

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 http://publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm		
IF....	THEN...	NOTES
Pre-packaged snacks/refreshments from local supermarket/warehouse store	No additional documentation may be necessary.	
Pre-packaged food items from local food vendor, i.e. Subway, etc.	<input type="radio"/> County Health Permit	● Food should not be directly handled by NC members.
Caterers , 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
Cooking own food	<input type="radio"/> County Health Permit <input type="radio"/> City Fire Dept. Permit	

VENUES		
IF....	THEN...	Notes
City facility - 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.
Public facility - 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
Private facility - 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