

**Neighborhood Council Community Events**  
**Risks & Liabilities Planning Checklist**

As part of any good planning process for a community event your NC is considering sponsoring or co-sponsoring, risks and liabilities should be part of your consideration as you plan your event. Remember that when a NC is sponsoring or co-sponsoring an event, it is not only your NC board that is behind this event, but the City of Los Angeles as well. As such, we want to ensure that your event attendees not only have an enjoyable time, but a safe one as well. Depending on the scope of your event, from a community town hall forum to a Spring Fair Extravaganza, the NC Funding Program, in coordination with the Offices of Risk Management and City Attorney, will evaluate your proposed event according to what you are planning on a case by case basis.

The following is a basic NC events risks/liabilities checklist and guidelines to assist you in better planning and preparing for your event. Some of the factors in this checklist may not be relevant to your event and some may require more details. Policies require that event approval requests be submitted to our Program 30 days in advance. However, the more advance the request, the better your request can be handled, and the sooner you can begin promoting your event in your community.

FOOD		
Please be aware that a Community Event Organizer permit and a food facility permit may be necessary from the L.A. County Public Health Department. For more information, please visit their website at <a href="http://publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm">http://publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm</a>		
IF....	THEN...	NOTES
Pre-packaged <b>snacks/refreshments</b> from local supermarket/warehouse store	No additional documentation may be necessary.	
Pre-packaged <b>food items</b> from local food vendor, i.e. Subway, etc.	<input type="radio"/> County Health Permit	● Food should not be directly handled by NC members.
<b>Caterers</b> , including food trucks, food booths.	<input type="radio"/> Certificate of Insurance <input type="radio"/> County Health Permit <input type="radio"/> Service Agreement	● Possible need for an agreement depending on expenditure amount or caterer's requirements. ● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured
<b>Cooking</b> own food	<input type="radio"/> County Health Permit <input type="radio"/> City Fire Dept. Permit	

VENUES		
IF....	THEN...	Notes
<b>City facility</b> - park grounds, recreation center, senior center, street block, etc.	<input type="radio"/> Right of Entry Permit <input type="radio"/> Street Closure Permit <input type="radio"/> Letter of Authorization	● Funding Program must issue a Letter of Authorization to the NC prior to the NC signing the permit application on behalf of the City Clerk's Office.
<b>Public facility</b> - school auditorium, school grounds, etc.	<input type="radio"/> Facility Use Permit <input type="radio"/> Letter of Authorization	● Funding Program must issue a Letter of Authorization to the NC prior to the NC signing the permit application on behalf of the City Clerk's Office
<b>Private facility</b> - theater, hall, etc.	<input type="radio"/> Certificate of Insurance <input type="radio"/> Facility Use Agreement <input type="radio"/> Facility Invoice	● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured

ENTERTAINMENT / EQUIPMENT VENDORS		
IF...	THEN...	Notes
<b>Inflatables</b> – jumpers, bounce houses <b>Games</b> – dunk tank, other carnival style games, video game bus, etc. <b>Equipment Rentals</b> – performing stage, mechanical rides, canopies	<input type="radio"/> Certificate of Insurance <input type="radio"/> Service Agreement	<ul style="list-style-type: none"> <li>● Possible need for an agreement depending on expenditure amount or vendor's requirements.</li> <li>● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured</li> </ul>
<b>Entertainers</b> – DJs, musicians, face painting/balloon artists, etc.	<input type="radio"/> Certificate of Insurance <input type="radio"/> Service Agreement	<ul style="list-style-type: none"> <li>● Possible need for an agreement depending on expenditure amount or entertainer's requirements.</li> <li>● Insurance Certificates need to list the "City of Los Angeles" as Additional Insured</li> </ul>

In particular event situations where it is determined that the standing City of Los Angeles general liability insurance cannot cover your proposed event activities, NCs are able to secure, at their own expense, additional special event insurance coverage from the City's Sparta Insurance Program. For more information, please contact:

Merriwether & Williams Insurance Services, Inc.  
 800-420-0555 or 213-258-3096  
[www.2sparta.com](http://www.2sparta.com)

The City's Risk Management Office maintains an online insurance compliance system where you can check if a vendor you are planning on hiring for your event has previously provided their Certificate of Insurance to the City. Using this system can facilitate your efforts to secure needed vendor documentation. The system is called KwikComply, previously called Track4LA, found at:

<https://kwikcomply.org>

If you have any questions about the information provided here or the Neighborhood Council Funding Program in general, don't hesitate to contact us at the Office of the City Clerk:

(213) 978-1058

[Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)

<http://clerk.lacity.org/>

