

Norwalk Arts & Sports Complex Facility Use Information

SPROUL ROOM

13000 Clarkdale Avenue, Norwalk, CA 90650
Maximum Capacity: 150 Banquet Style

- \$691.50 Five-Hour Block of Time
Includes a Minimum One Hour Clean-up Time
- \$150 Every Additional Hour
- \$1,000 Security Deposit - Serving Alcohol*
- \$500 Security Deposit - No Alcohol
- \$ 46 An Hour for Set-up (Maximum three hours prior to event start time)
- Kitchen included with Rental (for warming food only)

MULTI-PURPOSE ROOM (MPR)

13200 Clarkdale Avenue, Norwalk, CA 90650
Maximum Capacity: 150 Banquet Style

- \$464 Five-Hour Block of Time
Includes a Minimum One Hour Clean-up Time
- \$100 Every Additional Hour
- \$1,000 Security Deposit - Serving Alcohol*
- \$500 Security Deposit - No Alcohol
- \$ 46 An Hour for Set-up (Maximum three hours prior to event start time)

SPROUL RECEPTION CENTER (BARN)

12239 Sproul Street, Norwalk, CA 90650
Maximum Capacity: 72 Indoor/100 Indoor and Outdoor

- \$678 Five-Hour Block of Time
Includes a Minimum One Hour Clean-up Time
- \$125 Every Additional Hour
- \$1,000 Security Deposit - Serving Alcohol*
- \$500 Security Deposit - No Alcohol
- \$ 46 An Hour for Set-up (Maximum three hours prior to event start time)

HARGITT ROOM

13000 Clarkdale Avenue, Norwalk, CA 90650
Maximum Capacity: 50 Banquet Style

- \$285.50 Five-Hour Block of Time
Includes a Minimum Half Hour Clean-up Time
- \$ 35 Every Additional Hour
- \$500 Security Deposit - With/Without Alcohol*
- \$ 46 An Hour for Set-up (Maximum three hours prior to event start time)
- Kitchen is not provided with Hargitt Room Rental

HOSPITALITY COURTYARD

13000 Clarkdale Avenue, Norwalk, CA 90650
Maximum Capacity: 200 Banquet Style

- \$374 Three-Hour Block of Time
Includes a Minimum One Hour Clean-up Time
- \$100 Every Additional Hour
- \$500 Security Deposit - With/Without Alcohol*
- \$ 46 An Hour for Set-up (Maximum three hours prior to event start time)

The facility rental fee applies to each hour from the beginning of the "Event" to the end of "Clean-Up," and excludes set-up time.

The rental fee includes tables and chairs (no linens).

An additional rental flat fee of \$500 will APPLY for non-residents except for Courtyard (\$300).

APPLICATION PROCESS

In order to rent a facility, an applicant must:

- 1) Complete a Facility Rental Application 30 days in advance.
- 2) Return completed application to the Norwalk Arts & Sports Complex along with:
 - Current California Driver's License or California ID (proof of Norwalk residency is required)
 - Signed Facility Rules and Regulations Form
 - Signed Cancellation Policy

These policies are strictly enforced.

Reservations for Quinceañeras or Sweet Sixteen's are not accepted.

APPROVAL

Applicant will be notified of approval/denial by letter no later than fourteen (14) working days after submittal of application. The Director of Recreation and Park Services reserves the right to deny applications for certain types of events. Liability Insurance may be required at the discretion of the Director, depending on the nature of the event.

SECURITY DEPOSIT

The security deposit must be paid as stated in the approval letter. The security deposit will be refunded a maximum of three weeks after the date of the reservation. Refunds will only be issued to the applicant.

FEES

The remaining room fees are to be paid no later than one (1) month prior to the reservation. Payments are accepted in the form of cash, check, money order, cashier's check, or credit card (*Visa/MasterCard*). Please make all checks payable to *City of Norwalk*.

****Are alcoholic beverages being served at your event?***

Public Safety Officer(s) are required to be on the premises when alcoholic beverages are being served. In addition to your reservation fees, an hourly fee of \$35 will apply for Public Safety Officers, and if it is determined Sheriff's Deputies are also required, additional fees will apply. Please refer to the Rules and Regulations for additional requirements.