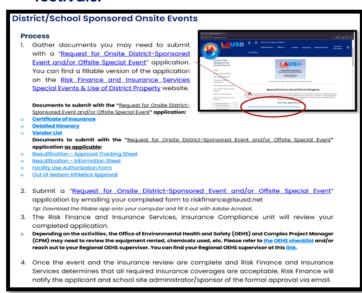


Process for District/School Sponsored Events – Carnivals & Seasonal Festivals

What type of events are carnivals/seasonal festivals?

Carnivals/ seasonal festivals are district-sponsored events that can be held on-site or off-site.

Process for on-site carnivals/seasonal festivals:



*For general guidance on the process for <u>on-site</u> district/school-sponsored events, follow this <u>link</u>.

Process for off-site carnivals/seasonal festivals:



*For general guidance on the process for <u>off-site</u> district/school-sponsored events, follow this <u>link</u>.

What are typical vendors at carnivals/seasonal festivals?

Common vendors at carnivals/ seasonal festivals include but are not limited to:

- DJs (includes MC's)
- Speakers (if they represent a company)
- Photographers
- Caterers/Food Vendors

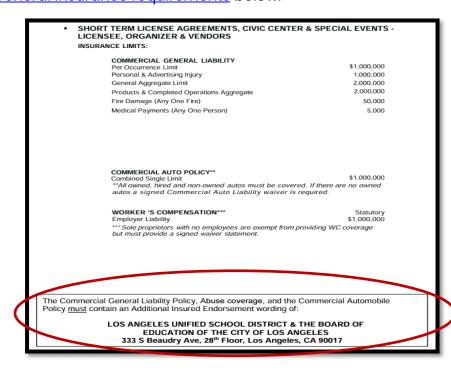
- Stage Rental Vendors/ Party Supply Vendors
- Inflatable vendors
- Pyrotechnics



Process for District/School Sponsored Events – Carnivals & Seasonal Festivals

What are the insurance requirements for vendors at my graduation event?

Vendors that will be present during your graduation event will need to follow the LAUSD General Insurance requirements below:



Certificates of
Insurance for Special
Events must contain
an Additional Insured
Endorsement exactly
as follows:
LOS ANGELES UNIFIED
SCHOOL DISTRICT &

LOS ANGELES UNIFIED
SCHOOL DISTRICT &
THE BOARD OF
EDUCATION OF THE
CITY OF LOS ANGELES
333 S Beaudry Ave,
28th Floor, Los
Angeles, CA 90017

- Pyrotechnic vendors are required to have a minimum General Liability coverage of \$5mil occ / \$5mil agg, auto, and workers comp coverage as stated above (\$1mil) and a <u>fire permit</u>.
- Photographers, in addition to the LAUSD General Insurance requirements above, are also required to adhere to the insurance requirements below for Abuse & Sexual Molestation coverages:

ABUSE & SEXUAL MOLESTATION*

Per Occurrence Limit \$1,000,000

General Aggregate Limit 1,000,000

*Vendors that will be in contact (Non-Incidental) with youth (18 & under) will require Abuse & Sexual Molestation coverage.

using a **stage**

vendor, the

Office of Environmental Health and Safety (OEHS) will need to review a <u>picture</u> and the <u>dimensions</u> of the stage.

- If you are using an inflatables vendor, the <u>Office of Environmental Health and</u>
 <u>Safety</u> (OEHS) will need to review:
 - o a picture of the inflatable
 - o the dimensions of the inflatable
 - o a ground map of where the inflatables will be located
 - o how the inflatables will be tethered
 - o the power source of the inflatable

If you are

rental