



## Westwood Village Business Improvement District Event Guidelines

The Westwood Village Improvement Association (WVIA) acknowledges that Westwood Village, in general, and North Broxton Avenue, in particular, are viewed as desirable venues for a host of special events, such as movie premieres, private events and film screenings.

The District has been increasingly impacted by these closures over the past several years such that the WVIA Board of Directors has moved to adopt the following general guidelines outlined below with respect to evaluating petitions to close streets within the Westwood Village:

- Applicants shall use their best efforts to begin notification to merchants at least 30 days in advance
- A petition must be submitted indicating that occupants of at least 51 percent of the businesses within the closure area have no objections to and support the closure
- Companies are required to contact every business in the affected area via email
- Companies are required to collect signatures from property owners, general managers, or designated representatives only
- Crew/press parking is not permitted on area streets or in the public parking structure on Broxton Avenue. Off-street, alternate parking must be provided off-site.
- Broxton Public parking structure must remain open at all times. Signage must be clear that parking lot is open.
- Posting of "No Parking" signs (for parking equipment vehicles) should be kept to a minimum in order to reduce any negative impact on the local business community. Broxton Avenue has very little metered parking.
- Closures are limited to Broxton Avenue (Exceptions may be made for additional street closures for more significant events)
- Weekday events are strongly encouraged (Exceptions may be made on a case-by-case basis for weekends, summer, and winter holidays.)
- Premieres on Thursdays during the Westwood Village Farmers' Market are required to hire LADOT traffic service officers to assist with traffic control. Premieres must hire traffic service officers for every event once the Broxton Plaza opens.
- Premieres are advised against organizing events on the first Thursday of the month because of the UCLA First Thursday event
- Sidewalks in the affected area are open during the movie premiere screenings. Appropriate signage indicating specific businesses are open is also required
- Applicants are encouraged to make a tax-deductible donation [of an amount to be determined by Staff] to the WVIA for its efforts to maintain a clean, safe, and welcoming district that is conducive to holding events.
- Premieres are encouraged to hold event after-parties at private locations within the district and not at surface parking lots
- Production companies are also required to contact the Westwood Village Improvement Association (WVIA). Please contact at (310) 470-1812 or email [info@thewestwoodvillage.com](mailto:info@thewestwoodvillage.com).

In planning and executing these events, the WVIA expects that event proponents will make every reasonable effort to minimize the impact of the closure on the community; reduce the length of the closure by consolidating set-up time; optimize communication to all affected parties and follow all city requirements regarding fees, permits, notification and public input.