



# Special Event Permit Application

Recreation & Park Services Department  
13000 Clarkdale Avenue • Norwalk, CA 90650  
562-929-5566 • www.norwalk.org • recreation@norwalkca.gov

**ONLY COMPLETE APPLICATIONS WITH PAYMENT WILL BE ACCEPTED**

Event Type:  Block Party  Concert  Festival/Carnival  Fundraiser  Vendor Market  Live Music  Parade Processions  
 Race/Walk  Sale/Expo  Car Show  Tournament  Other: Food Distribution

**CITY STAFF**  
FEE: \_\_\_\_\_  
STAFF INITIALS: \_\_\_\_\_  
APR. DATE: \_\_\_\_\_

Is this a repeat event?  NO  Yes – If yes, what date was the event last held? 2022

Event Title: Community Food Distribution

Event Date(s): Sat., January 25, 2025 Event Start & End Time: 9:00 am to 12:00 p.m.

Setup Date & Time: Jan 25. 7:00 a.m. Break Down Date & Time: Jan 25. 12- 3p.m.

Attendance Per Day: 500 Participants Per Day: 500 Admission Fee:  NO  YES –Method?: \_\_\_\_\_

Open to Public?:  NO  YES – Describe: Fee Food Distribution Phone #/website for public info: (562) 356-7918

Event Exact Address: 12440 E. Imperial Hwy. S/E Parking Lot Site Plan Attached:  NO  YES

**APPLICANT INFORMATION**  
(If a professional event organizer is applying for this permit, a letter from the Chief Officer of the organization authorizing the organizer is required.)

Authorized Applicant: Norma Amezcua, President - Norwalk Lions  For Profit  Non- Profit

Contact Person: Norma Amezcua Email: lionnorma2012@gmail.com Phone: \_\_\_\_\_

Address: [Redacted] City, State, ZIP: \_\_\_\_\_ Cell: [Redacted]

List information of professional organizer or event planner hired for this event, if applicable:

Name: Non Needed Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_ Cell: \_\_\_\_\_

Day of Event "on-site" contact(s):  
(Person(s) must be in attendance for the duration of the event and immediately available to City Officials.)

Name: Norma Amezcua Email: [Redacted] Phone: [Redacted]

Name: Rick Ramirez Email: [Redacted] Phone: [Redacted]

**CITY OF NORWALK  
RECREATION AND PARK SERVICES DEPARTMENT**

Will all or any part of the event take place on City of Norwalk property?  NO  YES

Does the event applicant have any employees that will be working at the event?  NO  YES

**EVENT DETAILS**

Describe parking arrangements in detail for event: Is plan attached?  NO  YES  
See Plot Plan which is approved by property owners

**Parking & Traffic**

Traffic Equipment Required?  NO  YES, Describe: Deleniators

(e.g. reader boards, barricades, cones, etc)

List streets that require \*closure for this event: None

*\*Road closure permit required*

Provide a detailed traffic plan for road closures. Is the plan attached?  NO  YES

**Entertainment (Amplified sound requires onsite contact)**

List ALL entertainment & related activities: No Entertainment

Will event have amplified sound?  NO  YES Indoors  YES Outdoors Sound Contact Name & Number: \_\_\_\_\_

Describe hours, sound equipment & type of use (e.g. speakers, amplifiers, generators, etc.):

Will the Special Event include a valet or shuttle service?  NO  YES, DESCRIBE: \_\_\_\_\_

Will there be fireworks or other pyrotechnics?  NO  YES, DESCRIBE: \_\_\_\_\_

Will there be a  Drawing  Casino - Company Name & Number: \_\_\_\_\_

As a reminder there is no gambling allowed in The City of Norwalk at any time.

**Alcohol & Food**

Alcohol at event?  NO  YES Served  YES Sold If yes, Contact Name & Number: \_\_\_\_\_

Food at event?  NO  YES Served  YES Sold If yes, Contact Name & Number: \_\_\_\_\_

Will food be prepared at the event?  NO  YES

**Marketing**

Describe marketing plan in detail for event: Is plan attached?  NO  YES

See attached Flyer

**CITY OF NORWALK  
RECREATION AND PARK SERVICES DEPARTMENT**

**Structures & Other Equipment**

Will there be canopies or tents?  NO  YES, If yes, size & quantity Standard EZups

Date installed: 12/25 Date removed: 12/25 Supplier Name: \_\_\_\_\_

Will booths, bleachers, stages, or structures be erected?  No  Yes, Describe: \_\_\_\_\_

Will signs or banners be used?  No  Yes, Describe: 2 hung on property fence

Will there be generators, vehicles, boats or other equipment?  No  Yes, Describe: \_\_\_\_\_

Will there be  Carnival Rides  Attractions, Describe: None

Will there be commercial filming of this event? No

Any other commercial aspects? No

Additional information:

**Basic Food Distribution**

**AGREEMENT & PAYMENT INFORMATION**

I, the undersigned, acknowledge and understand that I am responsible to comply with the information, restrictions and conditions of the permit. I hereby acknowledge responsibility for penalties associated with non-compliance with the permit conditions, whether or not I am present at the time of the violation.

\_\_\_\_\_ Initials

I hereby certify the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of Norwalk, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event, denial of future events, and or criminal prosecution.

Failure to comply with permit conditions can result in revocation of the permit, forfeiture of deposit, administrative citations, fines and denial of future permit applications.

Print Name

Signature

Date

**Application(s) must be complete with all necessary attachments in order to be accepted & processed.  
(Insurance, event diagrams, parking plans, community notification, vendor list, other permits, etc.)**



# COMMUNITY FOOD DISTRIBUTION

**January 25, 2025  
9:00 am - 12:00 pm**

**L.A. County Registrar  
12440 Imperial Highway  
Norwalk, CA 90650**

**Entrance on Bloomfield Ave  
Drive Thru Distribution**

**Following All  
Social Distancing  
Safety Protocols**



DISTRICT 947 LOCAL LODGE 1957

Food Distribution Event January 25, 2025



Portable Restrooms



Volunteer Food Station



Drive Thru Food Station



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/10/2024

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).

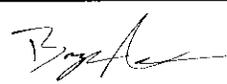
<b>PRODUCER</b> DSP Insurance Services, Inc. 1900 E. Golf Rd., Ste. 225 Schaumburg, IL 60173	<b>CONTACT NAME:</b> Bryan Adams <b>PHONE (A/C, No, Ext):</b> 1-800-316-6705 <b>E-MAIL ADDRESS:</b> lionsclubs@dspins.com	<b>FAX (A/C, No):</b> 847-934-6186
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Lions Club of Norwalk California (002523) Norwalk California	<b>INSURER A:</b> ACE American Insurance Company	<b>NAIC #</b> 22667
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Agg. Per Named Insured is \$2,000,000 GENL AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			HDOG48914445	09/01/2024	09/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADY INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <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			ISAH10835549	09/01/2024	09/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> DEC RETENTIONS						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR PARTNER EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Provisions of the policy apply to the named insureds participation in the following activity during the policy period shown above:  
 January 25, 2025  
 Food Distribution Event 12440 E. Imperial Hwy. Norwalk, CA 90650  
 \*\*\*  
 CBRE, Inc. c/o Sonnenblick del Rio Norwalk, LLC a DE Limited Liability Co  
 is included as an Additional Insured(s), but only with respect to General Liability arising out of the issuance of permit(s) to the Insured shown above and not out of the sole negligence of said additional insured.  
**PROVISIONS OF THE POLICY DO NOT APPLY TO THE SALE OR SERVING OF ALCOHOLIC BEVERAGES**

<b>CERTIFICATE HOLDER</b> CBRE, Inc.; C/O/ Sonnenblick del Rio Norwalk, LLC 12440 E. Imperial Highway Ste 101 Norwalk California 90650	<b>CANCELLATION</b> 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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in:sent



13 o

Compose

Inbox 3,821

Starred

Snoozed

Sent

Drafts 14

More

Labels

### Request for use of Property Inbox x



**Anthony Garcia**

Thu, Dec 1

Hello Melissa, it was a pleasure talking to you. So, the city will be assisting with this project. The following attachment has the request let

**Garcia, Melissa @ Norwalk**

Thu, Dec 1

Hello Anthony, I cannot speak for the Owners of the property, but I do know they have a heart for these types of events and the property



**Anthony Garcia**

Thu, Dec 1

No problem, It will take place on Saturday, January 25. The event will be advertised from 8am to 12 noon. Use of the property would be f



**Garcia, Melissa @ Norwalk** <Melissa.Garcia@cbre.com>

Thu, Dec 12, 12:21PM (6 days ago)

to Samantha, Melanie, [jesus.arriaga@aus.com](mailto:jesus.arriaga@aus.com), [Wellington, jhoskey@paragonervices.us.com](mailto:Wellington.jhoskey@paragonervices.us.com), Anthony, me, Rick, Erick

Hello Anthony, this has been approved by the property owner! As we get closer to the date, let us know when the portable restrooms will

Melanie and Jesse, please do a passdown and put it on the board, so we all remember.

Sam, please do a communique to the tenants.

THANKS!

**Melissa Garcia**

Senior Real Estate Manager | Lic. 1386365  
CBRE | Property Management  
12440 E. Imperial Hwy., Suite #101 | Norwalk, CA 90650  
T +1 562 864 3107

*Approval of location*