CITY OF
LOS ANGELES
CALIFORNIA

P.O. BOX 4670, WEST HILLS, CA 91308
WWW.WESTHILLSNC.ORG
WHNCMAIL@GMAIL.COM

WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND SPECIAL EVENTS COMMITTEE MEETING AGENDA

Tuesday, December 1, 2026 @ 7:00 PM
Chaminade College Preparatory – Condon Center 2nd Floor
23241 W. Cohasset Street, West Hills, CA 91304

Enter Chaminade through the Cohasset Street entrance between Woodlake and Platt Avenues. Drive through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.

In conformity with the January 1, 2026, enactment of California Senate Bill 707 (Durazo) and LA City Council File 23 1114, the West Hills Neighborhood Council Special Events Committee Meeting, will be conducted virtually, telephonically and in person. All are invited to attend and participate.

- To attend online via Zoom Webinar: Click or paste the following link into your browser: **https://us02web.zoom.us/j/84321090352**
- To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **8432 109 0352**, then press #.
- To attend in person, please attend Chaminade College Preparatory – Condon Center 2nd Floor, 23241 W.Cohasset Street, West Hills, CA 91304

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Those who wish to speak during the meeting may be asked to complete a Speaker Card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

1.	Call to Order	Mrs. Aida Abkarians, Co-Chair Mrs. Charlene Rothstein, Co-Chair
2.	Establish Quorum	Mrs. Brenda Citrom, Secretary
3.	Approve minutes from October 6, 2026	Mrs. Brenda Citrom, Secretary
4.	Comments from the Co-Chairs	Mrs. Aida Abkarians, Co-Chair Mrs. Charlene Rothstein, Co-Chair
5.	Public Comments on Non-Agenda Items	Mrs. Aida Abkarians, Co-Chair Mrs. Charlene Rothstein, Co-Chair
6.	Discussion and possible action regarding the 2027 Valentines Senior Dinner Dance event including but not limited to location, budget, vendors and required forms	Mrs. Aida Abkarians, Co-Chair Mrs. Charlene Rothstein, Co-Chair
8.	Next Special Events meeting - Tuesday, January, 5, 2027	

In the event of a disruption that prevents the eligible legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the eligible legislative body's control that prevents members of the public from offering public comments using the call-in option or internet- based service option, the eligible legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the eligible legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1. California Government Code Section 54953.8(b)(3).

The legislative body shall not require public comments to be submitted in advance of the meeting and shall provide an opportunity for the public to address the legislative body and offer comments in real time. California Government Code Section 54953.8(b)(4).

Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of in internet website, or other online platform, not under the control of eligible legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate. California Government Code Section 54953.8(b)(5).

A legislative body that provides a time public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to paragraph (5), to provide public comment until that timed public comment period has elapsed. California Government Code Section 54953.8(b)(6)(A).

A legislative body that does not provide a time public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to paragraph (5), or otherwise to be recognized for the purpose of providing public comment. California Government Code Section 54953.8(b)(6)(B).

Public Input: Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

The Americans With Disabilities Act - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, www.westhillsnc.org You can also receive our agendas via email by subscribing to L.A. City's Early Notification System (ENS)

Notice to Paid Representatives -If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics@lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

Public Access of Records - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.westhillsnc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at michelle.ritchiewhnc@gmail.com

Reconsideration and Grievance Process - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.westhillsnc.org

Servicios De Traduccion: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte michelle.ritchiewhnc@gmail.com

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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT SPECIAL EVENTS COMMITTEE/BOARD MEETING MINUTES
October 6, 2026
Chaminade High School and Online

Attendance: Co-Chair Aida Abkarians, Co-Chair Char Rothstein, Secretary Brenda Citrom, Chris Pike, Glenn Jennings, Kim Koerber, Saif Mogri, Steve Randall (on-line)
Other Board Members present: Brad Vanderhoof, Fran Rubin, Penny Newmark, Nick Eskandari, Steve Randall (Online), Jennifer Fexlix-Shannon (Online)
Absent: Joanne Yvanek Garb

1. Co-Chair Char Rothstein called the meeting to order at 7:18 p.m. A quorum was established. Previous meeting minutes were approved.

2. HALLOWEEN EVENT:
   So far, the only judges who have not confirmed they will come are Dempsey and Mark Henley. All the rest of the judges have confirmed. Although Joanne was not at the meeting, she let the committee know she will talk to the manager at Stonefire on Wednesday to ask if he will donate food and be a judge.

   Fran obtained (2) $50 gift cards but would prefer to keep this for the Valentine's Day event. For the Halloween event she got six Subway coupons and will get coupons from Dule Donuts. Nick will help Chris prepare maps for the judges.

   Penny will prepare a sponsor sheet. Certificates will be made for judges, sponsors and Halloween House winners. Homeowners will be given their certificates when judges go out to judge the homes. All others who participated but did not win will get a certificate of appreciation. On Monday, winners will be announced and lawn signs will be given out.

   Everyone will come to Aida's house at 6:00pm. Food will be served at 6:15pm and judges will be in their cars by 7:00pm. Desserts will be served once the judges return. Saif will donate a cake and Char and Glenn will buy cookies, candy and drinks.

   There will be a Google share drive for judges, for sponsors and for homeowners. Homeowners will be listed in one column, and another column will list the winners and categories. Trophies will be given out at the November Board meeting.

3. VALENTINES

   Glenn learned that the Robotics team will be using the Bob Hope room at Chaminade again in 2027 and the room will not be available to us. Aida will call the principal at Hale Middle School and Glenn and Aida will visit the school to see whether their auditorium is available and large enough. De Toledo is another option to explore. Whichever venue is chosen, it must have tables.

Meeting Adjourned at 8:42pm.

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: West Hills Neighborhood Council

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

Main sponsor: West Hills Neighborhood Council

Contact Person: Aida Abkarians/Charlene Rothstein

Phone: 818-404-7448 Email: aida.abkarians@westhillsnc.org

Co-Sponsor (if applicable): Councilmember John Lee - Council District 12

Contact Person: Ron Rubin

Phone: 818-882-1212 Email: ron.rubine@lacity.org

Event Information

Event Title and Description: Senior Valentines Day Dinner Dance
Provides a free dinner dance for seniors who may otherwise be unable to go out

Date: 02/14/26 Time Frame: 7:00 p.m. - 9:30 p.m. Est. number of attendees: 200 Event Budget: $ $3,779.64

Venue Name: El Camino Real Charter High School

Venue Address: 5440 Valley Circle Boulevard, Woodland Hills, California 91367

Contact Person:

Phone: Email:

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

□ Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair

□ Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer

□ Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

Digitally Signed using ClerkSign (Document: 456bbe6d-199b-472e-9055-ddb472320a9f)

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of $5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire an event planner (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. The following must be obtained and submitted **PRIOR TO THE EVENT** if they are applicable to your event:

If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following PERMITS:

□ LA County Public Health Department Permits – Community Event Organizer and Temporary Food Facility permits may be required. Permit fees may be waived by the County if requested.
□ LA Fire Department – Permit may be necessary for temporary structures setup to prep/cook/serve food.

CERTIFICATES OF INSURANCE, SERVICE AGREEMENTS, and/or FACILITY USE PERMITS from Vendors providing the following types of services. Insurance Certificates need to list the "City of Los Angeles" as Additional Insured.

□ Jumpers/Bouncers (Inflatables) – City Risk Management may need to review
□ Games (e.g. dunk tank, other carnival style games, video game bus)
□ Food (purchased, provided, distributed and/or served)
□ Entertainers (e.g. DJs, musicians, face painting, balloon artists, etc.)
□ Equipment Rentals (e.g. performing stage, mechanical rides, canopies)
□ Event Venues (e.g. school auditoriums, private theaters and halls, parks, street block, etc.)

If RENTING a vehicle or truck to transport event materials:

□ Renting and driving of vehicle/truck must be by a board member
□ Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

□ Over 500 attendees, which may require LAPD presence - LAPD Special Events
□ Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
□ Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety

CONTACT INFORMATION for possible permits:

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD – (213)-978-3640
- Sanitation - (213) 485-3612
- Street Services - http://bsspermits.lacity.org/spevents/
- LA County Public Health Dept. - http://publichealth.lacounty.gov

Documents to be submitted to NC Funding Program and filed for you records:

□ Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer, Event Chair.
□ Board Action Certification (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
□ Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors.
□ Vendor Invoices and Service/Facility Use Agreements
□ Copies of Insurance Certificates
□ Copies of Permits
□ Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
□ W-9 (for 1099 Individual Services (if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature: Aida Abkarians Date: 01/05/26

Print Name: Aida Abkarians Title: Vice-President/Co-Chair

Email: aida.abkarians@westhillsnc.org Phone: 818-404-7448

For Staff Use Only: ☒ Approved ☐ Denied Code: WHNC2526-002

Reviewers Signatures: 1st Level Ana Cardoso 2nd Level Signed with ClerkSign. Janet Hernandez Jan 26, 2026 2:22PM

Reviewers Names: 1st Level Ana Cardoso 2nd Level Janet Hernandez

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Agenda Item 25-0083 - Discussion and possible action to approve Event Approval Form and Budget for the 2026 Valentine Dance in the amount of $3779.64.

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission: 12/30/25

Committee Name: Special Events

Chairperson/Stakeholder: Aida Abkarians

Date Approved by Committee: 11/04/25

Phone: (818) 404-7448

Email: aidakippy@aol.com

Event/Activity: 5th Annual Valentine's Day Dance & Dinner to be held on February 14, 2026. A FREE Event to be held at El Camino Real Charter High School located at 5440 Valley Circle Blvd. Woodland Hills 91367

Total Amount Requested:

Budget Line Item:

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

A FREE/OPEN to the public event. An evening of dinner,dancing, friendship and fun.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
Dessert & Coffee	$300.00
Insurance for the event	$400.00
Venue Daily Facility Rental	$150.00
Custodian and cleanup for the venue	$350.00
Food	$952.08
Decorations	$60.00
Balloons & Insurance	$667.56
D.J. - Music	$500.00
Paper Goods	$400.00

For Budget Committee/Controller Use Only:

TOTAL: $3,779.64

Committee Approved

Budget Approved

Board Approved

Rev 01-19-2020

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Office of the City Clerk
Administrative Services Division
Neighborhood Council (NC) Funding Program
Board Action Certification (BAC) Form

NC Name: West Hills Neighborhood Council	**Meeting Date:** 01/08/26
Budget Fiscal Year: 2025 - 2026	**Agenda Item No:** 25-0083
Board Motion and/or Public Benefit Statement (CIP and NPG):	Discussion and possible action to approve Event Approval Form and Budget for the 2026Valentine Dance in the amount of $3,779.64
Method of Payment: (Select One)	☐ Check ☐ Credit Card ☐ Board Member Reimbursement

Vote Count

Recused Board Members must leave the room prior to any discussion and may not return to the room until after the vote is complete.

Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Aida Abkarians	Vice-President	X					
Faye Barta	Board Member At Large	X					
Brenda Citrom	Board Member At Large	X					
Nick Eskandari	Board Member At Large	X					
Melissa Findling	Board Member At Large	X					
Carolyn Greenwood	Treasurer	X					
Jessica Irias	Board Member At Large				X		
Glenn Jennings	Board Member At Large				X		
Kim Koerber	Board Member At Large	X					
Vinura Kotuwelle	Board Member At Large					X	
Jason Lally	Board Member At Large	X					
Saif Mogri	Controller	X					
Brian Murray	Board Member At Large	X					
Penny Newmark	Board Member At Large					X	
Chris Pike	Board Member At Large	X					
Bill Rose	Board Member At Large	X					
Charlene Rothstein	President				X		
Fran Rubin	Board Member At Large					X	
Joan Trent	Board Member At Large					X	
Brad Vanderhoof	Secretary	X					
Joanne Yvanek-Garb	Board Member At Large					X	
Zhelbert Zohrabian	Board Member At Large					X	
Board Quorum: 13	**Total:**	13	0	0	3	6	0

We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.

Authorized Signature: FayeBarta	Authorized Signature: Carolyn Greenwood
Print/Type Name: Faye Barta	Print/Type Name: Carolyn Greenwood
Date: January 8, 2026	Date: January 8, 2026

Digitally Signed using ClerkSign (Document: 456bbe6d-199b-472e-9055-ddb472320a9f)

Valentine's Day
Senior Dinner Dance



February 14, 2026

7:00 PM to 9:30 PM
(Doors open at 6:30 PM)



Hosted by:

The West Hills Neighborhood Council
&
L.A. City Councilmember John Lee, Twelfth District

El Camino Real High School, Anderson Hall
5440 Valley Circle Blvd.
Woodland Hills, 91367



ATTENDANCE IS FREE

Must RSVP by February 12TH
to: Saif.mogri@westhillsnc.org
(include names and contact information of attendees)
Space is limited



For Information Contact Saif.mogri@westhillsnc.org

Door Prizes

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Home of Academic, Artistic, and Athletic Excellence

El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills 91367

West Hills Neighborhood Council
P.O. Box 4670
West Hills CA 91308
United States

Invoice INV/2025/05652

Invoice Date:
12/22/2025

Due Date:
01/31/2026

Description	Quantity	Unit Price	Taxes	Amount
Daily Facility Rental	1.00 Units	150.00		$ 150.00

Valentine's Day Senior Dinner Dance Flat Fee

Total $ 150.00

Please use the following communication for your payment : **INV/2025/05652**

Terms & Conditions: https://iq.ecrchs.net/terms

Your support is greatly appreciated. We're here to help if you need us. Looking forward to our continued partnership.

Digitally Signed using ClerkSign (Document: 456bbe6d-199b-472e-9055-ddb472320a9f)

EL CAMINO REAL CHARTER HIGH SCHOOL
LICENSE AGREEMENT

Part I: Basic License Information

1. SCHOOL: (LESSOR)	El Camino Real Charter High School	Office: 818-595-7500	FAX: 818-595-7501
	5440 Valley Circle Boulevard		
	Woodland Hills, California 91367		
	Facility owned by Los Angeles Unified School District		
2. LICENSEE: (LESSEE)	West Hills Neighborhood Council		
	P.O. Box 4670, West Hills, CA 91308		
Contact Name	Charlene Rothstein	Glenn Jennings	
3. LICENSE AREA:	Anderson Hall		

4. LICENSEE'S USE PERIOD: FEB 14, 2026

EL CAMINO REAL CHARTER HIGH SCHOOL SHALL HAVE THE RIGHT TO TERMINATE THIS LICENSE FOR ANY REASON UPON FORTY-EIGHT (48) HOURS WRITTEN NOTICE TO LICENSEE. Licenses may request the use of other facilities on additional days and times. License shall submit a request in writing for any additional days and times, and El Camino, in its sole and absolute discretion, may grant additional days and times of use. Fees for the additional dates of use will be assessed and shall be due and payable thirty (30) days upon receipt of invoice. Licensee shall not be entitled to any reimbursement or other resources for any loss or damages incurred as a result of the termination of this Agreement.

COMMENCEMENT DATE: FEB 14, 2026 **EXPIRATION DATE: FEB 14, 2026**	SEE ATTACHMENT A

TIME OF USE: 6:30PM-10PM

Days and dates are preliminarily identified In Attachment A. Time to be approved by Principal and/or Assistant Principal; however, additional dates must be submitted in writing seven (7) days prior to date of event.

5. LICENSE FEES: $0

This License Agreement will also serve as the Invoice. Such fees shall be paid within thirty (30) days from date of first use. Payment must be in the form of COMPANY OR CERTIFIED CHECK, CASHIERS CHECK OR MONEY ORDER delivered to the address set forth in the Notices section below. The License Fee shall be paid without offset or reduction. Licensee shall pay a late fee of ten percent (10%) of the License Fee for any License Fee that is not paid as required herein or not remitted within three (3) business days of Licensee's receipt of EL Camino's written notice of overdue and outstanding fees. The License Fee is based upon the use, and any adjustments to the License Fee must be requested in writing to the SCHOOL. The License Fee is comprised of the following charges:

Use Fee:	$150		
Estimated Utilities:			

The charges for custodial, utilities, and supplies are an estimate based upon the use described in the application and the current rates incurred by El Camino. El Camino shall review the actual costs incurred for utilities, custodial, and supplies under this Agreement. If the actual cost incurred exceeds the estimate, El Camino shall provide Licensee with written notice of the actual cost and within thirty (30) days of Licensee's receipt of said written notice, Licensee shall pay the difference between the estimated charges and the actual costs.

Digitally Signed using ClerkSign (Document: 456bbe6d-199b-472e-9055-ddb472320a9f)

6. LICENSEE'S INSURANCE:

For the duration of the term, LICENSEE shall provide and maintain insurance in accordance with the following requirements. LICENSEE agrees by signature hereon to defend, indemnify, and hold harmless El Camino Real Charter High School AND Los Angeles Unified School District, their respective employees, board members, volunteers, and agents from and against all liability arising out of the use of the facility except for liability arising out of the sole negligence of LESSOR. LICENSEE shall provide to LESSOR proof of Commercial General Liability Insurance in an amount not less than $1,000,000 each occurrence/$2,000,000 aggregate, bodily injury and/or property damage combined single limit naming LESSOR, Los Angeles Unified School District, their respective Boards, officers, employees, agents, and volunteers as Additional Insured with respect to liability arising out of LICENSEE activities. LICENSEE will also furnish proof of Fire Damage Liability in an amount not less than $300,000; Medical Payments coverage in an amount not less than $5,000; and Products/Completed Operations Liability in an amount not less than $1,000,000 per occurrence/$2,000,000 aggregate if the activity involves concessions. LICENSEE shall be responsible for the like replacement of LESSOR'S' property damaged as a result of the use of the facility, whether or not applicable insurance is available to user. LESSOR shall be responsible for maintaining liability insurance sufficient to protect each party against liability arising from LESSOR'S sole negligence.

The policies shall name EL CAMINO REAL CHARTER HIGH SCHOOL, LOS ANGELES UNIFIED SCHOOL DISTRICT AND THEIR RESPECTIVE BOARD MEMBERS, EMPLOYEES, VOLUNTEERS AND AGENTS AS ADDITIONAL INSURED'S, excluding and excepting the workers' compensation insurance. The LICENSEE shall obtain a written obligation on the part of the insurance carriers to notify the Lessor in writing prior to any cancellation thereof. The policies shall also state that such insurance shall be determined to be primary over any other coverage available to the Lessor. A certificate of insurance or other acceptable evidence showing the above conditions shall be PRODUCED by the LICENSEE, prior to use of the facility, as a condition of use.

NOTICES:

All required by this Agreement shall be in writing and delivered to Licensee at the address set forth above and to El Camino as follows:

El Camino Real Charter High School
Leasing & Space Utilization
5440 Valley Circle Boulevard
Woodland Hills California 91367

Tel. 818-595-7500

Fax: 818-595-7501

All notices shall be effective upon receipt whether delivered by personal delivery or recognized overnight delivery service, facsimile (upon electronic confirmation of good transmission by the sending telecopy and a hard copy deposited in the U.S. mail within one (1) day of transmission), or sent by U.S. registered or certified mail, return receipt requested, postage prepaid. El Camino Real Charter High School and Licensee agree that notices may be given hereunder by the parties' respective legal counsel and that, if any communication is to be given hereunder by El Camino Real Charter High School or Licensee's counsel, such counsel may communicate directly with the School Principal so long as a copy is provided to the Principal's legal counsel.

THIS LICENSE AGREEMENT is made by and between El Camino Real Charter High School and Licensee, as respectively identified in Part 1 above.

NOW, THEREFORE, for any in consideration of the mutual covenants and promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

Digitally Signed using ClerkSign (Document: 456bbe6d-199b-472e-9055-ddb472320a9f)

HUB International Insurance Services Inc.
3000 Executive Parkway, Suite 300
San Ramon, CA 94583
License #0757776
Phone: 925 609 6547 * Fax: 925 609 6550 * specialevent@hubinternational.com

Special Event Liability Group Insurance Trust Premium Quotation

Date:	1/14/2026
To:	Aida Abkarians
Fax/Email:	aidakippy@aol.com
Phone:	818-404-7448

Event Holder *(Named Insured)* :

Name/Address: West Hills Neighborhood Council
P.O Box 4670
West Hills, CA 91308

Thank your for choosing our Special Event Liability Program to provide a premium quotation for your event.
Please review quote to be sure information is accurate, complete and meets facility requirements.
PAYMENT INSTRUCTIONS BELOW.

EVENT INFORMATION

Event Type: Senior Valentine's Day Dance **Event Date(s):** 2/14/2026

Event Location(s): El Camino Real Charter High School- 5440 Valley Circle Blvd, Woodland Hills, CA 91367

# of Vendors, Sponsors, Entertainers as Additional Insureds: n/a

# of Full Liquor Liability Days: n/a **~ Host Liquor is included automatically in policy ~**

FACILITY OWNER - ADDITIONAL INSURED (if multiple, continues on next page):

City of Los Angeles and its Agencies, Boards and Depts., 200 North Main Street, City Hall East - Rm 1240, Los Angeles, CA 90012

LIMITS OF LIABILITY (PRIMARY)

Each Occurrence:	$2,000,000	Damage to Premises Rented to You:	$1,000,000
General Aggregate:	$4,000,000	Medical Payments:	$5,000
Personal & Advertising Injury:	$2,000,000	Deductible:	$0
Products/Completed Operations Aggregate:	$4,000,000		
Full Liquor Liability Each Occurrence:	N/A	***(Aggregate included in general liability aggregate)***	

PREMIUM QUOTATION

	Premium	State Taxes & Fees	Processing Fee
General Liability	$150.00	$4.77	$95.00
Full Liquor Liability (when required)			
Additional Insured(s)-Vendors, etc.			
Additional Insured(s)-Full Liquor Liability (when required)			
Optional Excess Limits *	$75.00	$2.39	
TOTALS:	$225.00	$7.16	$95.00

HUB Use Only

TOTAL COST: **$327.16** **Quote expires after the first event date listed above. Email us for a new quote.**

** Additional premium to increase policy's standard minimum limit of $1M per occurrence to $2M per occurrence.*

PAYMENT INSTRUCTIONS:

Please use the Epay payment link provided in the email with your quote to complete purchase. Please do not edit or delete any information included on the Epay invoice/payment page. This information is required by our office in order to track and issue your individual policy forms. Editing or deleting any of this information can result in your policy forms not being issued due to our office not being able to identify the transaction. Please note: HUB processing fees are fully earned/non-refundable at the time of purchase. Epay charges a small transaction fee, which is disclosed at the payment step, and is non-refundable.

~ ADDITIONAL INSUREDS CONTINUE ON NEXT PAGE ~

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LIST OF ADDITIONAL INSUREDS:

NAME/ADDRESS: (2)	
NAME/ADDRESS: (3)	
NAME/ADDRESS: (4)	
NAME/ADDRESS: (5)	
NAME/ADDRESS: (6)	
NAME/ADDRESS: (7)	
NAME/ADDRESS: (8)	
NAME/ADDRESS: (9)	
NAME/ADDRESS: (10)	
NAME/ADDRESS: (11)	
NAME/ADDRESS: (12)	
NAME/ADDRESS: (13)	
NAME/ADDRESS: (14)	

~ SEE NEXT PAGE FOR SPECIAL CONDITIONS THAT MAY APPLY ~

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Special Conditions: ***(Applicable only if box is checked)***

Special Event Liability Group Insurance Trust is an Insured Risk Purchasing Group, using the following insurance companies to provide liability insurance for Event Holders:

Colony Insurance Company **Best's Rating:** **A, XII**

Your quotation is subject to the following items:

☐ It is a requirement that each participant, coach, manager, instructor or official in each activity listed below, and their parent or legal guardian if the participant is under 18 years of age, sign a waiver and release of Liability form protecting each of the following entities:

Activities: _____

_____

_____

Entity(ies) to be released from liability:

_____

_____

_____

The liability insurance provided by this insurance policy(ies) will not defend or pay for a claim for bodily injury to a participant in the above listed activity(ies), if the participant did not sign a Waiver and Release of Liability form.

☐ An acceptable Waiver and Release of Liability form has been provided for your use. **(Must use program Waiver OR Waiver reviewed and approved by Program Manager.)**

☐ It is a requirement that the company or vendor providing the following activity or service(s), name each of the following entity(ies) as additional insured on their General Liability insurance:

Activity(ies)/Services:

_____

_____

_____

Entity(ies) to be included as Additional Insured(s):

_____

_____

_____

☒ **Policy contains a terrorism exclusion. On behalf of the Risk Purchasing Group and each member, the trustee has declined coverage for the Terrorism Risk Insurance Act (TRIA).**

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SPECIAL EVENT LIABILITY GROUP INSURANCE
TRUST NOTICE TO CALIFORNIA POLICYHOLDER

1. The insurance policy that you have purchased is being issued by an insurer that is not licensed by the State of California. These companies are called "nonadmitted" or "surplus line" insurers.

2. The insurer is not subject to the financial solvency regulation and enforcement that apply to California licensed insurers.

3. The insurer does not participate in any of the insurance guarantee funds created by California law. Therefore, these funds will not pay your claims or protect your assets if the insurer becomes insolvent and is unable to make payments as promised.

4. The insurer should be licensed either as a foreign insurer in another state in the United States or as a non-United States (alien) insurer. You should ask questions of your insurance agent, broker, or "surplus line" broker or contact the California Department of Insurance at the toll-free number 1-800-927-4357 or internet website www.insurance.ca.gov. Ask whether or not the insurer is licensed as a foreign or non-United States (alien) insurer and for additional information about the insurer. You may also visit the NAIC's internet website at www.naic.org. The NAIC—the National Association of Insurance Commissioners—is the regulatory support organization created and governed by the chief insurance regulators in the United States.

5. Foreign insurers should be licensed by a state in the United States and you may contact that state's department of insurance to obtain more information about that insurer. You can find a link to each state from this NAIC internet website: https://naic.org/state_web_map.htm.

6. For non-United States (alien) insurers, the insurer should be licensed by a country outside of the United States and should be on the NAIC's International Insurers Department (IID) listing of approved nonadmitted non-United States insurers. Ask your agent, broker, or "surplus line" broker to obtain more information about that insurer.

7. California maintains a "List of Approved Surplus Line Insurers (LASLI)." Ask your agent or broker if the insurer is on that list, or view that list at the internet website of the California Department of Insurance: www.insurance.ca.gov/01-consumers/120-company/07-lasli/lasli.cfm.

8. If you, as the applicant, required that the insurance policy you have purchased be effective immediately, either because existing coverage was going to lapse within two business days or because you were required to have coverage within two business days, and you did not receive this disclosure form and a request for your signature until after coverage became effective, you have the right to cancel this policy within five days of receiving this disclosure. If you cancel coverage, the premium will be prorated and any broker's fee charged for this insurance will be returned to you.

D-2-0120

~ SEE NEXT PAGE FOR SPECIFIC EVENT POLICY EXCLUSIONS THAT MAY APPLY ~

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SPECIFIC EVENT POLICY EXCLUSIONS

The following types of risk exposures are specifically excluded under the Standard General Liability Insurance policy the insurance carrier provides; there is no coverage.

Aircraft / Aviation
All Terrain Boarding
Ballooning / Balloon Rides
Base Jumping
Bouldering
Boxing, Wrestling
Bungee Jumping, use of a harness, belaying apparatus or any type of fall protection equipment
Carnival Rides
Circuses
Concerts over 6 hours in music length
Contact Karate / Martial Arts
Contact Sports
Diving
Football (except passing camps with no contact drills)
Free Speeches, Polictical Events, Political Rallies, Protests, Marches
Hang Gliding
Hockey
Jousting
Kayaking, Rafting or Canoeing in greater than Class 3 rapids
Lacrosse / Rugby
Mechanical Amusement Rides or Services and Gyroscope Rides
Motorized Sporting Equipment
Mosh Pits
Mountain Biking
Power Boat Racing
Professional Sporting Activity; Games, Races, Contests of a professional nature
Pyrotechnics / Explosives
Rap or Heavy Metal Concerts
Raves
Rock Climbing
Rodeo / Roping Events (includes practice)
Scuba Diving
Tight Roping, Slacklining
Tractor / Truck Pulls
Ziplines / Ziplining

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EL CAMINO REAL CHARTER HIGH SCHOOL
LICENSE AGREEMENT

Part I: Basic License Information

1. SCHOOL: (LESSOR)	El Camino Real Charter High School	Office: 818-595-7500	FAX: 818-595-7501
	5440 Valley Circle Boulevard		
	Woodland Hills, California 91367		
	Facility owned by Los Angeles Unified School District		
2. LICENSEE:	West Hills Neighborhood Council		
(LESSEE)	P.O. Box 4670, West Hills, CA 91308		
Contact Name:	Charlene Rothstein	Glenn Jennings	
3. LICENSE AREA:	Anderson Hall		

4. LICENSEE'S USE PERIOD: FEBRUARY 14, 2026

EL CAMINO REAL CHARTER HIGH SCHOOL SHALL HAVE THE RIGHT TO TERMINATE THIS LICENSE FOR ANY REASON UPON FORTY-EIGHT (48) HOURS WRITTEN NOTICE TO LICENSEE. Licenses may request the use of other facilities on additional days and times. License shall submit a request in writing for any additional days and times, and El Camino, in its sole and absolute discretion, may grant additional days and times of use. Fees for the additional dates of use will be assessed and shall be due and payable thirty (30) days upon receipt of invoice. Licensee shall not be entitled to any reimbursement or other resources for any loss or damages incurred as a result of the termination of this Agreement.

COMMENCEMENT DATE: FEB 14, 2026 **EXPIRATION DATE: FEB 14, 2026**	SEE ATTACHMENT A PERMISSION GRANTED TO SERVE FOOD AND NON-ALCOHOLIC DRINKS.

TIME OF USE: SATURDAY 4:00PM-10PM

Days and dates are preliminarily identified In Attachment A. Time to be approved by Principal and/or Assistant Principal; however, additional dates must be submitted in writing seven (7) days prior to date of event.

5. LICENSE FEES: $ 150.00

This License Agreement will also serve as the Invoice. Such fees shall be paid within thirty (30) days from date of first use. Payment must be in the form of COMPANY OR CERTIFIED CHECK; CASHIERS CHECK OR MONEY ORDER delivered to the address set forth in the Notices section below. The License Fee shall be paid without offset or reduction. Licensee shall pay a late fee of ten percent (10%) of the License Fee for any License Fee that is not paid as required herein or not remitted within three (3) business days of Licensee's receipt of EL Camino's written notice of overdue and outstanding fees. The License Fee is based upon the use, and any adjustments to the License Fee must be requested in writing to the SCHOOL. The License Fee is comprised of the following charges:

Use Fee:	$150.00		
Estimated Utilities:			

The charges for custodians, utilities, and supplies are an estimate based upon the use described in the application and the current rates incurred by El Camino. El Camino shall review the actual costs incurred for utilities, custodial, and supplies under this Agreement. If the actual cost incurred exceeds the estimate, El Camino shall provide Licensee with written notice of the actual cost and within thirty (30) days of Licensee's receipt of said written notice, Licensee shall pay the difference between the estimated charges and the actual costs.

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6. LICENSEE'S INSURANCE:

For the duration of the term, LICENSEE shall provide and maintain insurance in accordance with the following requirements. LICENSEE agrees by signature hereon to defend, indemnify, and hold harmless El Camino Real Charter High School AND Los Angeles Unified School District, their respective employees, board members, volunteers, and agents from and against all liability arising out of the use of the facility except for liability arising out of the sole negligence of LESSOR. LICENSEE shall provide LESSOR proof of Commercial General Liability Insurance in an amount not less than $1,000,000 each occurrence/$2,000,000 aggregate, bodily injury and/or property damage combined single limit naming LESSOR, Los Angeles Unified School District, their respective Boards, officers, employees, agents, and volunteers as Additional Insured with respect to liability arising out of LICENSEE activities. LICENSEE will also furnish proof of Fire Damage Liability in an amount not less than $300,000; Medical Payments coverage in an amount not less than $5,000; and Products/Completed Operations Liability in an amount not less than $1,000,000 per occurrence/$2,000,000 aggregate if the activity involves concessions. LICENSEE shall be responsible for the like replacement of LESSOR'S' property damaged as a result of the use of the facility, whether applicable insurance is available to user. LESSOR shall be responsible for maintaining liability insurance sufficient to protect each party against liability arising from LESSOR'S sole negligence.

The policies shall name EL CAMINO REAL CHARTER HIGH SCHOOL, LOS ANGELES UNIFIED SCHOOL DISTRICT AND THEIR RESPECTIVE BOARD MEMBERS, EMPLOYEES, VOLUNTEERS AND AGENTS AS ADDITIONAL INSURED'S, excluding and excepting the workers' compensation insurance. The LICENSEE shall obtain a written obligation on the part of insurance carriers to notify the Lessor in writing prior to any cancellation thereof. The policies shall also state that such insurance shall be determined to be primary over any other coverage available to Lessor. A certificate of insurance or other acceptable evidence showing the above conditions shall be PRODUCED by the LICENSEE, prior to use of the facility, as a condition of use.

NOTICES:

All required by this Agreement shall be in writing and delivered to Licensee at the address set forth above and to El Camino as follows:

El Camino Real Charter High School
Leasing & Space Utilization
5440 Valley Circle Boulevard
Woodland Hills California 91367

Tel. 818-595-7500

Fax: 818-595-7501

All notices shall be effective upon receipt whether delivered by personal delivery or recognized overnight delivery service, facsimile (upon electronic confirmation of good transmission by the sending telecopy and a hard copy deposited in the U.S. mail within one (1) day of transmission), or sent by U.S. registered or certified mail, return receipt requested, postage prepaid. El Camino Real Charter High School and Licensee agree that notices may be given hereunder by the parties' respective legal counsel and that, if any communication is to be given hereunder by El Camino Real Charter High School or Licensee's counsel, such counsel may communicate directly with the School Principal so long as a copy is provided to the Principal's legal counsel.

THIS LICENSE AGREEMENT is made by and between El Camino Real Charter High School and Licensee, as respectively identified in Part 1 above.

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NOW, THEREFORE, for any consideration of the mutual covenants and promises herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

PART II: PROVISIONS IN ADDITION TO PART I ABOVE

8. GRANT OF LICENSE:

El Camino hereby grants Licensee a nonexclusive license to use the License Areas as set forth in Part 1 above and for no other purpose without the prior written consent of El Camino, which consent may be withheld or condition in El Camino's sole and absolute discretion. Licensee agrees to only use the License Areas in strict accordance with the terms and conditions set forth herein. Licensee understands that its use is secondary to El Camino's instructional program and no part of Licensee's use shall disrupt El Camino's instructional program as determined by El Camino's sole discretion.

9. CONDITIONS:

(a) As-is Condition: Licensee accepts the License Area "AS-IS,"" WHERE-IS," and "WITH ALL FAULTS" subject to all applicable zoning, municipal, county and state laws, ordinances, and regulations governing and regulating the use of License Area and accepts this Agreement subject thereto and to all matters disclosed thereby.

(b) Alterations, Additions, or Improvements: Licensee shall not make any alterations, additions, or improvements to the License Area during the Term of this License Agreement. El Camino discloses and Licensee understands that any alterations, modification, and improvements to the School may be subject to the approval of the Department of State Architect. Any alterations, additions, or improvements without the prior consent of El Camino shall be construed as a breach of this Agreement. If Licensee makes any alterations, additions, or improvements to the License Areas without the written consent of El Camino, El Camino shall have the right to restore the License Areas to the condition the License Areas were in immediately prior to Licensee's occupancy, and Licensee agrees to reimburse El Camino for its costs incurred thereby within thirty (30) days of Licensee's receipt of El Camino's invoice. The exercise of El Camino's right to restore the License Areas shall not excuse Licensee's violation of these paragraphs nor shall the exercise waive any other remedy available to El Camino.

(c) Safe and Sanitary: Licensee, at its sole cost and expense, shall use the License Area in a safe and sanitary manner. The License Area is part of an operating school and damage, destruction, and excess trash and debris will affect El Camino's ability to conduct the instructional program. License shall report to El Camino any deficiencies in maintenance or condition of the License Area. Licensee shall be responsible for and pay for any repairs or replacements or any damage to the License Area that may occur during the term hereof, that arises out of or is in any way related to Licensee's use of the License Area. Upon expiration of this Agreement, or on any earlier termination, Licensee shall surrender the License Area to El Camino in the same condition as delivered to Licensee, ordinary wear and tear excepted.

(d) Comply with Law: Licensee shall always comply during its use and occupancy of the License Area with all ordinances, laws and regulations affecting the use and occupancy thereof, including the maximum occupancy ordinance. Licensee shall not allow the License Area to be used for any unlawful or objectionable purpose, nor shall Licensee cause, maintain, or permit any nuisance in, on, or about the License Area

(e) Signs and Posters: Licensee shall not place any signs, posters, or other printed materials on the inside or the outside of the License Area or any part of the School without the prior written approval of the principal.

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(f) Food, Drinks, Tobacco, Liquor, Narcotics, and Firearms: Licensee shall not allow food, candy, popcorn, drinks, or refreshments of any kind in the License Area without written permission from the Principal. Licensee shall enforce no smoking in the License Area and prohibit the use of profane language, the use of tobacco products, possession of or use of intoxicating liquors or narcotics, quarreling or fighting, betting, or other forms of gambling, or conducting a lottery. The possession and carrying of firearms and weapons of any kind on El Camino's property shall be prohibited, except for peace officers or other authorized law enforcement personnel.

(g) Use of Other Equipment; Classrooms: The fee paid by Licensee is for the use of License Area only and does not include the use of any equipment located therein unless specifically identified in Part I above. If this Agreement includes the use of El Camino's equipment, El Camino does not guarantee the adequacy or the condition of any such equipment and Licensee agrees to accept the use of such equipment on an "as-is" and "where-is" basis and shall notify El Camino of any damage or destruction of such equipment. Licensee shall reimburse El Camino for the replacement value of such equipment if the damage or destruction of such equipment occurs as a result of Licensee's use of the License Area. If any classrooms are used, Licensee shall supply the necessary supervision to ensure that they are left in the same condition as found. Licensee understands that: (1) the students' and the teachers' desks may not be disturbed; (2) school supplies may not be used or touched (including materials on the bulletin board); (3) written material found on chalkboards may not be erased; (4) furniture that is moved must be restored to its original location; (5) students may not be in a classroom without a supervising adult and (6) students may not utilize any portion of the School that is not designated as part of the License Area except for the area immediately surrounding the License Area, and those logical pathways for access to and from the License Area.

(h) Flammables: Licensee shall obtain the necessary permits from the City or County Fire Department prior to events utilizing fireworks, open flames, lighted candles, tents, canopies, overhangs, or sides and, upon request, shall provide a copy of said permits to El Camino.

(i) Emergency Access: Emergency fire exit pathways shall be a continuous and unobstructed means of egress to a public way. Exit doors shall remain unlocked during all hours of operation.

(j) Persons with Convictions: Licensee shall not allow any person who has been convicted of any of the offenses set forth in the Education Code Section 44010 and is under the direction or control of Licensee to enter upon the License Area. A plea or verdict of guilty shall be deemed a conviction, irrespective of a subsequent order under the provisions of Penal Code Section 1203.4.

(k) Other Structures; Power Sources and Electrical Cables: No structures may be erected or assembled on the License Area nor may any electrical, mechanical, or other equipment be brought thereon unless previously authorized in writing by El Camino's Office of Environmental Health & Safety. Electrical cords and cables shall be in good condition (not frayed). Any cord or cables lying across an aisle way shall be properly bundled and covered. They shall not lie across vehicle pathways.

10. WAIVER; INDEMNITY:

(a) El Camino shall not be liable for, and Licensee hereby waives all claims against El Camino for damage to any property or injury, illness, or death of any person in, upon or about the License Area arising in any way due to, in connection with, or related to, directly or indirectly, the use of

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the License Area by Licensee, Licensee's employees, agents, invitees, or contractors. El Camino and Licensee hereby agree and acknowledge that the relationship between El Camino and Licensee is solely an El Camino/Licensee relationship and not a principal/agent relationship or any other relationship. License is acting on its own behalf in using the License Area (for the purposes described herein or for any other purpose(s) that may occur and is not operating as an agent of El Camino or as part of El Camino's operations as a school. The provisions of this Section 10(a) shall not apply to the extent that all or part of the liabilities is due to the negligence or willful misconduct of El Camino, its Board, officers, directors, other members, partners, employees, agents, and independent consultants or due to a breach of El Camino's obligations under this Agreement.

(b) To the fullest extent permitted by law, Licensee shall indemnify, defend, and protect LESSOR and Los Angeles Unified School District, their respective Board Members, officers, directors, other members, partners, employees, volunteers, agents, and independent consultants (singularly, "Indemnified Party"; collectively, "Indemnified Parties") and hold the Indemnified Parties harmless from any and all losses, costs, damages, expenses, and liabilities (Including, without limitation, court costs and reasonable attorneys' fees) incurred in connection with or arising from any cause (i) in the use or occupancy by Licensee of the License Area, or (ii) any default by Licensee in the observance or performance of any of the terms, covenants, or conditions of this Agreement on Licensee's part, to be observed or performed; (iii) the use or occupancy of the License Area by Licensee or any person claiming by, though, or under Licensee, Licensee's employees, agents, contractors, Licensee's, directors, officers, partners, trustees, visitors, invitees, or any such person in, on, or about the License Area during the term of this Agreement (singularly, "Liability"; collectively, ·"Liabilities"); and (iv) any claim by a third party that El Camino is responsible for any actions by Licensee in connection with any use or occupancy of the License Area or in any way related to this Agreement. The provisions of this Section 10(b) shall not apply to the extent that all or part of the Liabilities is due to the negligence or willful misconduct of the Indemnified Parties or due to a breach of El Camino's obligations under this Agreement.

Not with standing anything to the contrary set forth in this section 10, El Camino shall remain liable for any and all losses, costs, damages, expenses, and liabilities (including, without limitation, court costs and reasonable attorneys' fees) incurred in connection with or arising from any cause in the use or occupancy by El Camino of the License Area, Including, without limiting the generality of the foregoing; (a) any default by El Camino in the observance or performance of any of the terms, covenants, or conditions of this Agreement on El Camino's part to be observed or performed; and (b) the use or occupancy of the License Area by El Camino or any person claiming by, though, or under El Camino or El Camino's employees, agents, contractors, directors, officers, partners, trustees, visitors, or invitees, or any such person in, on, or about the License Area either prior to, during, or after the expiration of the term of this Agreement.

The provisions of this Section 10 shall survive the expiration or earlier termination of this Agreement.

11. HAZARDOUS MATERIALS:

Licensee shall not cause or permit any hazardous material to be brought, kept, or used in or about the School by Licensee or its agents, employees, contractors, or invitees in violation of said Environmental Laws. Licensee agrees to indemnify, defend, and hold LESSOR and other "Indemnified Parties" as stated in 10. (b) above harmless from and against any and all claims, judgments, damages, penalties, fines, costs, liabilities, and losses (Including without limitation diminution in value of the School and sums paid in settlement of claims, attorneys' fees, consultant fees, and experts' fees) which arise during the term of this Agreement as a result of

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Licensee's breach of this provision. As used in this Agreement, the following definitions shall apply: "Environmental Laws" shall mean all federal, state, and local laws, ordinances, court orders and administrative directives, rules, and regulations now or hereafter in force as amended from time to time, In any way relating to or regulating human health or safety, or Industrial hygiene or environmental conditions, or protection of the environment, or pollution or contamination of the air, soil, surface water, or groundwater.

The provisions of this Section 11 shall survive the expiration or earlier termination of this Agreement.

12. ANNOUNCEMENTS:

Licensee shall read or have read the following statement at the beginning of any meeting or other activity which is open to the public held pursuant to this License Agreement: **"Use of these school premises has been granted pursuant to the provisions of Sections 17400, et seq., of the Education Code of the State of California to West Hills Neighborhood Council from El Camino Real Charter High School. El Camino Real Charter High School does not sponsor or take responsibility, nor does it necessarily endorse any of the activities, statements, or opinions which may be expressed at this meeting or activity."**

13. SECURITY:

El Camino makes no representations or warranties regarding the safety or security of the License Area. El Camino shall not provide, supervise, or furnish personnel in connection with personal safety and security of Licensee's employees, invitees, customers, or other persons within and about the License Area. Such safety or security is the responsibility of LESSEE.

14. ASSIGNMENT:

Licensee shall not voluntarily or by operation of law assign, transfer, mortgage, or otherwise transfer or encumber all or any part of Licensee's interest in this Agreement or in the License Area.

15. DEFAULT BY LICENSEE:

Each of the following shall be a material breach of this Agreement by Licensee:

(a) Licensee shall fail to make any payment owed by Licensee under this Agreement, as and when due, and where such failure is not cured within three (3) business days following receipt of written notice by Licensee from El Camino; and

(b) Licensee shall fail to observe, keep or perform any of the terms, covenants, agreements, or conditions under this Agreement that Licensee is obligated to observe or perform, other than that described in subparagraph (a) above, for a period of thirty (30) days after notice to Licensee of said failure; provided, however, that if the nature of Licensee's default Is such that more than thirty (30) days are reasonably required for its cure, then Licensee shall not be deemed to be in material breach of this Agreement if Licensee shall commence the cure of such default so specified within said thirty (30) day period and diligently prosecutes the same to completion, but in no event shall Licensee have a period longer than sixty (60) days to cure such default.

If a default shall be made under any provision of this Agreement, El Camino may reenter the License Area, take possession thereof, and remove all persons there from.

If Licensee breaches any covenant, obligation, requirement, or condition set forth in this Agreement, so long as Licensee continues to occupy the License Area, in addition to any and all remedies available to El Camino by law. Licensee hereby agrees that El Camino shall have the right to file an unlawful detainer action to recover possession of the License Area pursuant

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to the California unlawful detainer statutory scheme, as amended from time to time, and Licensee hereby waives the right to object to El Camino's use of the unlawful detainer procedure on the basis that its real property interest in the License Area is a license and not a lease.

16. CIRCUMSTANCES BEYOND EL CAMINO'S CONTROL:

Licensee agrees that circumstances beyond the control of El Camino such as, but not limited to, natural disasters, civil unrest, or damage or destruction to the License Area that prohibit or limit the use of the License Area shall cause this Agreement to automatically terminate unless the parties execute a written instrument agreeing to continue this Agreement in effect as modified. In the event this Agreement terminates pursuant to this provision, Licensee shall be entitled to a refund of that portion of the License Fee paid by Licensee applicable to the period that the License Area is not available for use by Licensee. LICENSEE SHALL NOT BE ENTITIED TO ANY REIMBURSEMENT OR OTHER RECOURSE FOR ANY LOSS OR DAMAGES INCURRED AS THE RESULT OF THE TERMINATION OF THIS AGREEMENT PURSUANT TO THIS PROVISION.

17. SEVERABILITY; SECTION HEADINGS:

The invalidity of any provision of this Agreement, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof. The section and paragraph headings in this Agreement are for the purpose of convenience and heading only, and the words contained therein shall in no way be held to explain, modify, or aid in the interpretation, construction, or meaning of the provisions hereof.

18. TIME OF ESSENCE:

TIME IS OF THE ESSENSE OF ALL OBLIGATIONS OF THE PARTIES HEREUNDER.

19. ENTIRE AGREEMENT:

All prior understandings and agreements between the parties or other third parties are merged within this Agreement, including, and incorporating the recitals contained hereinabove, which alone fully and completely sets forth the understanding of the parties.

20. MODIFICATION OR AMENDMENT:

This Agreement may not be modified, amended, or terminated orally or in any manner other than by written agreement signed by the party against whom enforcement of such modification, amendment, or termination is sought.

21. LEGAL ACTIONS:

If either party named herein brings an action to enforce the provisions hereof or declares rights hereunder, the prevailing party in any such action, on trial or appeal, shall be entitled to its reasonable attorneys' fees and costs. Notwithstanding anything to the contrary in this Agreement, El Camino shall not be liable to Licensee for consequential damages incurred in connection with this Agreement, including, but not limited to, loss of profits or other revenue, loss of business opportunity, loss of goodwill or loss of use, in each case, however occurring.

22. ABSENCE OF WAIVER:

No waiver by El Camino or Licensee of any provision hereof shall be deemed to be waiver of any other provision hereof or of any subsequent breach by El Camino or Licensee of the same or any other provision.

23. CUMULATIVE REMEDIES:

No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all the remedies at law or in equity.

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24. EL CAMINO'S RIGHT OF ENTRY

EL CAMINO and EL CAMINO'S agents shall have the right to enter the License area at reasonable times for the purpose of inspecting same and in making such alterations, repairs, improvements, or additions to the License Areas as El Camino may deem necessary or desirable.

25. FACSIMILE TRANSMISSION

Any executed copies of this Agreement and all related documents may be executed and delivered by facsimile transmission. The recipient of said transmission shall consider such delivery as delivery of the original executed document. All parties to this Agreement hereby warrant and represents that any document which they deliver by facsimile transmission shall be a true and correct copy of the original document. All parties hereby agree that when delivery of a document is affected by a facsimile transmission, the transmitting party's signature to such a document shall be fully binding upon the transmitting party with the same force and effect as if the original document had been personally delivered.

26. REPRESENTATIONS & WARRANTIES

Each party, by their respective signatures below, represents to the other party that it has full power and authority to execute this Agreement, and the Agreement shall be binding upon the parties hereto. Warranties, representations, agreements, and obligations contained in this Agreement shall survive the execution and delivery of this Agreement and shall survive any and all performances in accordance with this Agreement.

This Agreement is issued in accordance with the provision of the Education Code of the State of California.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date set forth adjacent to their respective signatures

SCHOOL:	El Camino Real Charter High School *A non-profit organization and existing under the laws of the State of California*
BY	David Hussey
TITLE	**EXECUTIVE DIRECTOR**
DATE	**1/20/26**
LICENSEE	**WEST HILLS NEIGHBORHOOD COUNCIL**
BY	
TITLE	
DATE	**1/20/26**

Digitally Signed using ClerkSign (Document: 456bbe6d-199b-472e-9055-ddb472320a9f)

ATTACHMENT A

Upcoming Date(s) and Time(s) Requested for El Camino Real Charter High School:

Program	Date	Hours	Day	Tentative facilities to be requested
WHNC	2/14/2026	6	Saturday	Anderson Hall
Permission granted to serve food & Non-Alcoholic drinks.				

Attachment B – Fee breakdown

	Amount	hours	Total
Hourly rate	NA		
Custodial	NA		
Restroom	NA		
Youth Services	NA		
License Fee	$150.00	6	$150.00

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El Camino Real Charter High School
5440 Valley Circle Blvd.
Woodland Hills 91367

Home of Academic, Artistic, and Athletic Excellence

West Hills Neighborhood Council
P.O. Box 4670
West Hills CA 91308
United States

Invoice INV/2025/05652

Invoice Date:
12/22/2025

Due Date:
01/31/2026

Description	Quantity	Unit Price	Taxes	Amount
Daily Facility Rental	1.00 Units	150.00		$ 150.00

Valentine's Day Senior Dinner Dance Flat Fee

Total $ 150.00

Please use the following communication for your payment : **INV/2025/05652**

Terms & Conditions: https://iq.ecrchs.net/terms

Your support is greatly appreciated. We're here to help if you need us. Looking forward to our continued partnership.

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Invoice

Los Toros Catering

21743 Devonshire St.
Chatsworth, CA 91311

Phone: 818-882-3080

By: Maribel Montaño-Sanchez

Fax: 818-882-1495

Email Address:lostorosgirl@yahoo.com

El Camino High School

Site Address: www.lostoros.com

Quotation Date:12/19/2025

West Hills, Ca 91304

Catering Date 02/14/2026

Attn:Char and Aida

Set-up: 6:00pm

Phone:(916)505-4633

email: charwhnc@gmail.com

Description	Price per item	Qty	Amount
Chicken enchilada with rice & beans	$11.50	210	$2,415.00
Cheese enchilada for Vegetarian		0	$0.00
Add Salad	$2.25	120	$270.00
2 dressing options will be brought	Included	0	$0.00
Chips & Salsa	Included	0	$0.00
		0	$0.00
Paper Goods not Provided		0	$0.00
Commercial Coffee Craft	$50.00	2	$100.00
	$0.00	0	$0.00
	Subtotal		$2,785.00
	Tax Rate		9.50%
	Total Tax		$264.58
	SUB-TOTAL		$3,049.58
	Set-up & Delivery & Serve		$200.00
	CD12 Discount 10%Discount		($2,297.50)
	TOTAL		$952.08

Comments / Notes

Los Toros will provide chaffing dishes to keep food warm & serving utensils.Customer will provide tables and linens. Servers provided for duration of food serving only.

If everything is to your satisfaction please sign and fax back.

Thank You!

x

Client signature

An institution consecrated to exalt Mexican delicacies!

Digitally Signed using ClerkSign (Document: 456bbe6d-199b-472e-9055-ddb472320a9f)

COUNTY OF LOS ANGELES
Public Health

THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE PREMISES

PUBLIC HEALTH PERMIT
FY 2025/2026
Valid Until 6/30/2026

PR Number: PR0025696
Program ID: LOS TOROS
Description: RESTAURANT (61-150) SEATS HIGH RISK

Facility Owner - Mail Address
MONTANO,NICOLAS
21743 DEVONSHIRE ST
CHATSWORTH, CA 91311-2938

562

Facility Location
LOS TOROS
21743 DEVONSHIRE ST
CHATSWORTH, CA 91311

Digitally Signed using ClerkSign (Document: 456bbe6d-199b-472e-9055-ddb472320a9f)

LOSTORO-01 LAURENV

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/19/2025

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 have ADDITIONAL INSURED provisions or 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 License # 0252636 United Agencies 100 No. 1st Street, Ste. 301 Burbank, CA 91502	CONTACT NAME: Lauren Vallier PHONE (A/C, No, Ext): (818) 295-2249 FAX (A/C, No): E-MAIL ADDRESS: lauren@ua-insurance.com
INSURED Los Toros Mexican Restaurant Inc. 21743 Devonshire St Chatsworth, CA 91311	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : United Fire & Casualty Company — 13021 INSURER B : Security National Insurance Company — 19879 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **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	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X		60538307	4/4/2025	4/4/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N / A		SWC1566912	7/1/2025	7/1/2026	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

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

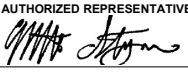
CERTIFICATE HOLDER

Proof of Insurance

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



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Instagram: @olliepopsballoons
(559) 672-4274

Invoice

December 27, 2025

Balloons	$68.56
Balloon Shine	$20.99
Balloon Weight	$25.99
Helium	$150.00
Insurance	$102.02

Labor/Clean Up/Mileage	$ 300
Total:	$667.56

01/15/2026 50% Deposit
02/10/2026 Final Payment

Please make checks payable to: **Alejandra Rodriguez, Venmo rodriguezzolliee_, Zelle**

Physical Address: 1818 Rory Ln Un. 5 Simi Valley CA 93063

Digitally Signed using ClerkSign (Document: 456bbe6d-199b-472e-9055-ddb472320a9f)

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Alejandra Rodriguez

2 Business name/disregarded entity name, if different from above
olliepopsballoons

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code
Simi Valley, CA, 93063

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
6 0 8 - 0 4 - 3 2 6 3

or

Employer identification number
_ _ - _ _ _ _ _ _ _

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Alejandra Rodriguez Date ▶ 12/30/25

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

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Picture Perfect Events 818

G. Howard

Business Number (818) 887-2658

6442 Platt Ave Suite 395 West Hills, CA 91307

(818) 887-2658

https://pictureperfectevents818.com

pictureperfectevents818@gmail.com

INVOICE

INV0008

DATE

12/21/2025

DUE DATE

12/21/2025

BALANCE DUE

USD $500.00

BILL TO

West Hills Neighborhood Council

SR. VALENTINE'S DAY DINNER DANCE 6:00pm - 10:00pm

El Camino Real Charter High School, Anderson Hall

5440 Valley Circle - Woodland Hills, CA 91367

(818) 620-5640

pennyfirst@sbcglobal.net

DESCRIPTION	RATE	QTY	DISCOUNT	AMOUNT
PRO-FORMA INVOICE	$1,400.00	1 1	-$900.00	$500.00

Dear Penny,
Thank you for contacting Picture Perfect Events 818 for your upcoming event. We pride ourselves on offering the highest standards of service, and we look forward to DJing your Valentine's Day celebration.
Enclosed, you will find my standard event invoice. It clearly outlines the services provided, the equipment will be supplied, the setup timeline, and all associated costs, including the total event quote. I have a large and diverse repertoire of music and I am fully committed to keeping the energy high and the party going. It is always my goal to help make your event a wonderful and memorable occasion. Thank you again for the opportunity to be part of your special celebration.

DJ Lady Gigi, Picture Perfect Events 818

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DESCRIPTION	RATE	QTY	DISCOUNT	AMOUNT
AGREED EXCEPTION FOR CLIENT Notwithstanding the standard policy described above, Picture Perfect Events 818 agrees that no deposit shall be required for the West Hills neighborhood council event. All payments shall be due within 7 days of February 14, 2026, the date of the client's scheduled function. The unit price was $1,400.00. However, a discount of $900.00 (64.29%) was applied to this total. CANCELLATION RESCHEDULING In the event, the client cancels the scheduled function, Picture Perfect Events 818 agrees to reschedule the event for a later date, subject to availability. All payments made, if any, are non-refundable, but may apply towards the rescheduled date.				

Payment Info

PAYMENT INSTRUCTIONS

For additional questions or concerns, please contact PPE 818 at (818) 887-2658 (bus) (818) 535-8979 (cell) or send email to djladygigi@gmail.com

TOTAL	$500.00
BALANCE DUE	**USD $500.00**

Digitally Signed using ClerkSign (Document: 456bbe6d-199b-472e-9055-ddb472320a9f)

DESCRIPTION	RATE	QTY	DISCOUNT	AMOUNT

PACKAGE INCLUDES:

Professional DJ Services - DJ lady Gigi

Mcee

4 hours (6pm - 10pm)

4 Foot Professional DJ Booth

DJ Turntable Controller

DJ Speakers

Laptop

Microphones

Custom Playlist

20,000 Repertoire of Music Genres

Set up time will be a minimum of 1- 2 hours prior to event. Electrical suppressors and electrical cords will be provided by PPE 818. Special effect lighting (optional) provides an enhanced experience and party atmosphere for guests.

PAYMENTS & TERMS

STANDARD POLICY
Picture perfect Events 818 customarily requires a non-refundable deposit to secure the event date, with the remaining balance due no later than two (2) weeks prior to the scheduled event date.

Digitally Signed using ClerkSign (Document: 456bbe6d-199b-472e-9055-ddb472320a9f)

Agenda Item 25-0083 - Discussion and possible action to approve Event Approval Form and Budget for the 2026 Valentine Dance in the amount of $3779.64.

WEST HILLS NEIGHBORHOOD COUNCIL

Spending Request Form

Please print legibly or type

Date of submission: 12/30/25

Committee Name: Special Events

Chairperson/Stakeholder: Aida Abkarians

Date Approved by Committee: 11/04/25

Phone: (818) 404-7448

Email: aidakippy@aol.com

Event/Activity: 5th Annual Valentine's Day Dance & Dinner to be held on February 14, 2026. A FREE Event to be held at El Camino Real Charter High School located at 5440 Valley Circle Blvd. Woodland Hills 91367

Total Amount Requested:

Budget Line Item:

Justification for request. This must include a statement about how the event/activity benefits the stakeholders of West Hills.

A FREE/OPEN to the public event. An evening of dinner,dancing, friendship and fun.

(Attach additional pages if necessary)

List all expense items, quantities, and amounts:

Item & Quantity	Amount
Dessert & Coffee	$300.00
Insurance for the event	$400.00
Venue Daily Facility Rental	$150.00
Custodian and cleanup for the venue	$350.00
Food	$952.08
Decorations	$60.00
Balloons & Insurance	$667.56
D.J. - Music	$500.00
Paper Goods	$400.00

For Budget Committee/Controller Use Only:

TOTAL: $3,779.64

Committee Approved

Budget Approved

Board Approved

Rev 01-19-2020