



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 • www.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: ECSWANDC

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

Main sponsor: ECSWANDC

Contact Person: Lonella Enix

Phone: (323) 547-1431

Email: lonella.enix@southwestnc.org

Co-Sponsor (if applicable): Councilmember Marqueece Harris-Dawson

Contact Person: Fernando Montes-Rodriguez

Phone: (213) 298-5681

Email: fernando.montes-rodriguez

Event Information

Event Title and Description: 2022 Jazz at St. Andrews Community Music Festival

Date: 7/10/22 Time Frame: 11AM-5:30 PM Est. number of attendees: 3,000 Event Budget: \$43,000

Venue Name: St. Andrews Recreation Center

Venue Address: 8701 S. St. Andrews Place, LA, CA 90047

Contact Person: Tamara Williams

Phone: (213) 485-1751

Email: tamara.williams@lacity.org

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.

2022 JAZZ at ST. ANDREWS COMMUNITY MUSIC FESTIVAL BUDGET

	2022-2023 FY	2021-2022 FY
EQUIPMENT		
Insturment Audio Service, LLC	\$ 23,609.60	
AAA Rent	\$ 10,858.05	
United Rents	\$ 2,421.00	
SAFETY		
Bridgegap (EMT)	\$ 420.00	
MARKETING		
City of LA Publishing (posters)		\$ 727.35
City of LA Publishing (banner)		\$ 322.50
LA Film Kitchen	\$ 3,000.00	
PRINTING		
Chafeh Graphics	\$ 210.00	
SUPPLIES		
Ralphs	\$ 32.85	
Smart & Final	\$ 104.05	
Hopme Depot	\$ 19.27	
Staples	\$ 24.62	
Sub-totals	\$ 40,699.44	\$ 1,049.85

Total \$ 41,749.29