

Pop-Up Public Health Fair

A Toolkit for MacArthur Park





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About Our Project

The “Pop-Up Public Health Fair” toolkit was born out of the UCLA Community Scholars program and was created by the Healthy and Green Communities working group. It is designed to create a step-by-step manual on how to put together a health fair and other related public events in and around MacArthur Park. We hope that this manual will assist community organizations and nonprofits in navigating the City’s bureaucratic public event planning process by making the process clear and simple. The goal is that the toolkit will lead to more active and regularly occurring events at the park, bringing about an active community that promotes both health and civic participation for Westlake residents.

The “Pop-Up Public Health Fair” toolkit was designed and guided by the organizing of ¡Fiesta Salud!—a pop-up public health fair that was held in MacArthur Park to celebrate and promote healthy living. ¡Fiesta Salud! was organized by the Community Scholars Healthy and Green Communities team to better understand, survey, and engage the Westlake community, and to bring much needed health resources to the area. The process of organizing ¡Fiesta Salud! and the lessons learned from this event served as the blueprint for the toolkit.



The 2015 UCLA Community Scholars Program provides an opportunity for local Los Angeles community and labor leaders, regardless of their educational background, to participate in an applied research project in conjunction with graduate students from Urban Planning and the Chicana/o Studies Department for two academic quarters. The project culminates in a unique product designed by the Scholars and students to bring solutions and policy recommendations to a pressing issue in the Los Angeles region. This year's issue or theme was centered around Immigrant Integration—the process by which immigrants and the receiving society work together to build secure, vibrant, and cohesive communities that involve all community members and allows for immigrants to have better economic mobility, civic participation, and develops an immigrant receptive culture.

This 2015 Community Scholars approached the issue of immigrant integration through a series of dialogues, research studies, conversations with the community, and collaborative group exercises. This process resulted in the creation of four teams (1) Healthy and Green Communities; (2) Labor; (3) Education; (4) Housing. With each team developing policy recommendations and programs for each of their respective areas.



What is a Pop-Up Event?

¡Fiesta Salud! was designed as a “pop-up” event—a one time event that seeks to transform the public space for active public use. Pop-ups arose from a framework of tactical urbanism, which are tactics designed to improve the urban environment in an often, quick, temporary, and inexpensive manner as a way to make a part of a city more lively and enjoyable. Tactical urbanism offers individuals and communities cheaper, more temporary, and effective ways to re-envision and redefine public space without the need to invest in long-term infrastructure projects. These small-scale tactics tend to be community-oriented. A key goal of tactical urbanism is to not simply create a project that is “cool” and attracts people, but to change the way an urban place is used and perceived—even if it’s only temporary. If successful, the next step is to decide how to make these changes more permanent or recurring.

Why Focus on Health in Westlake?

The neighborhood of Westlake faces one of the City's most pressing public health issues. Some of these public health issues include diabetes, park level of service, and uninsured residents. In 2012, Westlake had 92 hospitalizations for patients where diabetes was the condition established to be the chief cause of the admission of the patient to the facility for care (Office of Statewide Health Planning and Development, 2012). The community also suffers from limited park level of service. Park level of service is defined as the acres of parkland per 1,000 residents. According to the City of Los Angeles (2012), less than half an acre of park space is available per 1,000 residents in Westlake. Furthermore, the majority of residents are uninsured and unaware of public health resources in their community. Therefore, in order to address these issues we decided to create a pop-up public health event called ¡Fiesta Salud!.



Local vendor is selling unhealthy snacks

Creating a Public Health Event

Putting on a pop-up public health event might seem like a challenging process, but we're here to help! From the beginning to the end, we'll talk about what it takes to put on a successful event.

On May 16th, 2015, we hosted ¡Fiesta Salud!, a pop-up public health event in MacArthur Park. It took us approximately 8 weeks of planning, but in the end, we were able to pull through and hundreds of local Westlake residents participated in the festivities. Throughout this easy-to-read report, we'll share our planning process as well as offer our own suggestions. Let's get started!



Entrance to ¡Fiesta Salud! attracted people into the park with use of temporary materials such as banners, balloons, and spray chalk.

Identifying Stakeholders

Any organization, whether it be corporations, nonprofits, or governments, needs a clear mission to guide their activity. Successful public events are planned with mindful decisions that target a specific population. At this point, you should identify who are the stakeholders—those who stand to benefit from the event and those whose participation in your event will be necessary. The event planning group should begin by researching the immediate needs of those most important stakeholders. Consider conducting surveys or interviews of people within the community. In the case of ¡Fiesta Salud!, we focused on the largely immigrant communities of Westlake and Pico-Union in Los Angeles.

TIP: A handy tactic in obtaining this early information would be dropping in to other public events taking place within the same community or neighborhood. Take note of what you believe to be public engagement successes or failures at the event, and interview attendants when possible.

Identifying Partners

Once your group has identified the stakeholders of the event, it is time to move toward engaging partners, either groups or individuals, to assist in organizing, providing resources, funding, advertising, or staffing the event. The more partners you can gain, the better. Be creative when considering organizations; you'd be surprised what groups are also serving the same stakeholders! For instance, a city council office can be a valuable liaison between your group and other city offices that you might have to contact. A big part of a council office's job is knowing which local groups are working to help the community and so they are a valuable resource in getting local contacts. Even if a person or organization declines to work directly with your event, they could still act as a resource for other potentially useful contacts.

Allowing partners to have their own booths or tables at your event can be an attractive outreach opportunity for them. Among the many partners of ¡Fiesta Salud!, a good handful of organizations tabled and handed out information about their own organizations as people walked by. It is highly advisable that partners have active booths, featuring activities or giveaways, that can attract the public to your event. Passive booths without any activity will draw less people to their table, ultimately drawing less people to your event overall. Hash out all the activity details with the tabling partners before and leading up to the event. Check out Appendix A to see who partnered with us on ¡Fiesta Salud!

TIP: Conduct a meeting with all the partners one or two weeks before the big day so that they are prepared, equipped, and excited.

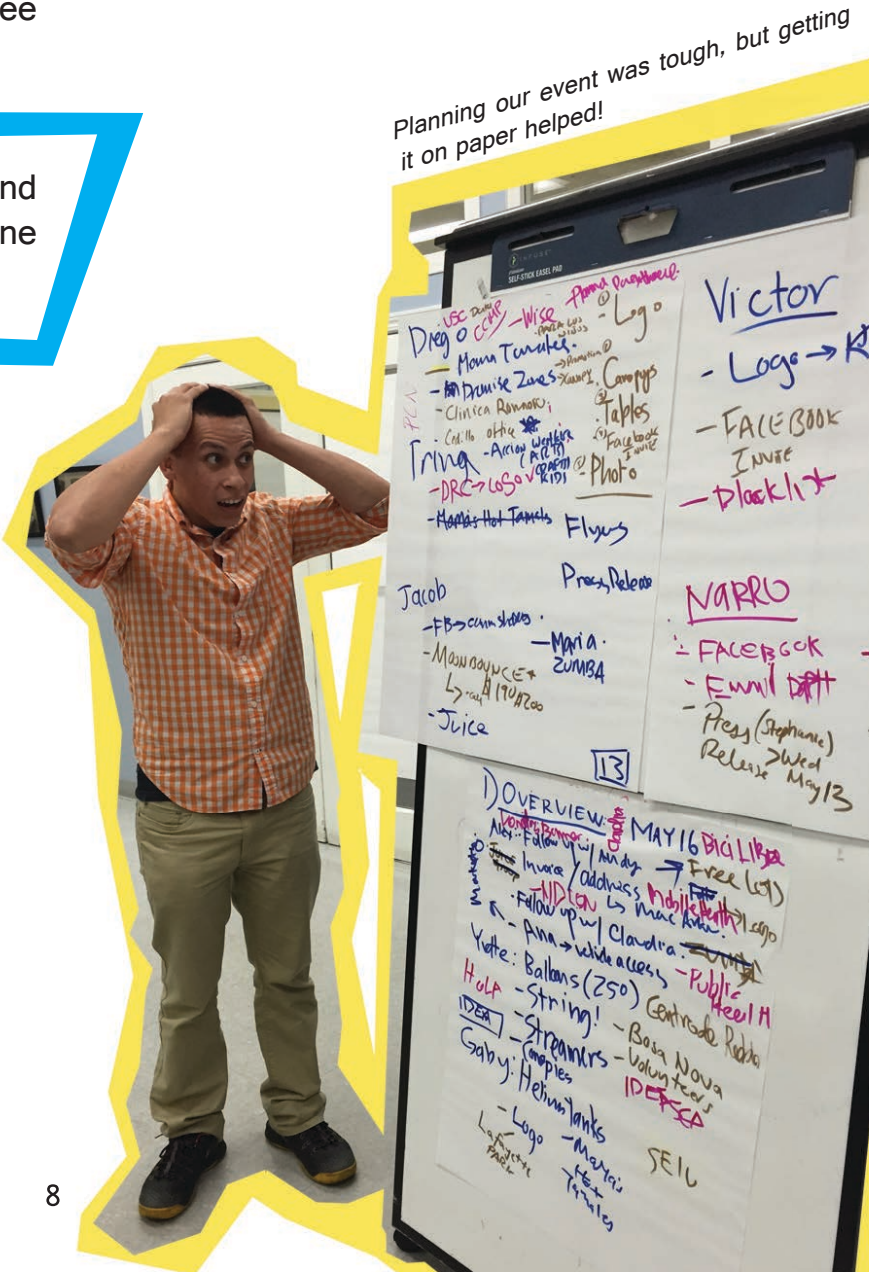


¡Fiesta Salud! had over 20 partners! Accion Westlake was one of these local partners.

Creating a Timeline

Nothing motivates people more than knowing that a clock is tick-tick-ticking away toward a certain deadline. An initial step of any public event is deciding what day it will take place. Using that date as a guiding mark, your group should work backwards and create a timeline that organizes and prioritizes your event's requirements. Give yourself windows (in our case, it was once a week) of time to complete specified tasks, such as contacting potential partners or obtaining the necessary permits. If you manage the timeline well, you group can avoid stressful last-minute work. Please see Appendix B for the ¡Fiesta Salud! timeline.

TIP: As a precaution, have two dates in mind for hosting your event and plan your timeline accordingly.



Setting a Location

After knowing for whom, with whom, and when the event is taking place, the next step is to determine where the event will be held. There are both benefits and drawbacks to any location, so your decision should be guided by the mission and stakeholders of your event. Hosting your event at a public location, for instance, has the benefits of drawing in the public much easier than in a private location. For ¡Fiesta Salud!, engaging and celebrating public open space in MacArthur Park was one of our main goals and so we wanted a publicly accessible and visible location. Private venues can provide a greater of sense of security and involve less permits, but they are much less likely to attract foot traffic off the sidewalk than an event in a public park or street.

The drawbacks of hosting a public event in a space such as a public park or a street are mostly bureaucratic. For example, the Los Angeles Fire Department requires that the organizers create a map that shows how the event will be physically organized, showing exactly where tables and other activities will be located within a park. Permitting will be discussed in detail in the next section.

TIP: For ¡Fiesta Salud!, we had three locations in mind just in case we couldn't get our first pick. Try to have multiple locations ready just in case and be mindful of things like holidays, weather, and construction.

Obtaining a Permit

Obtaining permits for your event can seem daunting and uber-bureaucratic, but in actuality, it's a manageable process if you work ahead of time. Taking the time to get a permit can lead to less conflict in the future. There are three types of events and they each require different types of permitting. Sargent James Baker will discuss two of the three types of events, while we will talk about obtaining a permit for an event in MacArthur Park. Presuming that this is not a First Amendment event, you should:

1 Set up a meeting with Andy Ho

Andy is a Recreation Facility Director for the MacArthur Park Recreation Center. He's been with the City's Department of Recreation and Parks for decades and can help you throughout the process. Give him a call at 213.368.0520, or shoot him an email at andy.ho@lacity.org.

2 Prepare for the meeting

Now that your event is starting to conceptualize, expect to present your event's mission, potential partners, draft timeline, and site map. Andy will also ask you if you have liability insurance that covers up to one million dollars. For ¡Fiesta Salud!, we used the insurance from the National Day Laborer Organizing Network, as NDLO's Director of Administration, Lorena Gamboa, will confirm. Therefore, if you are a nonprofit organization, the permitting process will be easier, but if you are not, find a nonprofit sponsor ahead of time as this can be a big headache!

Lorena Gamboa

Hello! My name is Lorena from NDLO and feel free to email me at lorena@ndlon.org for questions on obtaining liability insurance for your nonprofit!



3 Fill out the application form

With guidance from Andy, filling out the application can be very easy. See Appendix C for a sample of the application. It is important however to have this application filled-out weeks before your event, so plan ahead! Based on the types of activities you will have at your event, you will be informed of different costs. Things that can drive up your bill can include the amount of chairs, tables, canopies, waste receptacles, portable restrooms, portable handwashing stations, etc. Other things that make the event more costly are jump houses, non-acoustic music, vendors that serve hot or cold food, and post-event clean-up. Please see the next chapter on budgeting for more information.

4 Schedule regular check-in meetings

Leading up to the event, try to schedule weekly or bi-weekly meetings with Andy by phone or in person. Any changes to your event's programming, let him know immediately. Fostering a good relationship with the Department of Recreation and Parks can result in a smoother process for future events.

Andy Ho

Hi! My name is Andy Ho and I am here to help you put on a great event at MacArthur Park. Here's a bit of advice: For events that happen after the City's fiscal year (end of June), we are more likely to support you financially.



Other Types of Events

Hi! I'm Sergeant Baker with the Los Angeles Police Department and I've helped organize special events for over 20 years—roughly calculating to over 5,000 events. We've discussed the permitting process for an event in the Park, but what happens if you want to do a temporary street closure or a First Amendment event? Well, I'm here to personally walk you through this process or can direct you to someone who can.



If you're thinking about temporarily closing down a segment of the street for an event, you would need to go to the Los Angeles Bureau of Street Services' "Special Events Portal". Applications must be submitted at least 45 days before the event, so plan to fill this out as early as possible. The online application form can be found at www.specialevents.lacity.org under the "Apply for a New Permit" tab. Please check Appendix D for a completed sample application. Depending on if you are closing a residential or commercial street, or are allowing vendors to sell goods or services, you would need to fill out additional permits found in Appendix E, F, and G. Print and complete the "Indemnification and Hold Harmless Agreement" form which can be found in Appendix H. Insurance forms must also be provided, but it is better to set up a meeting with the Bureau of Street Services so that you know what forms to provide. Email them at bssspevents@lacity.org or contact them at 213.847.6000. Starting on this process early can prevent any issues down the road!

If you are planning a rally, protest, or demonstration, you have yourself a First Amendment event. These events do not cost any money and if your street closure event involves a First Amendment action, your event might not require any money. I am more than happy to assist you in the permitting process! We have a permitting process not to penalize people, but it's so that everyone knows what's going on and no one is surprised. We want to work with the community, whether anti-police or not. Typically, we start by having a meeting with you, the Police Department, the Department of Transportation, the Bureau of Street Services, the Fire Department, and the Department of Building and Safety (if your event requires a stage). This is an opportunity for you to ask questions and for us to provide answers. Here, we can review your event's site plan or offer security protection for any important people. You would also need to fill out a "Special Event Permit Application" which can be found online at www.lapdonline.org/search_results/content_basic_view/6521. If you call our permit office at 213.486.0640, they can guide you through the process. A completed sample of the application can be found in Appendix I. Once the application becomes approved through the Police Commission, your event should be good to go!

Here are some final tips. I advise you to work with us closely so that we can help you as much as we can. People think that because we are the police, we are not to be trusted, but that is simply not true. Secondly, plan ahead! Your event might take a few weeks to fully process and so planning and meeting with us early will help you avoid any complications as your event starts to manifest. Lastly, build partnerships. Develop relationships with not only us, but with other City departments and local organizations that have been through this process. Always better to get advice from people who have experience with the process!

Budgeting the Event

Budgets will vary depending on the size of the event, the permitting fees, and the financial capacity of the host organization. Financial resources for the budget can also come from a variety of places. For example, in the case of ¡Fiesta Salud! funding for budget items came from a multitude of sources including the host organization (The UCLA Labor Center) and different partner organizations who donated both monetary and in-kind donations towards the event. The liability insurance, for instance, was provided by a partner organization the National Day Laborer Organization Network (NDLON) who agreed to provide their liability insurance. Other donations included in-kind donations by the way of food, flyers, banners, and other promotional material. The larger the event, the higher the costs an organization will incur. To mitigate costs a successful strategy is to work in collaboration with a series of event partners who can donate towards the completion of the event. The items listed below were essential to this event which were provided by our partners.

- Trash Cans
- Sanitation Stations
- Portable Restrooms
- Vinyl Banner
- Music
- Zumba Instructor
- Mini-soccer field
- Food
- Canopies
- Tables
- Chairs
- Clean-Up Maintenance
- Bounce house
- Wayfinding supplies
- Promotion

Free Lo(t)s LA provided us advice on how to activate underutilized spaces using temporary materials.



Programming Your Event

Once the foundation for your public health pop-up - the date, place, people, and permits - is set, your group can begin thinking about the event on a more detailed basis. One such consideration is programming, a list of activities and people present during and within your event. With all the planning leading up to this, you might think that your event is already going to be successful. However, a well-run event will have a variety of activities that will make event-goers hangout for a longer period of time.

Information booths are a basic but often-overlooked component of programming. Canopies and tables visually indicate that an



event is happening, and for many members of the public, that may be enough to draw from their curiosity. Info booths can be effective in providing public health knowledge, although a well-balanced event does not rely solely on information tables to make an event.

Free activities outside of information booths are awesome. ¡Fiesta Salud! was oriented towards public health, so some our activities centered around physical fitness. We had activities like a bounce house, soccer, running, hopscotch, and boxing to let people of all ages have fun while getting some exercise as well. Our event also featured a Zumba instructor who gave a free half-hour lesson to anyone who wanted to participate. The dancing and exercise was festive, and the upbeat music drew people into the park and towards our event.

In terms of music, we were fortunate to have a sound system and amplifier as well as some live acoustics. It is advisable that your group implement a full sound system. With music naturally comes dancing, and people definitely enjoy watching other people dance. Crowds draw in bigger crowds, and dancing is often a good way to create a crowd.

Remember, the nature of this public health event is a pop-up, meaning that you should utilize temporary materials that have a low impact. We received consultation from Free Lo(t)s Angeles, a local organization that works with communities to transform vacant lots into health-promoting neighborhood resources. They advised we used temporary materials like spray chalk, colored duct tape, temporary wayfinding signage, balloons, and banners—all things that are temporary, affordable, and easy to clean up afterwards.



¡Fiesta Salud! utilized both face-to-face flyering and social media to publicize the event.

Outreaching to the Public

Its time to get the word out! Outreach involves the creation of public awareness for your event. There are many ways to go about building awareness for your event, from flyers to social media to face-to-face contact. Flyers are the classic attention-getter in urban locales, and a well-designed flyer can catch many eyes if placed in a spot with high foot traffic. In the case of ¡Fiesta Salud!, MacArthur Park's dense pedestrian traffic proved an ideal place for flyering, and attendants later said they came to the event because of the flyers. Having a consistent design style among the flyers and other event publications helps build an event brand, furthering boosting its awareness in the community.

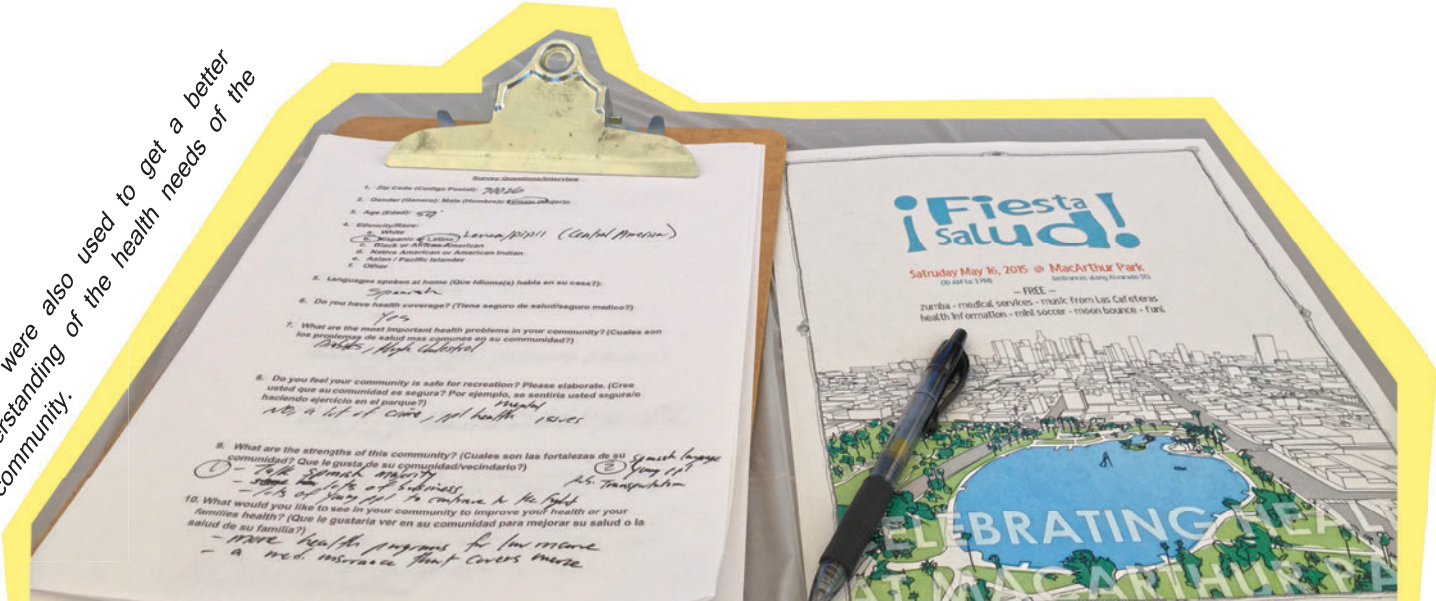
Social media can also be a valuable resource for outreach, with platforms such as Facebook and Twitter allowing easy re-posting of your event's information to other people's feeds. However, face-to-face contact can generate a word-of-mouth buzz and is perhaps the most valuable kind of outreach as it denotes that the community is genuinely interested in your efforts. Whatever form your outreach takes, make sure to promote the programming activities and spread the word.

TIP: Only advertise those events your group has confirmed. Promoting the appearance of a certain activity or resource on your flyer, and subsequently not delivering during the event, can sour the very relationship your group is attempting to create with the stakeholders the event is intended to serve.



A girl hopscoches over yellow duct tape — an affordable and temporary material.

Surveys were also used to get a better understanding of the health needs of the community.



Example of Spanish Flyer



¡Fiesta! ¡salud!

Sábado, 16 de mayo @ MacArthur Park
(10 AM to 3 PM) (entrada por la calle Alvarado St)

— GRATIS —

zumba - servicios médicos - información de salud - fútbol - boxeo
brinca brinca - correr - con música de Daniel A. Domínguez - ¡y mucha diversión!



CELEBRANDO EL DIA DE LA SALUD
EN EL PARQUE MACARTHUR

Example of English Flyer



¡Fiesta! ¡salud!

Saturday May 16, 2015 @ MacArthur Park
(10 AM to 3 PM) (entrances along Alvarado St)

— FREE —

zumba - medical services - health information - soccer - boxing
moon bounce - running - music by Daniel A. Domínguez - fun!



Celebrating the Event

The big day is finally here! All the planning and hard work is about to pay off. In track and field they teach runners to run through the tape, to keep hustling until you're past the finish line, and that same attitude should apply to your group while putting on your event. The event's organizers should be prepared to arrive at the event site a few hours in advance for preparation. Ensure that any necessary deliveries or drop off of materials be done during this pre-event work time, so that the whole thing is ready to go when you open it up to the public.

Do you have an emcee? An emcee can vocalize the start and the end of the event as well as help transition every activity in between. ¡Fiesta Salud! had a bilingual emcee that was able to communicate the day's events to everyone. Also without an emcee, who will announce the all the cool prizes you're going to raffle off?

Make sure every person involved has two things: the event map and the schedule of activities. That way, everyone involved has an understanding of what's going on and where everything's during all times of the day. But remember, the most important step is to have fun!

Volunteers are vital. Anyone, regardless of age, gender, housing status, or affiliation, can be of help. Make sure you have specific duties that can be assigned to your volunteers and remember to reward them for a job well done. Oh, and don't forget to feed your volunteers!



Rich Homie Juan

Events held in public spaces, such as city parks, have the advantage of enabling any person to approach and perhaps engage in your program. Others may see this public accessibility as more of a burden than a resource, and feelings can run especially high when the local community includes homeless residents as well.

Our group made a conscious effort to be welcoming to any community member regardless of immigration or housing status. A handful of homeless residents did attend ¡Fiesta Salud!, and one in particular was so interested in our efforts that he offered to help us as a volunteer. He told us he was an army veteran, and his fluency in Spanish was used for translating on many occasions throughout the day. During lulls in activity he was friendly and talkative, eager to share his experiences of spending days on the streets and nights riding the buses around Los Angeles County.

He cordially left us as the event was winding down, and shows that our open attitude toward the public provided us with a very helpful partner. The negative stigma surrounding the homeless is based on exaggerated and unrealistic fears of those not like "normal" residents with stable housing, and your organization should resist accepting these stereotypes. Potential partners can be found in the community if your group approaches the community in a genuinely open manner.

Photos From ¡Fiesta Salud!



Repeating the Event

Congratulations! Your event is winding down, and now it is time for everyone to exhale and reflect back on the effort. Was the event a success? Did your group serve the stakeholders? What worked and what didn't? Could this event be repeated? This final question is the crux of this manual, as we want to ease the process of putting on a public health event and have it occur on a regular basis.

Our group took in a number of lessons for our experience with ¡Fiesta Salud!:

1 Defining Roles

The lack of defined roles for the people in our group, especially on the day of the event, hampered the preparation and made everyone work less efficiently. Groups should know who is responsible for what tasks prior to the day of the event, which both reinforces accountability and makes ease communication within the group.

2 Creating a Check-In List

We lacked a check-in list for our partners at the event, which led to some initial confusion at the beginning of the day. Have a roster of expected partners and attendants prepared before the event so the group knows exactly who is there and when they arrived. Groups should know who is responsible for what tasks prior to the day of the event, which both reinforces accountability and makes ease communication within the group.

3 Having a Real Perspective

Do not rely on hopeful thinking, but rather be proactive in securing the needed material and partners for your event. Simply put, do not plan more than you can realistically deliver.

4 Mitigating Safety

We had some potential safety issues that could have been mitigated if we had better coordination and supervision.

5 Coordinating Materials

If you're partners are supporting you by providing materials, such as tables and chairs, make sure they are very involved with your process up to the day of the event. In our case, we weren't able to receive all of our materials due to miscommunication in processing, so we had a low supply of canopies, tables, and trash receptacles.

6 Documenting the Process

Keep all your receipts and take a lot of photos! Documentation of the process will help you for future events.

7 Working Early

The earlier the initial work is done, the easier the rest of the process will be. That early investment in time pays off with a smooth, and hopefully successful, public health event that both engages the community and serves your group's targeted stakeholders.



Recommendations for Local Government

There are several ways that City of Los Angeles can help ease the process to host public events. The following are a set of recommendations that we believe can help facilitate a process that is more easily accessible to the local community.

1 Subsidize the liability insurance requirement for community organizations that wish to host public events in public space.

The cost for liability insurance can be prohibitively expensive for small or newly formed organizations, or as in our case, force them to seek out partners to help cover that cost, which is time consuming and risky for the partner organizations. To ease the process, the City or County could establish a local fund to cover such liability requirements for these public events. The fund can supported by financial donations or grants from interested nonprofits and foundations. A public subsidy for the liability insurance requirement would enable more community organizations to host public events and activate public space in a much more grassroots manner that what is possible at this time.

2 Streamline and consolidate the permitting process.

Streamlining the permit requirements would create savings in time and costs for public event organizers—allowing and encouraging for more events to be organized on a regular basis. Consolidating the three permit

processes (public park, open street, and First Amendment events) into one system would simplify the process, especially if it was hosted within one City department and maintained on one easily navigable website. Idealistically, this could be a simple bullet-point list of yes/no questions, the results of which determine what permits are required and their applicable costs and fees. As it stands now, organizers are forced to seek out such information from scattered sources, depending on the location and character of the proposed public event. Pop-up events, such as the single-day event ¡Fiesta Salud!, could particularly benefit from a simplified permit process.

3 Actively address the issues of the documented and undocumented community in Westlake.

By encouraging and facilitating regular public health events in the Westlake neighborhood, the city and county can begin to better address issues of public health and other concerns such as jobs, housing, and education. Public events allow the local government to engage with the surrounding community and to begin to develop a greater level of trust and participation with residents. This is especially important when attempting to deliver public health services and other City services that may be helpful to the community. Additionally, this can serve as a community engagement strategy for local elected officials, especially the offices of councilmembers who may find public events a helpful way to maintain regular and active involvement with the community. Local elected officials can help to endorse, promote, fund, organize, and participate in public events.

Meet the Team !
From left to right: Jacob Erwin, Yvette Aragon, Trina Pasumbal, Gabriela Garcia, Victor Mendez, Diego Janacua, Alexander Jung



Appendix A

List of Partners for ¡Fiesta Salud!

Westlake Area Organizations					
Name of Organization	What they do	Contact Person	Phone Number	Email	Participation Types
Fiesta Salud Partners and Friends					
Accion Westlake	Community Organization - Community Organizing	Miguel Jimenez	213-531-6257	mjimenez.861@gmail.com	Tabled
Bici Libre	Local community Bike Co-op	Raymundo Veitia	213-261-5626	bicilibrela@gmail.com, spy1000@gmail.com	Tabled
Blacklist L.A.	Running Collective in Los Angeles	Erik Valiente	323-529-4062	erik.valiente@yahoo.com	Tabled
Central City Neighborhood Partners (CCNP)	Non-Profit that collaborates with 20 different partner agencies	Margarita Alvarez Gomez & Maria Bernal	213-923-3808	mbernal@laccnp.org; malvarez@laccnp.org	Tabled
Clinica Oscar Monsenor Romero	Clinic; Health Services	Ana Grande or Ana Martinez	213-608-2479 213-989-7700	agrande@clinaromero.com; aymartinez@clinaromero.com	Tabled
Coalition for Humane Immigrant Rights of Los Angeles (CHIRLA)	Legal and Community Services	Miram Mesa or Kathy Khommarath	213-353-1333	kathyk@chirla.org mmesa@chirla.org	Tabled
DREAM Resource Center	Services and Programming for Undocumented Youth	Seth Ronquillo	213-480-4155 x22	shronquillo@gmail.com	Tabled
El Centro Del Pueblo	Social and Mental Health Services	Sara Jimenez-McSweyn	213-483-6335, x150	smcsweyn@ecdpla.org	Tabled
Free Lots LA	Temporary design interventions in vacant lots in low-income neighborhoods	Jessica Bremner, Luis Gutierrez, Jessie Heneghan	Not Available	jessica@kounkuey.org, luis@lumnetwork.org, jessie@kounkuey.org	Advisory Committee
Heart of Los Angeles (HOLA)	Services and Programming for Underserved Youth	Jessica Fernandez, Bruce Hooks	424-249-2460	jfernandez@heartofla.org; bhooks@heartofla.org	Tabled
KPFK	Radio	Teddy Robinson (Coordinator), Maggie Lepique (Promotions Director), Ali Lexa (Web Director)	818-985-2711, x326 818-985-2711, x357	trobenson@kpfk.org; mlepique@kpfk.org; alexa@kpfk.org	Radio Promotion
Hot Tamales by Mama	Food Catering	Sandy Romero	(213) 487-7474	mama@mamasmergingmarkets.com	Food Catering: In-Kind Donation

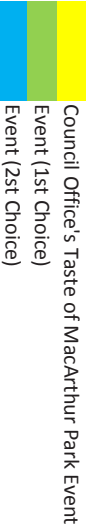
List of Partners for ¡Fiesta Salud! (cont'd)

LA County Public Health	Health Services for LA County	Lana Sklyar	213-769-7855	lsklyar@ph.lacounty.gov	Tabled
LA Promise Zone	Local Government Anti-Poverty Program	Sahira Barajas, Alyxandra Goodwin, Louie Leiva	213-978-2740	sahira.barajas@lacity.org; alyxandra.goodwin@lacity.org; louie.leiva.intern@lacity.org	Media Outreach and Tabled
Lafayette Park with MacArthur Park	Parks and Recreation	Several Staff	213-384-0562	lafayette.communitycenter@lacity.org	Tabled
Painter and Allied Trades - District Council 36	Labor union for Painters, Drywall Finishers, Glaziers, Floorlayers, and Signcrafters.	Chris Medina	626-296-8044	chris.medina@dc36.org	In-kind Donation: Banner
Para Los Ninos	Social and Mental Health Services	Carolina Barahona	213-250-4800 ext. 562	CBarahona@paralosninos.org	Tabled
Planned Parenthood - Promotoras Comunitarias	Health Services, Family Planning	Edith Ramirez	213-284-3200, x3730	Edith.Ramirez@pp-la.org	Tabled
SEIU Local 721 (donate money)		Government Relations	213-368-8660; 213-380-8030	n/a	Monetary Donation
UCLA Community Scholars	Academic and Community Partnership Program	Changes Yearly	Changes Yearly Contact UCLA Urban Planning 310 825-4025	Changes Yearly	Tabled
UCLA Labor Center	Volunteers	Elizabeth Arceo	Not Available	eespinoz@ucla.edu	Provided Volunteers
Zumba Instructor - MacArthur Park and Recreation	Zumba Lessons	Maria Laura	323-810-5649	n/a	Live Zumba
Other Organizations (Did Not Attend)					
CARECEN	Legal and Community Services	Multiple Staff	213-385-7800	n/a	Did Not Attend
Centro Medico MacArthur Park	Health Services	Multiple Staff	213-484-4444	n/a	Did Not Attend
Bresee Community Center	After-school Programs and Family Services	Cristina Gonzalez	213-387-2822	cdc.gonzalez67@gmail.com, info@bresee.org	Did Not Attend
Amanecer Community Counseling	Social and Mental Health Services	N/A	213-481-4260	N/A	Did Not Attend
Enki	Mental and Clinical Health Services	Dr. Muro, Clinical Director	213-480-1557	fmuro@ehrs.com	Did Not Attend
Didi Hirsch Mental Health	Mental Health and Substance Abuse Services	N/A	888-807-7250	n/a	Did Not Attend

List of Partners for ¡Fiesta Salud! (cont'd)

Justice by Uniting in Creative Energy (J.U.i.C.E.)	Hip Hop Collective	Meets Every SATURDAY from 12-4pm @ MacArthur Park Rec. Center	No Phone	FACEBOOK: http://www.facebook.com/rampartjuice	Did Not Attend
Queenscare Hospital	Healthcare Services	Janelle Kidman	323- 669-4333	jkidman@queenscare.org	Did Not Attend
California Hospital	Healthcare Services	Tony Ornelas, RN	(213) 742-5762	n/a	Did Not Attend
The Advancement Project	Non-Profit, Civil Rights Organization	Lori Thompson	213-989-1300	info@advanceproj.org	Did Not Attend
CicLAvia	Temporarily Transforms LA Streets in Active Public Spaces	Multiple Staff	213-355-8500	info@ciclavia.org	Did Not Attend
Home Depot (Westlake)	Hardware Store, Possible Donations	Manager	(213) 273-8464	n/a	Did Not Attend
Salvation Army Red Shield Youth and Community Center	Youth Mentorship Program	N/A	(213) 381-3747	n/a	Did Not Attend
Mobile Clinic Project at UCLA	Mobile Clinic	Johnathan Zhao	(818)307-1409	liaison.mobileclinic@gmail.com	Did Not Attend
LA Plaza de Cultura y Arte	Cultural Center	Amorette Crespo	(213) 542-6248	acrespo@lapca.org	Did Not Attend
Self Help Graphics	Arts and Graphics	Joel Garcia	323.881.6444	info@selfhelpgraphics.com	Did Not Attend
Instituto de Educacion Popular del Sur de California	Immigration and Education Services	Nancy Zuniga	(310) 433-1997	nzuniga7@gmail.com	Did Not Attend
St. John's Well Child and Family Center	Health Services	Pablo Barrios	323-541-1411	pbarrios@wellchild.org	Did Not Attend
Wise and Healthy Aging	Health Services for Aging Population	Blaine McFadden	310-394-9871	bmcfadden@wiseandhealthyaging.org	Did Not Attend
USC Dentistry	Mobile Dental Clinic	Adaly Ugalde	213-905-8936	adalyugalde@yahoo.com	Did Not Attend
Maternal and Child Health Access (MCHA)	Healthy Services and Family Planning	Celia Valdez	213-749-4261	celiav@mchaccess.org	Did Not Attend

Timeline for ¡Fiesta Salud!



HEALTHY COMMUNITIES DRAFT TIMELINE									
Week	2	3	4	5	6	7	8	9	10
Event	4/8/2015 Identify Partners	4/15/2015 Identify Stakeholders	4/22/2015 Finalize Date and Location	4/29/2015 Coordinate with Partners	5/6/2015 Review Survey #1 with Partners	5/13/2015 EVENT PREPARATION, CORDINATION, MARKETING AND CONFIRMATION	5/20/2015 Attend Event and Develop New Partners	5/27/2015	6/3/2015
Product	Survey #1 Draft	Develop Design Concept	Survey #1 Final	Develop Toolkit Template	Survey #2 Draft	Survey #2 Final	Attend the Event and Conduct Survey #2	Tabulate Survey #2	Final Toolkit
	Literature Review Draft	Literature Review Draft	Tabulate Survey #1	Start Written Report and Compile Materials	Develop Report	Develop Report	Develop Report	Final Report	
	Define Mission Statement	Attend the Event and Conduct Survey #1	Start One-Page Memo	Develop One Page Memo	Finalize One Page Memo				

Appendix C

Department of Recreation and Parks Application

CA#

(Insurance verification)

PERMIT #

City of Los Angeles • Department of Recreation and Parks

APPLICATION FOR USE OF FACILITIES (THIS IS NOT A PERMIT)

PERMITTEE MAY NOT PUBLICIZE THE EVENT UNTIL A PERMIT HAS BEEN ISSUED

PLEASE READ AND COMPLETE ITEMS 1 THRU 13 AND SIGN THE DOCUMENT (SIGNATURE OF APPLICANT)

1. Recreation Center

2. Name Of Organization

Representative's Name

4. Mailing Address

City

Zip

5. Contact

Evening

Cell

e-mail

6. Type of Event

7. Date and Time of Event

Day(s)

Month/Date(s)

Time(s)

Sunday

to

Monday

to

Tuesday

to

Wednesday

to

Thursday

to

Friday

to

Saturday

to

8. Charging Fee(s)?

☐ Yes ☐ No

\$

Will food sales be conducted?

☐ Yes ☐ No

No. Participants:

Adult

Youth

9. Facilities/Services Requested (check all that apply):

☐ Auditorium ☐ Kitchen ☐ Outdoor Area ☐ Baseball Diamond # ☐ Other

☐ Gymnasium ☐ Meeting Room ☐ Utility Hookup ☐ Picnic Area # ☐ Field #

10. Is this a Fundraiser?

☐ Yes ☐ No

Refreshments?

☐ Yes ☐ No

Canopies/Tents?

☐ Yes ☐ No

11. Moon Bounce

☐ Yes ☐ No

Company Name

Contact Name

Phone No.

12. Will you require electrical set-ups?

☐ Yes ☐ No

Will you be erecting/assembling any structure?

☐ Yes ☐ No

13. There is a possibility that this event may need insurance, please check with the Facility director

HOLD HARMLESS/WAIVER OF DAMAGES

Permittee hereby expressly agrees on its behalf and that of its dependents, heirs, assigns and legal representatives: That the City of Los Angeles, its officers, agencies, employees and volunteers shall not be responsible or liable for any injury (physical or mental), death, damage, loss or expense (including legal costs and reasonable attorney fees) either to Permittee, its invitees, or either party's property incurred while Permittee is exercising the above permission or is engaged in activities related thereto.

PERMITTEE HEREBY ASSUMES FULL RESPONSIBILITY FOR ANY AND ALL RISK OF INJURY, DEATH OR PROPERTY DAMAGE

Arising out of said activities. Permittee further agrees to indemnify and hold harmless the City, its officers, agencies, employees, and volunteers from all loss or liability, actual or alleged, that may arise from Permittee's conduct, either intentional or negligent, while participating in the above described activities. However, neither the waiver nor the indemnity agreement exempts the City or its officers, agencies, employees or volunteers from acts of gross negligence or willful misconduct.

PERMITTEE HERBY REPRESENTS THAT:

Permittee is aware of the condition of the public premises and accepts the premises in their present condition. Permittee agrees to abide by all safety regulations. Permittee has carefully reviewed this document, understands its contents, and signs it voluntarily, without being subject to coercion.

THE SALE, SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES IS NOT PERMITTED. SOUND APPLIFYING SYSTEMS ARE PROHIBITED. (MC63.44)

I certify that all statements on this application are complete and correct.

Signature of Applicant/Permittee

Date

Revised: December 18, 2014

Appendix D

Bureau of Street Services Street Event Closure Sample Application

5/20/2015

Event Detail Page

Hi [css@lapd.lacity.org](#) [Sign Out](#)

Bureau of Street Services

CITY OF L.A.

Quality • Timeliness • Efficiency

Welcome to the Bureau of Street Services - Special Events Portal

Event Details

BSS Reference #: 20150731-2015

Type: Celebration

Submit Date: 5/19/2015 3:26:31 PM

Start Date: 6/20/2015 11:00:00 AM

Summary: This event is a Celebration of Fred Jordan Mission's job training program Wheels of Hope. We will have a stage and chairs. We will also have lunch bags.

Obstructions:

Est. Attendance: 200

Additional Info:

Barricades: Pick Up

Alcoholic Beverages: NO

Cooking/Open Flame: NO

Selling On: None

No Work Order Number

Event: Wheels of Hope Celebration

Organization: Fred Jordan Mission

Address: 412 Boyd St. Omar St Los Angeles 90013

End Date: 6/20/2015 3:00:00 PM

Items Sold: None

Frequency: One Time

Street Cleaning: NO

SellingActivities: NO

Structure/Equipment: NO

Proof Non-Profit Status: YES

Council district: 14

Stage

☐ Draft

☐ Submitted

☒ Investigator Assigned

☐ Dept Inspections

☐ Cost Estimates Completed

☐ Invoice Sent

☐ Payment Received

☐ Approved/Permit Issued

☐ Send to Accounting

☐ Cancelled

☐ Completed

Contacts

Type	Name	Email	Company	Work Phone
Main	Debbie Smith	debbie@fjm.org	Fred Jordan Mission	6267123794
Coordinator	Debbie Smith	debbie@fjm.org	Fred Jordan Mission	6267123794
Sponsor	Debbie Smith	debbie@fjm.org	Fred Jordan Mission	6267123794

Vendors

No vendors found

Costs Summary

Dept	Estimated Service Cost	Actual Service Cost	Estimated Permit Cost	Actual Permit Cost	Action
Bureau Of Street Lighting					
DOT Meters					
DOT Sign Posting					
DOT Special Operations					
DOT Traffic					
IED- Investigator					
ITA					
LA Sanitation					
LADBS					
LAFD					
LAPD					

Investigator

IED-

Name: Joy Bryant

Title: Supervisor, IED- Investigator

Email: [joy.bryant@lacity.org](#)

Event Block Closures

Type	Description
Full	Stage ,chairs and giveaway

Event Permits (only jpg, pdf, gif, png, doc)

You must have your browser set to allow pop up to see this document, or right click and save it locally to view it with the software of your choice.

Event Invoice (only jpg, pdf, gif, png, doc)

You must have your browser set to allow pop up to see this document, or right click and save it locally to view it with the software of your choice.

User Attachments (only jpg, pdf, gif, png, doc)

You must have your browser set to allow pop up to see this document, or right click and save it locally to view it with the software of your choice.

Documents (Internal)

File: [Choose File](#) No file chosen

[http://specialevents.lacity.org/SpecialEvent/Details/1718](#)

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744

Bureau of Street Services Street Event Closure Sample Application (cont'd)

5/20/2015

Event Detail Page

LARAP

Street Maintenance

SubTotal: 0 0 0 0

Total Estimated Actual

0 0

Fees

No fees for this event.

Regular Tasks

No Regular Tasks for this event.

Notifications

Submit Request for changes or cancellation.. (Fees may apply.) through the notification system.

New notifications are submitted to the investigator in charge and would be visible on the internal workspace area of the event for all departments and involved personnel.

Post a new Discussion Here...

(Maximum characters: 1000)

You have 1000 characters left.

Post

Notify: ☐ Investigator ☐ Departments Involved ☐ Requestor ☐ Supervisor ☐ All Department ☐

Council District

or select/scroll departments here:

☐ Street Maintenance

☐ DOT Sign Posting

☐ DOT Special Operations

Diana Armijo

No traffic control required; suggest 16-20 barricades

IED-Investigator, Street Maintenance, DOT Sign Posting, DOT Special

5/20/2015 | Operations, ITA, LADBS, LAFO, LAPD, LARAP, LA Sanitation, DOT Meter, IED-Investigator, Bureau of Street Lighting, Debbie Smith, Street Maintenance

1

(Maximum 10MB please)

Description:

Name:

OK

Internal Documents (only jpg, pdf, gif, png, doc)

You must have your browser set to allow pop up to see this document, or right click and save it locally to view it with the software of your choice.

Copyright © 2015 City of Los Angeles - Business Solutions Group

LADOT

Register | Apply for Permit | Events Calendar | Forms | Contact Us

http://specialevents.lacity.org/SpecialEventDetails/1718

2/2

Bureau of Street Services Residential Street Closure Application

PETITION
(FOR RESIDENTIAL AREAS)
REQUEST FOR TEMPORARY STREET CLOSURE PERMIT

The applicant, _____, is requesting the closure of _____ between _____ and _____ on _____, between the hours of _____ (am/pm) and _____ (am/pm) for the purpose of conducting a _____

The closure, when granted, will be for the exclusion of vehicles only. Admission to an event may not be charged; and the public at large may not be denied access to any portion of any street except in cases of emergency. A 20-foot emergency lane shall be provided on all streets within the said closure at all times.

NOTIFICATION: I HEREBY CERTIFY THAT ALL PROPERTY OWNERS, MANAGERS OR LESSEES WITHIN THE PROPOSED CLOSURE AREA HAVE BEEN NOTIFIED AT LEAST 10 DAYS PRIOR TO THE EVENT (30 DAYS FOR A MAJOR EVENT), BY FLYER OR PETITION OF THE DATE, TIME, LOCATION AND PURPOSE OF THIS EVENT.

Signature (Event Sponsor or Applicant) Date of Notification

SIGNATURE REQUIREMENT FOR RESIDENTIAL AREAS: ONE SIGNATURE PER HOUSE OR RESIDENCE. FOR APARTMENTS OR CONDOMINIUMS SIGNATURE IS REQUIRED BY THE OWNER, MANAGER OR REPRESENTATIVE OF THE HOMEOWNERS ASSOCIATION.

The undersigned persons, being owners, managers or lessees of a property within the area to be closed, hereby convey their approval of the above-noted request.

Name	Telephone
Signature	Title
Address	
Name	Telephone
Signature	Title
Address	

List Any Additional Streets To Be Closed Here:

Appendix F

Bureau of Street Services Commercial Street Closure Application

PETITION
(FOR COMMERCIAL AREAS)
REQUEST FOR TEMPORARY STREET CLOSURE PERMIT

The applicant, _____, is requesting the closure
of _____ between _____ and _____
on _____, between the hours of _____ (am/pm) and _____
(am/pm) for the purpose of conducting a _____

The closure, when granted, will be for the exclusion of vehicles only. Admission to an event may not be charged; and the public at large may not be denied access to any portion of any street except in cases of emergency. A 20-foot emergency lane shall be provided on all streets within the said closure at all times.

NOTIFICATION: I HEREBY CERTIFY THAT ALL PROPERTY OWNERS, MANAGERS OR LESSEES WITHIN THE PROPOSED CLOSURE AREA HAVE BEEN NOTIFIED AT LEAST 10 DAYS PRIOR TO THE EVENT (30 DAYS FOR A MAJOR EVENT), BY FLYER OR PETITION OF THE DATE, TIME, LOCATION AND PURPOSE OF THIS EVENT.

Signature (Event Sponsor or Applicant) Date of Notification

SIGNATURE REQUIREMENT FOR COMMERCIAL AREAS: SIGNATURE IS REQUIRED BY THE OWNER, MANAGER OR LESSEE OF A BUSINESS, RETAIL OR COMMERCIAL BUILDING.

The undersigned persons, being owners, managers or lessees of a property within the area to be closed, hereby convey their approval of the above-noted request.

Print Name	Business Name	Telephone
Signature	Title	Address
Print Name	Business Name	Telephone
Signature	Title	Address

List Any Additional Streets To Be Closed Here:

Appendix G

Bureau of Street Services Temporary Selling Activities Application

PETITION
(FOR SELLING ACTIVITIES)
REQUEST FOR TEMPORARY SELLING ACTIVITIES PERMIT

The applicant, _____, is requesting the closure
of _____ between _____ and _____
on _____, between the hours of _____ (am/pm)
and _____ (am/pm) for the purpose of conducting a _____

The closure, when granted, will be for the exclusion of vehicles only. Admission to an event may not be charged; and the public at large may not be denied access to any portion of any street except in cases of emergency. A 20-foot emergency lane shall be provided on all streets within the said closure at all times.

NOTIFICATION: I HEREBY CERTIFY THAT ALL PROPERTY OWNERS, MANAGERS OR LESSEES WITHIN THE PROPOSED CLOSURE AREA HAVE BEEN NOTIFIED AT LEAST 10 DAYS PRIOR TO THE EVENT (30 DAYS FOR A MAJOR EVENT), BY FLYER OR PETITION OF THE DATE, TIME, LOCATION AND PURPOSE OF THIS EVENT.

Signature (Event Sponsor or Applicant) Date of Notification

SIGNATURE REQUIREMENT FOR TEMPORARY SELLING ACTIVITIES: FOR RESIDENTIAL, ONE SIGNATURE PER HOUSE OR RESIDENCE; FOR APARTMENTS OR CONDOMINIUMS SIGNATURE BY THE OWNER, MANAGER OR REPRESENTATIVE OF THE HOMEOWNERS ASSOCIATION; FOR COMMERCIAL AREAS SIGNATURE BY THE OWNER, MANAGER, OR LESSEE OF THE BUSINESS OR BUILDING. THE PETITION MUST BE SIGNED BY AT LEAST 100 PERSONS WHO WILL SUPPORT THE ACTIVITY, AT LEAST 50% OF WHOM EITHER RESIDE OR WORK IN THE LOCATION WHERE THE ACTIVITY IS TO TAKE PLACE.

The undersigned persons, being an owners, managers or lessees of a property within the area to be closed, hereby convey their approval of the above-noted request.

Name	Business Name	Telephone
Signature	Title	Address
Name	Business Name	Telephone
Signature	Title	Address

List Any Additional Streets To Be Closed Here:

Appendix H

Bureau of Street Services Indemnification and Hold Harmless Agreement

INDEMNIFICATION AND HOLD HARMLESS

Event Name _____ Date _____

Closure Site _____ Between _____ & _____

FOR OFFICIAL USE ONLY

WHEREAS, the permittee has applied to the City for a street closure and/or temporary selling activities permit described in Board Report # _____ or Board or Council Motion # _____ or approved by the Director of the Bureau of Street Services on _____, 20____, which is incorporated herein by reference and made a part hereof; and

WHEREAS, Sections 41.20(g) and 42.00(j) (4) of the Municipal Code of the City of Los Angeles, California, require as a Condition of the street closure/sidewalk sale permit that the permittee execute an Indemnification Agreement:

NOW, THEREFORE, it is agreed as follows:

In consideration of the granting of the street closure/sidewalk sale permit, except for the active negligence or willful misconduct of City or any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest, the permittee undertakes and agrees to defend, indemnify, and hold harmless City and any and all of City's Boards, Officers, Agents, Employees, Assigns, and Successors in Interest, from and against all suits and causes of actions, claims, losses, demands, and expenses, including, but not limited to, attorney's fees and costs of litigation, damage or liability of any nature whatsoever, for death or injury to any person, including permittee's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Agreement on the part of the permittee.

Executed at Los Angeles, California, this _____, 20____

Permittee: _____

(Applicant or Sponsor Signature)

Name: _____

Title: _____

Address: _____

40

Appendix I

Los Angeles Police Commission First Amendment Sample Application

02 57:00 (06/12) LOS ANGELES POLICE COMMISSION

213 PERMIT OFFICE
486-0640

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE LEGIBLE AND COMPLETE.

DATE OF APPLICATION
05/15/2015

DATE OF EVENT
05/26/2015

☐ NOTIFICATION TO LA FIRE DEPT

☐ NOTIFICATION TO BOSS (BARRICADES)

☐ NOTIFICATION TO LADOT

☐ NOTIFICATION TO LAPD AREA OF INVOLVEMENT

SET-UP DATE (IF APPLICABLE)

TEAR-DOWN DATE (IF APPLICABLE)

OFFICE OF FINANCE RECEIPT NUMBER

CITY COUNCIL DISTRICT(S)
CD01

POLICE AREA(S)/BUREAU(S)
CB - RAMP

NAME OF SPONSORING ORGANIZATION

MAILING ADDRESS (No., Street, City, Zip)

HEADQUARTER'S PHONE

ADDRESS

CITY

PHONE #

FAX #

OFFICIAL OF SPONSORING ORGANIZATION (LAST, FIRST, MIDDLE)

E-MAIL ADDRESS

APPLICANT (LAST, FIRST, MIDDLE)

E-MAIL ADDRESS

☐ CHECK IF APPLICANT IS NOT EMPLOYED OR AFFILIATED WITH SPONSORING ORGANIZATION

TITLE OF EVENT
Rally for Justice: Keep the LCFF Promise

☐ ANNUAL EVENT PREVIOUSLY HELD

TYPE OF EVENT

☒ DEMONSTRATION - MARCH

☐ RELIGIOUS

☐ OTHER (SPECIFY)

☐ ASSEMBLY

☐ PARADE/PROCESSION

ASSEMBLY/STAGING AREA (LIST STREETS OR A PORTION THEREOF AND/OR PRIVATE PROPERTY OR PARK AREA TO BE USED, INCLUDING PARKING CONTINGENCIES PLANNED)

Beaudry Avenue btwn 3rd Street and 4th Street

NO. OF OFFICIALS/MONITORS IN ASSEMBLY AREA 25 (USE PAGE 2 IF NECESSARY)

ROUTE TO BE FOLLOWED (INCLUDE DIRECTION AND PORTION OF STREET REQUESTED FOR THE EVENT; E.G., E/B 8TH ST., N/B MAIN ST.)

Beaudry Avenue btwn 3rd Street and 4th Street

NO. OF OFFICIALS/MONITORS ALONG ROUTE 25 (USE PAGE 2 IF NECESSARY)

DISBANDING AREA (LIST STREETS AND/OR PRIVATE PROPERTY OR PARK AREA TO BE USED, INCLUDING CLEANUP ACTIVITIES PLANNED)

Beaudry Avenue btwn 3rd Street and 4th Street

NO. OF OFFICIALS/MONITORS AT DISBANDING AREA 25 (USE PAGE 2 IF NECESSARY)

ASSEMBLY TIME
15:00

MARCH/PARADE STARTING TIME
15:30

ENDING TIME
19:00

DISBANDING TIME
20:00

TOTAL EVENT PARTICIPANTS
200

ANTICIPATED NO. OF SPECTATORS

DESCRIBE IN DETAIL HOW THE EVENT WILL BE CONDUCTED, INCLUDING PUBLIC NOTIFICATION EFFORTS. IF APPLICABLE, GIVE NUMBER OF BANDS, OR MUSICAL UNITS, TYPE OF OTHER MARCHING UNITS, THE NUMBER OF MEMBERS IN EACH UNIT, NUMBER AND TYPE OF SOUND VEHICLES OR SOUND AMPLIFICATION DEVICES (I.E., BULLHORN, STEREO AMPLIFIERS, ETC.), SPECIFY KINDS OF ANIMALS, AND NUMBER OF EACH. SPECIFY NUMBER, SIZE AND TYPES OF FLOATS, AND HOW EACH IS POWERED.

The set up crew will begin at 1:00 PM and demonstration will begin at 3:30 PM and disband by 8:00 PM. A clean up crew will be established to help out clearing out the space. The demonstration will include a PA system, power generator, visuals (banners and posters) and hand held megaphones. Volunteers will be present as peacekeepers.

NOTE ALL FLOATS, VEHICLES AND/OR STRUCTURES MUST BE APPROVED BY THE LAFD PRIOR TO EVENT. (USE PAGE 2 IF NECESSARY)

DESCRIBE FIRST AID PROVISIONS, WATER PROVISIONS, AND SANITARY FACILITIES AT THE EVENT.

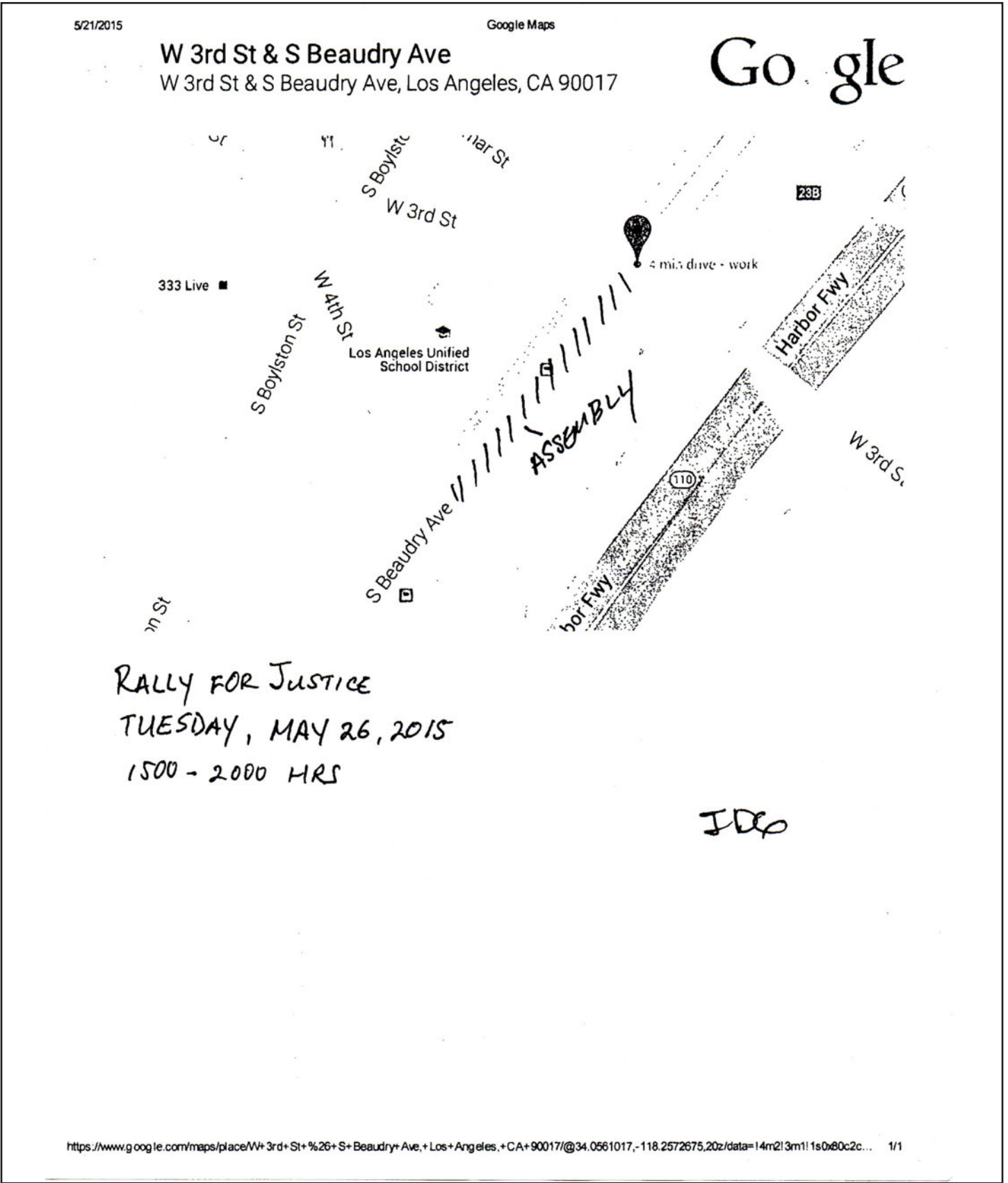
Water and First Aid shall be provided according to instructions and advice from the Los Angeles Fire Department.

SIGNATURE OF OFFICIAL OF SPONSORING ORGANIZATION

SIGNATURE OF APPLICANT

Application has been made in the manner prescribed by the Los Angeles Municipal Code, Section 103.111. In accordance with this permit, the Police Department is authorized to divert and/or prohibit vehicular traffic and parking where necessary within the formation area, along the line of route, and within the disbanding area until the normal movement of traffic has been restored. Subject to the above described Restrictions and/or Conditions, and, Restrictions and Conditions imposed by the Board, additional authority is hereby granted to the above concerned parties to conduct a special event.

DATE PERMIT GRANTED 5/21/11 BOARD OF POLICE COMMISSIONERS EXECUTIVE DIRECTOR



SPECIAL EVENT PERMIT CONDITIONS AND RESTRICTIONS
RALLY FOR JUSTICE
TUESDAY, MAY 26, 2015

These Conditions & Restrictions are hereby incorporated into and made part of the permit granted to the undersigned, for the Event to be held on the date/time set forth in the permit application. **A violation of the terms/conditions provided herein is punishable as a misdemeanor, pursuant to Los Angeles Municipal Code Section 103.111.**

- In order to maximize safety and efficiency, Permittee shall comply with all instructions from any involved City, County or State agency (i.e., Police, Fire Department's, Department of Transportation, Department of Health & Safety, Sanitation, etc.).
- The number and type of participants, vehicles, musical units, floats, marching bands, animals, dancing groups, amplified sound, and/or other parade units/elements, shall be limited to the following:

200	Participants walking on-foot;
0	Speakers;
1	PA System;
0	Decorated Vehicles;
0	Marching Bands consisting of 5-10 Members Each;
0	Dance Group Consisting of 5-10 Members Each;
0	Cars/Vehicles/Conveyances;
0	Platform, Podium or Stage;
2	Bullhorns;
- Prior inspection and approval by the Los Angeles Fire Department (LAFD), Public Safety Section, is required for any temporary structure(s), tents, stages, platform(s), podiums, electrical equipment, decorated or modified floats or vehicles, and other unusual items, prior to the start of the Event. If a pick-up truck, flatbed, or other similar truck is utilized as a podium or stage, an LAFD-approved stair-unit enabling the safe access to and from the podium/stage shall be provided. The LAFD can be contacted at (213) 978-3645.
- The Assembly Area(s), Parade/March Route or Event area, and Disbanding Area(s) shall be limited to those locations described on Page one (1) of the Permit Application and/or the attached map.

The Los Angeles Police Department and/or the Los Angeles Department of Transportation may make reasonable adjustments to the breadth, width or expanse of any street or roadway closure necessary to accommodate the safe and expeditious movement of pedestrian and/or vehicular traffic during the Event.
- Each Event official, monitor and/or volunteer shall be readily distinguishable during the Event. Prior to the Event, all monitors, volunteers, and/or Event officials shall be provided with instructions describing their duties, responsibilities and expectations as described in the Permit and these Conditions & Restrictions (C&Rs). Each Event official, monitor and volunteer should be provided a copy of the Permit and C&Rs.
- Participants shall obey all existing laws, rules, regulations and ordinances.
- For any partial or full street/lane closures, participants shall consult with the Los Angeles Department of Transportation (LADOT). The LADOT can be reached at (323) 913-4655.
- If any State Highways are involved, participants shall consult with the California Department of Transportation (Caltrans). Caltrans can be reached at (213) 897-3631.
- Participants shall consult with the Los Angeles Bureau of Street Services (BOSS) to ensure all necessary traffic control measures and devices have been arranged. The BOSS can be reached at (213) 847-6000.
- Permittee shall provide a minimum of five 32 gallon (or larger) portable garbage containers at the Assembly Area.

Los Angeles Police Commission First Amendment Sample Application (cont'd)

Special Event Permit Conditions and Restrictions
Rally for Justice
Page 2
16.2

11. Permittee shall provide a minimum of five 32 gallon (or larger) portable garbage containers at the Disbanding Area. Permittee shall also provide additional garbage containers and be responsible for clean-up activities consistent with instructions/advice from the Los Angeles Department of Sanitation.
12. The use of sound amplification devices or amplified sound shall be consistent with applicable laws, codes and ordinances regulating such sound.
13. Parades with reviewing areas shall have a minimum of two event officials present to ensure event participants do not spend longer than one minute at each reviewing location.
14. Prior to the start of the Event, all floats, vehicles, or other moving, stationary or unusual apparatus shall be inspected and approved by the Los Angeles Fire Department.
15. All vehicles utilized during the event shall be operated in a safe manner consistent with operational, mechanical, and occupancy/load requirements of the California Vehicle Code. The parade shall proceed at a maximum speed of 10 miles per hour; and at a minimum speed of one mile per hour.
16. One designated official shall be in overall charge of the Assembly Area; A minimum of ten additional event officials shall be assigned to control the expeditious and safe assembly of the Event.
17. One designated official shall be in overall charge of the Disbanding Area; A minimum of ten additional event officials shall be assigned to control the expeditious and safe disbanding of the Event.
18. A minimum of 10 officials shall be assigned and stationed evenly along or within the area of the Event route to ensure orderly and safe conduct during the Event.
19. Permittee shall provide adequate sanitary facilities (toilets, urinals and sinks) according to applicable City or County health and safety regulations.
20. During the Event, Permittee shall ensure that all medical and water provisions are provided consistent with instructions and/or advice from the Los Angeles Fire Department.
21. If horses or other large animals are involved in the Event, adequate clean-up activities and arrangements shall be made with the Department of Public Works, Bureau of Street Services, and the Department of Sanitation. Any staging of trailers or other animal transportation devices shall be arranged to enable the immediate pick-up of the animal(s) at the end of the parade and within the Disbanding Area.
22. Prior to the established start time for the Event, Permittee shall obtain all applicable City, County and/or State permits, licenses and inspections. Failure to do so may result in the revocation of the Event permit.
23. All activities must remain consistent with existing laws and ordinances regulating such activity and equipment.
24. Event activities, including the use of Event-related equipment, shall be limited to the sidewalks only.
25. Assembly of participants shall begin no earlier than 3:00PM. The Event shall begin no later than 3:30PM. Disbanding (clearing of all streets and sidewalks) shall be completed no later than 8:00PM.

Los Angeles Police Commission First Amendment Sample Application (cont'd)

Special Event Permit Conditions and Restrictions
Rally for Justice
Page 3
16.2

In accordance with LAMC Section 103.111(g)2, I, _____ (Applicant) and/or _____ (Official of Sponsoring Organization) do hereby agree to comply with the Special Event Permit and Conditions & Restrictions set forth above.

I/we have been advised that I/we have the right to appeal any permit conditions imposed.

Signature of Applicant: _____ Date & Time: 5/21/15

Official of Sponsoring Organization: _____ Date & Time: _____

Mode of Service: ☒ In-Person ☐ US Mail ☐ At Department Facility ☐ Other _____

Officer/Staff Serving: _____ S/N: _____ Date/Time: 5/21/15

City of Los Angeles
DEFENSE, INDEMNITY
AND HOLD HARMLESS AGREEMENT

Iliana Garcia whose address is 1350 San Pablo St, Los Angeles hereafter

“Indemnitor,” in consideration of receiving a Special Event permit for: Rally for Justice, May 26, 2015 at 3rd St and Beaudry agrees to the following terms and conditions:

Indemnitor shall, at his/her own cost and expense, defend the City of Los Angeles, its Council, boards, commissions, officers, employees and volunteers (“the City”) from and against any and all claims, lawsuits or demands of any kind or nature whatsoever in connection with the permitted event or activity resulting from the willful or negligent acts or omissions of Indemnitor, the sponsoring organization, its officers, agents or employees. Additionally, Indemnitor shall indemnify the City and hold the City harmless from any and all liability, loss, damage, cost or expense, including but not limited to reasonable attorney’s fees, proximately caused by the willful or negligent acts or omissions of the Indemnitor, the sponsoring organization, its officers, employees or agents in connection with the event or activity as specified above.

Executed at Los Angeles, California, this 21 day of May, 2015

Indemnitor: [Signature]
(Signature of Applicant or Sponsor)
Name: _____
(Print)

INVOICE

City of Los Angeles
Department of Recreation and Parks

MacArthur Park Community Center
2230 West 6th Street
Los Angeles, California, 90057
(213) 368 – 0520 Office
(213) 480-7529 Fax

DATE	INVOICE #
05/08/2015	001

BILL TO:

UCLA Labor Center
Contact:

* Please make checks payable to “City of Los Angeles, Department of Recreation and Parks”

Description	Amount
Special Event Fee on May 16, 2015	\$100.00
Moon Bounce Fee:	\$20.00
Two (2) Vendor Booth Fee:	\$200.00
Two (2) Part-Time Staff Fee: From 8:00 am to 5:00 pm	\$396.00
One (1) Full-Time Monitor Staff Fee: From 8:00 am to 5:00 pm	\$513.18
TOTAL	\$1229.18

Sample of Department of Recreation and Parks Application for ¡Fiesta Salud!

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Resources C
Moon Bouncer List

PATRON - USE APPROVED MOONBOUNCER COMPANIES

As of 7/1/03, there is a \$20.00 Permit Fee for all Moonbouncers (in addition to what the Moonbouncer Company charges you). This applies to all L.A. City Parks. We accept cash (exact change only), check, credit card, or money order, made payable to: "L.A. City Department of Recreation and Parks". For information on Lake Balboa (Beilenson Park), Woodley Park, or Warner Center Park please call the numbers listed at bottom of page.

Company Name	E-mail / Website	Contact Information	Insurance Policy Expiration Date
Aladin Jumpers	www.aladinjumpers.com	(818)902-5995	October 25, 2014
Magic Jump Rentals		(800)873-8989	December 16, 2014
Party World Bouncers (dba) Party on Rentals		(800)200-0744	December 31, 2015
Planet Bouncy		(310)977-4160	February 27, 2015
BR Party Rentals		(323)907-0757	February 17, 2015
O & H Jumpers	www.oandhjumpers.com	(323) 678-2141	February 28, 2015
Bumble Bee Entertainment		(818)398-1371	March 19, 2015
La Fiesta Flowers & Party Supply	www.lafiestaflowerpartysupply.com	(818)891-7952	March 20, 2015
Party Xtreme		(909)395-7674	April 01, 2015
Angie's Jumpers		(818)799-2521	April 02, 2015
Endless Jumps		(818)667-9706	April 05, 2015
Wendy's Party Rentals	wendyspartyrental@gmail.com	(818)207-1096	April 08, 2015
Jolly Bouncers	www.jollybouncers.com	(805)955-9802	April 08, 2015
Best Bounce		1(877)237-9003	April 25, 2015
Jumper Candy		(818) 781-0622 & (818)388-9034	April 29, 2015
Blue Star Jumpers	www.bluestarjumpers.com	(818)988-9580	May 12, 2015
Brinca Brinca Rentals	www.ebrinca.com	(818)570-9005	June 01, 2015
Marina Flower & Party Supplies		(818) 264-3640 (818) 974-0634	June 02, 2015
Extra Fun Jumpers	www.extrafunjumpers.com	(818)675-7414	June 03, 2015
Jump High Jumpers		(818)708-2271	June 07, 2015
Faby's Party Rentals	www.fabyspartyrentals.com	(818) 367-0170	June 11, 2015
Noho Party Rentals	www.nohopartyrental.com	(818)287-7034	June 12, 2015
Go Jumper	www.gojumper.com	(714)881-4944	June 23, 2015
Dayana's Party Supplies		(818)349-1512	June 24, 2015
Ibarra Party Rentals	ibarrarentals@gmail.com	(323)243-2995	July 12, 2015
GP Jumpers	www.gpjumpersandflowers.com	(818)895-6677	August 08, 2015
Teffy's Jumpers, Inc.		(818)909-7636	September 12, 2015
Mariluz Flowers Party Rentals		(818)503-1441	September 20, 2015
Happy Parties		(818)980-0717	September 26, 2014

PLEASE NOTE: DATES ABOVE REPRESENT EXPIRATION OF THE COMPANY'S LIABILITY INSURANCE. If you are planning to use a Moonbouncer at your event, please choose a company from the above whose insurance policy will cover the date of your event.

The City of Los Angeles does not recommend or endorse one company over another. The companies listed above have simply complied with the insurance requirements set forth by the Los Angeles City Attorney's Office. We have no knowledge of the reputation, safety, or reliability of any of these companies. Moonbouncers are not permitted at all City parks in the Valley area. Please confirm with the Park Director if a Moonbouncer is allowed at that facility, and that a large event has not previously been scheduled for the same day as your event, which would exclude the set-up of your Moonbouncer. You may find the phone number for the Park Director by looking in the front of the "White Pages" under the heading "City of Los Angeles", and the sub-heading of "Department of Recreation and Parks". This information can also be found at our web-site: www.laparks.org. If the park is not listed, it is considered "non-staffed"

The following parks are NOT permitted to have Moonbouncers: ALL UNSTAFFED PARKS

Aliso Canyon Park	El Paseo De Cahuenga	Kittridge Park	Runnymede Park
Amistad	Encino Park	Knapp Ranch/Addition	Serrania Park
Arleta	Felhaber-Houk Park	Lazy J Park	Shadow Ranch
Bee Canyon Park	Four Oaks Park	Limekiln Canyon Park	Taxco Trails Park
Brand Park	Fulton	Louise Park	Tobias Ave Park
Campo De Cahuenga	Greenbelt	Mae Boyer Park	Valley Village Park
Carey Ranch Park	Hartland Park	McGroarty Park	Vanalden Park
Castle Peak Park	Holleigh Bernson Mem Pk	Moonshine Cyn Park	Viking Park
Chatsworth North/South	Howard Finn	Nordhoff Park	Villa Cabrini
Chatsworth Oaks	Jaime Beth Slavin Park	O'Melveny Park	West Valley Park
Cohasset Melba Park	James R Gary Park	Parthenia Park	Wilbur-Tampa Park
Dearborn Park	Jesse Owens Park	Pico Adobe Park	Zelzah Park
Devonshire	John Quimby Park	Porter Ranch Park	
Devonwood Park	Kagel Canyon	Porter Ridge Park	

Revised 09/29/2014

City of Los Angeles, Dept. of Recreation and Parks, Administrative Services/Permit & Reservations Office - 6335 Woodley Ave., Van Nuys, CA 91406 Office Hours: Monday through Thursday 9:30 AM to 5:00 PM & Friday 9:30 AM to 3:00 PM NOTE: Hours Subject to Change - Please Call Ahead For Reservations/Picnic Permits, please call: Lake Balboa: (818) 785-5798 Woodley Park: (818) 756-8187

Resources D

iFiesta Salud! Event Schedule

Time	Task
6:30 - 9:00	Set up tables, canopies, signs, banners, balloons, Speakers, Chairs. Coordinate with Council, Recs and Parks
9:00 - 10:00	Finalize set up, Sign in Volunteers and Partners, Arrange tables
10:00 - 10:15	Start Event and Welcome people
12:30-1; 1:30-2	Zumba
11:00 AM	Run around the Park (Blacklist)
2:30	Raffle
1:00	Lunch to Volunteers
3:00 - 5:00	Break down session

Resources E

iFiesta Salud! Site Map



¡Fiesta Salud! Layout of Event Map




¡Fiesta Salud! Statement of Purpose

UNIVERSITY OF CALIFORNIA, LOS ANGELES

BERKLEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO

UCLA

SANTA BARBARA • SANTA CRUZ



CENTER FOR LABOR RESEARCH AND EDUCATION
INSTITUTE OF INDUSTRIAL RELATIONS
PO BOX 951478
LOS ANGELES CA 90095-1478
PHONE: 310/794-5983

UCLA DOWNTOWN LABOR CENTER
675 S PARK VIEW ST 1ST FL
LOS ANGELES CA 90057-3306
PHONE: 213/480-4155

April 29, 2015

The UCLA Community Scholars program brings together graduate students and community activists with the purpose of researching issues and creating programs for the benefit of immigrant integration in the Westlake district of Los Angeles. The focus of our section of Community Scholars is public health.

After careful consideration, our group chose to host a health-related half-daylong event in MacArthur Park, ¡Fiesta Salud!, and also compile a “how-to” manual to enable other stakeholders to hold similar events. Our event is scheduled for May 16th, and as part of this effort we are reaching out to other public health and community advocacy groups to attend the event or sponsor our efforts. Through this event, Community Scholars will engage in local coalition-building and help bridge gaps in health knowledge.

In our initial studies, our group concluded that despite the density of publically-provided health programs near the park, widespread knowledge of available services is lacking. Given the value of the public space as a resource, MacArthur Park is uniquely situated at the intersection of the immigrant community and public health to address these concerns.

Would your organization like to join Councilman Gil Cedillo’s office and a coalition of partners to help us advocate for public health in the Westlake community.

Yours in gratitude,

Victor Mendez
UCLA Community Scholars

Resources G

¡Fiesta Salud! Survey #2 - Event Recap



What is your zip code? _____

How often do you come to MacArthur Park?

- ☐ Never
- ☐ Once a year
- ☐ Few times a year
- ☐ Once a month
- ☐ Few times a month
- ☐ Once a week
- ☐ Few times a week/

How did you hear about this event?

- ☐ Flyer
- ☐ Facebook
- ☐ Friends
- ☐ Just passing by
- ☐ Other _____

What tables have you visited?

- | | | | | |
|--|--|--|--|---|
| <input type="checkbox"/> BlackList L.A. | <input type="checkbox"/> MacArthur Park / Lafayette Park | <input type="checkbox"/> Dream Resource Center | <input type="checkbox"/> LA County Public Health | <input type="checkbox"/> Planned Parenthood |
| <input type="checkbox"/> Central City Neighborhood Partners (CCNP) | <input type="checkbox"/> Clinica Monsenor Romero | <input type="checkbox"/> LA Promise Zone | <input type="checkbox"/> Para Los Ninos | <input type="checkbox"/> UCLA Downtown Labor Center |

Did you participate in any of the activities?

On a scale of 0 to 5, 0 being the lowest, 5 being the highest, did you enjoy this event?

- | | | | | | |
|---|---|---|---|---|---|
| 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|

What would you like to see at the next “¡Fiesta Salud!”?

Resources H

¡Fiesta Salud! Survey #1 - Initial Outreach

Survey Questions/Interview

1. Zip Code (Codigo Postal):
2. Gender (Genero): Male (Hombre) ☐ Female (Mujer) ☐
3. Age (Edad):
4. Ethnicity/Race:
 - a. White
 - b. Hispanic or Latino
 - c. Black or African American
 - d. Native American or American Indian
 - e. Asian / Pacific Islander
 - f. Other
5. Languages spoken at home (Que Idioma(s) habla en su casa?):
6. Do you have health coverage? (Tiene seguro de salud/seguro medico?)
7. What are the most important health problems in your community? (Cuales son los problemas de salud mas comunes en su comunidad?)
8. Do you feel your community is safe for recreation? Please elaborate. (Cree usted que su comunidad es segura? Por ejemplo, se sentiria usted segura/o haciendo ejercicio en el parque?)
9. What are the strengths of this community? (Cuales son las fortalezas de su comunidad? Que le gusta de su comunidad/vecindario?)
10. What would you like to see in your community to improve your health or your families health? (Que le gustaria ver en su comunidad para mejorar su salud o la salud de su familia?)

Resources I

Sample Certificate of Liability Insurance Form (Needed for Park Event)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/7/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Philadelphia Indemnity Insurance Co	
	NAIC # 18058	
INSURED	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 1524326527

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		PHPK1235803	10/1/2014	10/1/2015	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMPIOP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1235803	10/1/2014	10/1/2015	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: 5/16/15 Health Fair. Certificate holder is named additional insured only as respects their interest in the event at MacArthur Park, 2230 W. 6th St, Los Angeles, CA 90057.

CERTIFICATE HOLDER

City of Los Angeles, Department of Recreation & Parks,
 City of Los Angeles Administrative Office
 200 N. Main St, Suite 1240
 City Hall East Mail Stop 132
 Los Angeles CA 90012

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Roy Chapman

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