



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 • <https://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: DLANC

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

Main sponsor: DLANC

Contact Person: Teresa Y. Hillery

Phone: (213) [REDACTED] 443-8117 Email: Teresa.Y.Hillery@DLANC.com

Co-Sponsor (if applicable): TBD

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: Juneteenth Freedom Celebration

Date: 6/19/26 Time Frame: 12-4pm Est. number of attendees: 50-100 Event Budget: \$ 3000

Venue Name: Biddy Mason Memorial Park

Venue Address: 333 S. Spring Street, LA 90013

Contact Person: Juan Ruiz

Phone: _____ Email: _____

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.

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
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD – (213) 978-3640
- Sanitation - (213) 485-3612
- Street Services – (213) 847-6000
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

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: _____

Print Name: _____ Title: _____

Email: _____ Phone: _____

For Staff Use Only: Approved Denied Code: _____

Reviewers Signatures: 1st Level _____ 2nd Level _____

Reviewers Names: 1st Level _____ 2nd Level _____

**PROPOSAL FOR JUNETEENTH CELEBRATION
AT BIDDY MASON MEMORIAL PARK**

Event Overview	<p>Title: Juneteenth Freedom Celebration</p> <p>Date: Wednesday, June 19, 2026</p> <p>Time: 12 p.m. – 4 p.m.</p> <p>Locn: Bidly Mason Memorial Park 333 S Spring St, Los Angeles, CA 90013</p> <p>Est: 50 – 100 DTLA stakeholders and visitors</p>								
Purpose & Significance	<p>Juneteenth commemorates the emancipation of enslaved African Americans and celebrates Black resilience, culture, and contributions to American society. Hosting this event at Bidly Mason Memorial Park—honoring a pioneering Black woman who shaped early Los Angeles—offers a powerful opportunity to educate, unite, and uplift our diverse Downtown community.</p>								
Mission	<p>To honor the legacy of Bridget “Bidly” Mason by commemorating Juneteenth with a community-centered celebration that uplifts African American history, culture, and contributions in Los Angeles — fostering education, equity, and empowerment.</p>								
Why Bidly Mason?	<p>Bidly Mason was born into slavery, walked to California, and was granted her freedom through the courts in 1856. She became a nurse, midwife, philanthropist, and one of the first Black women to own property in Los Angeles — including the land where the park now stands. Her life embodies the spirit of Juneteenth: liberation, resilience, and community uplift.</p>								
Proposed Activities	<p>Live Performances: Spoken word, gospel choir, jazz ensemble</p> <p>Community Resource Booths: Local nonprofits, health services, voter registration</p> <p>Historical Storytelling: Guided tours of Bidly Mason’s legacy</p> <p>Children’s Activities: Face painting, storytelling corner, crafts</p> <p>Food Vendors: Local Black-owned businesses (with proper permits)</p> <p>Nonprofit Outreach Tables: Sign-ups, flyers, info on upcoming meetings</p>								
Proposed Budget (Subject to Change)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Permits & Insurance</td> <td style="text-align: right;">\$500</td> </tr> <tr> <td>Entertainment Fees</td> <td style="text-align: right;">\$800</td> </tr> <tr> <td>Outreach Materials</td> <td style="text-align: right;">\$400</td> </tr> <tr> <td>Rentals (tables, chairs, canopies)</td> <td style="text-align: right;">\$600</td> </tr> </table>	Permits & Insurance	\$500	Entertainment Fees	\$800	Outreach Materials	\$400	Rentals (tables, chairs, canopies)	\$600
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**PROPOSAL FOR JUNETEENTH CELEBRATION
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	Refreshments	\$500
	Miscellaneous	\$200
	<i>All vendors will provide Certificates of Insurance listing the City of Los Angeles as Additional Insured.</i>	
Prepared By:	Teresa Y. Hillery Area Wide Director Downtown Los Angeles Neighborhood Council	Teresa.Y.Hillery@dlanc.com (213) 443-8417