



## NEIGHBORHOOD COUNCIL COMMUNITY EVENTS RISKS & LIABILITIES PLANNING CHECKLIST

When planning community events, Neighborhood Councils must consider risks and liabilities. The NC Funding Program, in collaboration with the Office of Risk Management and the City Attorney's Office, will assess each event's scope on a case-by-case basis. This NC event checklist will help you plan and prepare the required documents for The NC Funding program to review and approve your event. Some factors may not apply, while others may need more detail.

If your NC plans or co-hosts an event, your NC must upload an Event Approval Request Form "no later" than 30 days in advance of the event date to the NC Funding System Portal so your NC Funding Representative may address any potential risks and liabilities for the City, secure necessary insurance, permits, and/or agreements with parties involved in the event. Incomplete Event Approval forms will be returned to the NC for any missing information and then will need to be uploaded again to the NC Funding System Portal.

To Determine If Your NC needs to upload an Event Approval Form, use the tool below:

An NC is considered to be an event host or co-host when any one (1) of the following apply:	YES	NO
Is your NC hosting or co-hosting the event?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is your NC taking part in the event planning and implementation efforts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is your NC contributing financially or in-kind for the event to occur?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered "no" to **ALL** of the above questions, *and* your NC is just tabling, then you are not required to upload an event approval form.

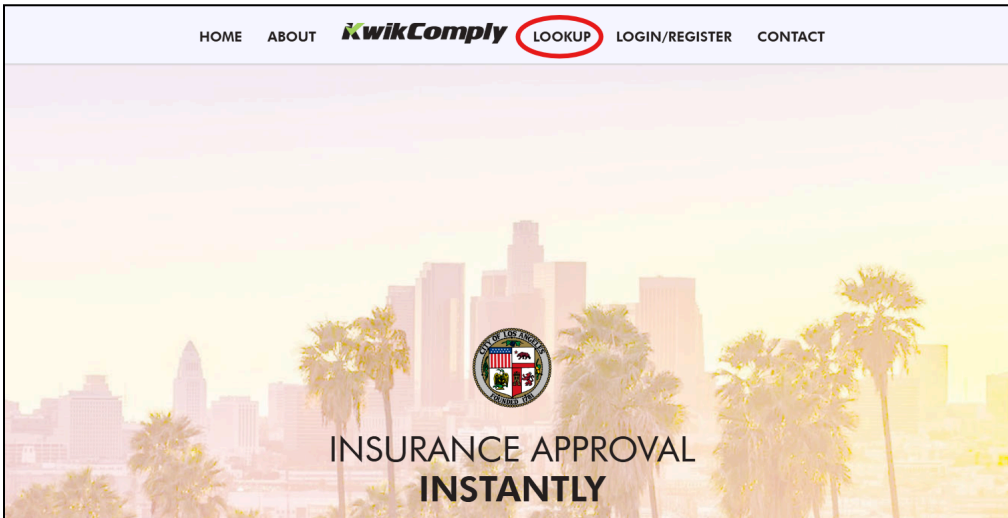
If you answered "yes" to **ANY one (1)** of the above questions, then the NC must upload an Event Approval Request Form and all of the required supporting documents to the Neighborhood Council Funding System Portal for review. Please continue utilizing the rest of this planning tool.

**Reminder:** If an NC is hosting or co-hosting an event without the approval of the Office of the City Clerk, the NC and/or individual members of the NC may assume personal responsibility and liability for the event, and additional corrective measures will be taken as outlined in NC Funding Policy 6.0.

## Where to Find Vendors Already Registered with the City?

The Office of Risk Management 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 found at: <https://kwikcomply.org>. NCs can use vendors not listed on KwikComply , please follow the steps listed in Vendor Document Requirements below.

- To search, click the word "LOOKUP"



1. To locate the vendor you want to work with, enter the name of the vendor in the "Insured Name" field and click the "search" button.
  - a. If your specific vendor has not worked with the City before or if their certificate of insurance has expired on KwikComply, you will need to request a Certificate of Insurance.

HOME ABOUT **KwikComply** LOOKUP LOGIN/REGISTER CONTACT

### Lookup a Certificate of Insurance

Note: Searching using one or more text based fields requires at least three or more characters. Otherwise the search will return empty result.

**1** INSURANCE INFORMATION

Insured Name  
INSURED NAME

Policy Number  
POLICY NUMBER

Certificate Number  
CERTIFICATE APPROVAL NUMBER

**2** Any other information such as address or telephone number  
OTHER FIELDS

Search Reset

BOND INFORMATION

Department  
--PLEASE SELECT ONE FROM THE LIST

Principal Name  
PRINCIPAL NAME

Certificate Approval Number      Bond Number  
CERTIFICATE APPROVAL NUMBER      BOND NUMBER

Others  
OTHER FIELDS

Search Reset

b. If your specific vendor is on KwikComply and their Certificate of Insurance is current, click on the "Click Here" button to download the Certificate of Insurance.

Cert ID	Company Name	General Liability	Automobile	Umbrella	Workers Comp	Others	Certificates and Other Documents
3110417	Belltran Rents and Sales, Inc. dba: AAA Rents and Events	<b>Certificate Approval #</b> 3110417 <b>Policy #</b> UST020309250 <b>Effective Date</b> 06/01/2025 <b>Expiration Date</b> 06/01/2026	<b>Certificate Approval #</b> 3110417 <b>Policy #</b> 71CAB2468300 <b>Effective Date</b> 06/01/2025 <b>Expiration Date</b> 06/01/2026	<b>Certificate Approval #</b> 3110417 <b>Policy #</b> UST015808251 <b>Effective Date</b> 06/01/2025 <b>Expiration Date</b> 06/01/2026	<b>Certificate Approval #</b> 3110417 <b>Policy #</b> 99WC0000272801 <b>Effective Date</b> 09/01/2025 <b>Expiration Date</b> 09/01/2026	<b>Certificate Approval #</b> 3110417 <b>Policy #</b> UST020311250 <b>Effective Date</b> 06/01/2025 <b>Expiration Date</b> 06/01/2026	<a href="#">Click Here</a>

2. If you do not have a specific vendor in mind and are looking for vendors who have worked with the City in the past, you can enter the type of vendor you are looking for in the "Other Fields" section. Enter the type of business (i.e. Face Painting, Jumper, Caterer, etc.) and click the "search" button.
  - a. If you found a vendor you would like to use on KwikComply and their Certificate of Insurance is current, contact the vendor for availability for your event.
  - b. If available, click on the "Click Here" button to download the Certificate of Insurance. (same as image above)
  - c. If you found a vendor and their certificate of insurance has expired on KwikComply, you will need to request an updated Certificate of Insurance.

**TIP:** Make sure that the City of Los Angeles is listed as additionally insured.

**Vendor Document Requirements:**

Some may not apply, while others may require more detail.

**Reminder:**

- All vendors providing services for the event must provide a W-9 from.
- If a vendor is not charging a fee, your NC must still obtain a scope of services and the Certificate of Insurance listing the "City of Los Angeles" as Additionally Insured.

Where is your event?	
IF....	THEN...
<p><b>City facility*</b> - park grounds, recreation center, senior center, street block, etc.</p>	<p><input checked="" type="checkbox"/> Complete the Permit, but <b>don't sign it</b>.</p> <p><input type="checkbox"/> Email the permit to your NC Funding Rep.</p> <p><input type="checkbox"/> A Letter of Authorization will be issued.</p> <p><input type="checkbox"/> Sign the permit and submit it to the City Facility.</p> <p>The approved permit will be uploaded to the NC Funding System Portal.</p>
<p><b>Public facility*</b> - LAUSD Schools, LA County or State facilities, etc.</p>	<p><input type="checkbox"/> Complete the Permit, but <b>don't sign it</b>.</p> <p><input type="checkbox"/> Email the permit to your NC Funding Rep.</p> <p><input type="checkbox"/> A Letter of Authorization will be issued.</p> <p><input type="checkbox"/> Sign the permit and submit it to the facility.</p> <p>The approved permit will be uploaded to the NC Funding System Portal.</p>
<p><b>Private facility*</b> - theater, hall, etc.</p>	<p><input type="checkbox"/> Request a quote/invoice and the vendor's Certificate of Insurance listing the "City of Los Angeles" as Additionally Insured.</p> <p><input type="checkbox"/> Vendor W-9 Form</p> <p><input type="checkbox"/> Email the above documents to your NC Funding Rep.</p> <p><input type="checkbox"/> A Facility Use Agreement will be issued.</p> <p>All documents will be uploaded to the NC Funding System Portal.</p>
<p><b>REMINDER:</b> The NC 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.</p>	
<p>* Please note that in some cases, these facilities may require additional information or documentation that is not listed and a fee may be charged to issue the permit. In these cases, please reach out to your NC Funding Representative for assistance.</p>	

**What type of refreshments or food will be served at the event?**

IF....	THEN...
<p><b>Pre-packaged "completely sealed" snacks/refreshments</b> from local supermarkets or warehouse stores.</p>	<p>No additional documentation may be necessary.  <a href="#">Modt likely by non profit (e.g., YMCA support</a></p>
<p><b>Pre-packaged food items</b> from local food vendors, i.e. Subway, Little Caesar, etc.</p>	<p><input type="checkbox"/> Request the vendor's LA County Health Permit.            The LA County Health Permit will be uploaded to the NC Funding System Portal.</p>
<p><b>Caterers</b>, including food trucks, food booths, etc.</p>	<p>Request the following documents:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request an invoice or estimate.</li> <li><input type="checkbox"/> LA County Health Permit.</li> <li><input type="checkbox"/> Certificate of Insurance listing the "City of Los Angeles" as Additionally Insured.</li> <li><input type="checkbox"/> Vendor W-9 Form</li> </ul> <p>These documents will be uploaded to the NC Funding System Portal.</p> <p><b>Note:</b> Your NC Funding Rep. will review and may notify you if a service agreement is required. If a service agreement is required, please refer to the <a href="#">Requirements for Neighborhood Council Agreements</a> Document for more information.</p>
<p><b>NC cooking food for the event on site.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Request a LA County Health Permit.              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: <a href="http://publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm">http://publichealth.lacounty.gov/eh/DSE/CommunityEvent.htm</a></li> <li><input type="checkbox"/> Request a City Fire Department Permit.              For assistance, contact the local Fire Station.</li> </ul> <p>These documents will be uploaded to the NC Funding System Portal.</p>

**REMINDER:** Food should not be directly handled by NC members or the public. NCs should provide tongs or other serving utensils.

**What type of entertainment or equipment will be used at the event?**

IF....	THEN...
<p><b>Inflatables</b> - jumpers, bounce houses, etc.  <b>Games</b> - dunk tank, other carnival style games, video game bus, etc.  <b>Equipment Rentals</b> - performing stage, mechanical rides, canopies, vehicle rental, etc.</p>	<p><input type="checkbox"/> Request an invoice or estimate.  <input type="checkbox"/> Request the Certificate of Insurance listing the "City of Los Angeles" as Additionally Insured.  <input type="checkbox"/> Vendor W-9 Form                      These documents will be uploaded to the NC Funding System Portal.  <b>Note:</b> Your NC Funding Rep. will review and may notify you if a service agreement is required. If a service agreement is required, please refer to the Requirements for Neighborhood Council Agreements Document for more information.</p>
<p><b>Entertainers</b> - DJs, musicians, face painting or balloon artists, etc.</p>	<p><input type="checkbox"/> Request an invoice or estimate.  <input type="checkbox"/> Request the Certificate of Insurance listing the "City of Los Angeles" as Additionally Insured.  <input type="checkbox"/> Vendor W-9 Form                      These documents will be uploaded to the NC Funding System Portal.  <b>Note:</b> Your NC Funding Rep. will review and may notify you if a service agreement is required. If a service agreement is required, please refer to the Requirements for Neighborhood Council Agreements Document for more information.</p>
<p><b>Guest Speaker</b></p>	<p>Request the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Request an invoice or estimate.</li> <li><input type="checkbox"/> Outline or Information on topics being presented at the event.</li> <li><input type="checkbox"/> Certificate of Insurance listing the "City of Los Angeles" as Additionally Insured may be requested based on scope of service provided.</li> <li><input type="checkbox"/> Vendor W-9 Form</li> </ul> <p>These documents will be uploaded to the NC Funding System Portal.  <b>Note:</b> Your NC Funding Rep. will review and may notify you if a service agreement is required. If a service agreement is required, please refer to the Requirements for Neighborhood Council Agreements Document for more information.</p>

## Special Insurance

In particular event situations where it is determined that the standard 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 at [www.2sparta.com](http://www.2sparta.com).

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: (213) 978-1058 or [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)

## NC Event Best Practices:

- For assistance in filling out the Event Approval Request Form or uploading documents to the [NC Funding System Portal](#), please contact your Funding Representative.
- An NC must upload a completed Event Approval Application, BAC Form, and an event budget to the NC Funding System Portal to trigger the NC Funding Program review. It is recommended to upload those documents as early as 45 to 60 days before the event.
  - If your NC already has invoices/estimates and Certificates of Insurance, please upload them along with the Event Approval Application, BAC Form, and an event budget.
- When planning your event and using a city department, make sure to say, "I am calling on behalf of the (add your NC) Neighborhood Council, which is a city entity."
- If a vendor requires payment in advance, please contact your NC Funding Representative for assistance.
- If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative no later than two business days prior to the expenditure date to submit a request to increase applicable limits.
- 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
- If you need to contact information for possible permits please visit the [LA City Directory Spreadsheet](#).
- All Financial Officers including, Treasurer, 2nd Signer, NC Bank Card Holder, 2nd Bank Cardholder, and Alternate Signer can submit the Event Approval Request on the NC Funding System Portal.