NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM

200 N. Spring Street, Rm 224, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1
E-mail: CityClerk.Funding@LACity.org www.EmpowerLA.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 Funding Section must approve a Neighborhood Council sponsored event before any payments can be processed. Please complete, sign this form and submit at least 30 days prior to your event.

Woodland Hills-Warner Center Neighborhood Council

Neighborhood Council:

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

Main sponsor: ☐ Woodland Hills-Warner Center Neighborhood Council

Contact Person: Cameron Gil

Phone: 818-274-2617 Email: c.gil@whcouncil.org

Co-Sponsor (if applicable):

Contact Person:

Phone: Email:

Event Information

Event Description (festival, movie night, etc.): West Valley Job Fair

Date: 2/10/18 Time Frame: 10am-2pm Est. number of attendees: 150 Event Budget: $500 BL 145A

Venue Name: Rose Goldwater Community Center

Venue Address: 21710 Vanowen Street (Westfield Topanga Mall)

Contact Person: Gissella Velasquez

Phone: 181-227-5517 Email: gvelasquez@Westfield.com

Please note: If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

Documents scanned and emailed to CityClerk.Funding@LACity.org for approval PRIOR to event:

☐ Neighborhood Council Event Approval Form – Completed and signed by Treasurer, Second Signatory or Event Chair
☐ Funding Request Form – Completed and signed by Treasurer and Second Signatory
☐ Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

☐ If a bank card exemption of the daily $2,500 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:

Please note: Missing or incomplete required documents will delay approval.

Revision 11/01/16
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 a producer (will require a contract prepared by the Department) so they can obtain handle the necessary permits and liability issues instead. The following must be obtained 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 documents:
- LA County Public Health Department Permit – if the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbeques or to determine whether a first aid station is necessary

You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:
- Jumper/Bouncer (Inflatables) – the City of Los Angeles will need to be listed as an Additional Insured by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

If RENTING a vehicle or truck to transport event materials:
- Renting and driving of vehicle/truck must be by a boardmember
- 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) 647-2999
- Building and Safety - (213) 482-0387
- LAPD - (213) 486-0410
- LAFD - (213) 978-3650
- LADOT (Traffic Officers) - (213) 913-4652
- Sanitation - (213) 485-3612
- LADOT (Signs) - (213) 485-2298
- Street Services - http://bsspermits.lacity.org/spevents/
- LADOT (Special Operations) - (213) 224-2124
- LA County Public Health Dept. - http://publichealth.lacounty.gov
- Risk Management - (213) 978-7475

Original documents to submit with your Monthly Expenditure Report for the event:
- Neighborhood Council Event Approval Form – Signed by Treasurer, Second Signatory or Committee Chair
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Board Vote Count Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors. If final budget changed from original, please submit adjusted budget with new Board Vote Count Form.
- Original Invoices and Receipts
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- Copies of Additional Permits (if applicable)
- Copies of Additional Insurance (if applicable)
- 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: Feb 5, 2018

Print Name: Heath Kline Title: Treasurer

Email: HeathK@dpmForms.com Phone: 818-312-5601

Revision 11/01/16
Preliminary Budget and Planning Document

West Valley Job Fair

Presented by the Woodland Hills – Warner Center Neighborhood Council (Community Services)

Community Benefit Statement:

The WHWCNC Community Services Committee is planning a job fair to provide stakeholders a place to find job and vocational opportunities as well as receive resume and interview assistance. As well as provide business and professional attire to those in need. This combination of professional assistance and job variety will help those in-need find flexible, long-term employment, promote local employers needing to fill positions, and support the career changes of residents.

The event will take place on February 10, 2018 as comparable dates during the beginning of the year coincide with national events or holidays. The open weekend plus it being a Saturday from 10am to 2pm provides the most time and schedule flexibility for people to come out.

Budget: Budget Line 145a

Food (snacks, fruit, coffee) - $100
Location rental - $175
Location banners, Tablecloths, decorations - $100
Clothing rack - $25
Printing - $20
Online promotion - $80
Office of the City Clerk Administrative Services Division Neighborhood Council (NC) Funding Program
Board Action Certification Form
NC Name: Woodland Hills Warner Center  Meeting Date: November 1, 2017
Budget Fiscal Year: 2017-2018
Agenda Item No: 16-224 Approval of FY18 Updated Budget Allocations

Board Motion and/or Public Benefit Statement (CIP and NPG):
The WIWCNC does hereby approve and adopt the revised "Column L" FY-18 budget allocations of the Budget Committee presented to the WIWCNC Board on 11/01/17 to its FY17-18 annual budget. The Board further instructs the Treasurer and President of the NC to file all necessary budget and work plan updates with the City Clerk and EmpowerLA as may be required. The Treasurer and President are further authorized and directed to fund all authorized expenses and activities detailed in the attached (5) page budget in accordance with City Clerk funding procedures and rules.

Method of Payment: (Select One) □ Check □ Credit Card □ Board Member Reimbursement

![Vote Count](image)

We, the Treasurer and the Second Signer of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Treasurer's Signature

Second Signer's Signature

Print/Type Name: Heath Kline  Date: November 1, 2017
Print/Type Name: Lillian Joyce Fletcher, President  Date: November 1, 2017

APPROVED

![Signed name]
Boardmember Cameron Gil

Reimbursement Request

Event: West Valley Job Fair 2/10/18

Claim: $20.81

Items Purchased: Tablecloths

Store: 99cent Store

Purpose: Create a professional setting for the tables for employer booths without their own and to protect against damage to the rented tables.

Card #0281
Board Member Payment Method
Bank Statement
JOIN THE RUNWAY TOPANGA TODAY!