Signs) - [\(213\) 485-2298](tel:2134852298) ● Street Services - <http://bsspermits.lacity.org/spevents/> ● LADOT (Special Operations) - [\(323\) 224-2124](tel:3232242124) ● LA County Public Health Dept. - <http://publichealth.lacounty.gov> ● Risk Management - [\(213\) 978-7475](tel:2139787475)

Documents to be submitted to NC Funding Program and filed for you records:

- Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer, Event Chair.
- Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
- Vendor Invoices and Service/Facility Use Agreements
- Copies of Insurance Certificates
- Copies of Permits
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- W-9 (for 1099 Individual Services (if applicable))

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: Date: 10/03/2023

Print Name:_Title: Maria E Barboza/ Elysian Valley Riverside NC Outreach

Email:_Phone: mbarboza.evrnc@gmail.com 323-455-9582

Staff Use Only: Approved Denied Code:

Reviewers Signatures: 1st Level 2nd Level

Reviewers Names: 1st Level 2nd Level

NCFP 106 (09/21/2018)