

Facility Rental Application and Agreement

City of Norwalk ● Recreation and Park Services Department ● Norwalk Arts & Sports Complex

13000 Clarkdale Avenue ● Norwalk, CA 90650 ● 562/929-5566 ● 562/651-1075-FAX

www.ci.norwalk.ca.us

Name		Organization	
Address		City	Zip
Telephone Number	Day ()	Evening ()	
Cell Number ()		E-mail Address	

<p>COMMUNITY MEETING CENTER 13000 Clarkdale Avenue</p> <input type="checkbox"/> Sproul Room <input type="checkbox"/> Dance Floor <input type="checkbox"/> Hargitt Room <input type="checkbox"/> Founder's Room <input type="checkbox"/> Hospitality Courtyard	<p>CULTURAL ARTS CENTER 13200 Clarkdale Avenue</p> <input type="checkbox"/> Rich Rehearsal Hall (MPR) <input type="checkbox"/> Other _____	<p>NORWALK PARK 12239 Sproul Street</p> <input type="checkbox"/> *Sproul Reception Center <input type="checkbox"/> *Gazebo *Facility must be vacated by 11:00 p.m.
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SMOKING IS NOT PERMITTED IN ANY CITY FACILITY AND 20 FEET FROM ANY ENTRANCE OR EXIT.

Date(s) Required		
Nature of Event	(If a birthday, note age of celebrant) _____	Estimated Attendance
Hours Requested (Clean-up time is immediately after reservation time. No time break allowed.)		
Set-up: From ___ am/pm to ___ am/pm (3 hours maximum prior to reservation)	Event: From ___ am/pm to ___ am/pm (5 hour block of time includes event and clean-up)	Clean-up: From ___ am/pm to ___ am/pm (1 hour minimum except Hargitt Room-1/2 hour)
Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, wristbands must be provided and issued to those 21 years of age and older. Please note name of person(s) who will serve as bartender(s): _____ Alcohol may only be served for a maximum of five hours. Please note the times: _____ am/pm to _____ am/pm Please note: City of Norwalk Public Safety Officers are required to be present at events when alcoholic beverages are being served, and Sheriff's deputies may also be required, both at additional costs.		
Will the event include musical entertainment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type? <input type="checkbox"/> Band <input type="checkbox"/> DJ <input type="checkbox"/> Radio/CD Player <input type="checkbox"/> _____		
Will the event be open to the public? <input type="checkbox"/> Yes <input type="checkbox"/> No Will this be a fund-raising event? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how will the proceeds be used?		
Will the event be catered? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please complete the Caterer Information form.		

I, the undersigned, on behalf of the above organization, do hereby agree to indemnify and hold harmless the City of Norwalk, and any other officers, agents, or employees from any liability, claim, or action for damages resulting from, or in any way arising out of, the use of the facility or equipment, and will agree to abide by and enforce the rules, regulations, and policies governing the facility as set forth by the City of Norwalk. Said applicant will accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I have read and agree to comply with the Facility Rules and Regulations and the Cancellation Policy.

Signature of Applicant _____ **Date** _____

OFFICE USE ONLY

<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	SIGNATURE _____	DATE _____
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Set Up / Decorating Fee	\$ _____	x _____	Hours	\$ _____
Hourly Fee	\$ _____	x _____	Block(s) of _____ Hours	\$ _____
Additional Hourly Fee	\$ _____	x _____	Hours	\$ _____
Non-Resident Fee	\$ _____	x _____	Hours	\$ _____
Security Guard(s)	\$ _____	x _____	Guard(s) x _____ Hours	\$ _____
Security Deposit				\$ _____
				TOTAL \$ _____
SECURITY DEPOSIT	Date _____	Receipt _____	Payment \$ _____	Balance \$ _____
PAYMENT	Date _____	Receipt _____	Payment \$ _____	Balance \$ _____
				Balance Due by _____

<input type="checkbox"/> Calendar	<input type="checkbox"/> Safari	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Letter _____	<input type="checkbox"/> Layout _____	<input type="checkbox"/> Cancelled _____	<input type="checkbox"/> Refund _____
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