

**Recreation & Park Services Department**  
**Facility Reservations (Outdoors)**



<b>HOSPITALITY COURTYARD</b>	\$405	Three-Hour Block of Time (Includes a Minimum One Hour Clean-up Time)
13200 Clarkdale Ave.		
Maximum Room Capacity:	\$500	Non-resident fee (Additional non-refundable fee)
180/Round Table Set-up		
	\$100	Each Additional Hour
	\$500	Security Deposit - With/Without Alcohol**
	\$53.50	Per Hour for Set-up (Maximum three hours prior to event start time)

<b>COMPLEX TERRACE</b>	\$500	Five-Hour Block of Time (Includes a Minimum One Hour Clean-up Time)
13000 Clarkdale Ave.		
Maximum Room Capacity:	\$500	Non-resident fee (Additional non-refundable fee)
125/Round Table Set-up		
	\$100	Each Additional Hour
<i>Available June-September only.</i>	\$500	Security Deposit - With/Without Alcohol**
	\$53.50	Per Hour for Set-up (Maximum three hours prior to event start time)

<b>GERDES PARK PATIO</b>	\$30	Per Hour (Minimum Two Hours)
14700 Gridley Rd.	\$158.50	Non-resident fee (Additional non-refundable fee)
Maximum Room Capacity:		
45/Banquet Style	\$500	Security Deposit - No Alcohol
	\$1,000	Security Deposit - Serving Alcohol**

<b>SARA MENDEZ PARK PATIO</b>	\$365	Five-Hour Block of Time (Includes Set-up, Event and Clean-up Time)
11660 Dune St.		
Maximum Room Capacity:	\$158.50	Non-resident fee (Additional non-refundable fee)
25/Banquet Style		
	\$40	Each Additional Hour
	\$500	Security Deposit - No Alcohol
	\$1,000	Security Deposit - Serving Alcohol**

**For more information, please visit [tinyurl.com/norwalkreservations](http://tinyurl.com/norwalkreservations) or call (562) 929-5566.**

**COVID-19 REGULATIONS AND  
 ADDITIONAL INFORMATION**

- While indoors, masks must be worn at all times except while actively eating or drinking.
- Room layouts are pre-set to ensure the safety of patrons and staff.

**SECURITY DEPOSIT**

The security deposit must be paid as stated in the approval letter. Please allow four weeks following the reservation date for refund to arrive by mail. 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 / American Express). Please make checks payable to City of Norwalk. Post-dated checks are not accepted.

The facility rental fee applies to each hour from the beginning of the "event" to the end of the "clean-up," and excludes set-up time. The rental fee includes tables and chairs. Applicant is responsible for linens, ice, decorations, and all other supplies.

**\*\*ALCOHOLIC BEVERAGES AT YOUR EVENT**

Public Safety Officer(s) are required to be on the premises when alcoholic beverages are being served from the start of the event and through the end of the clean-up. In addition to the reservation fees, an hourly fee of \$35 will apply for the 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.

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**FOR MORE INFORMATION AND TO ACCESS THE APPLICATION, VISIT:**  
[tinyurl.com/norwalkreservations](http://tinyurl.com/norwalkreservations)

**APPLICATION PROCESS**

In order to rent a facility, an applicant must:

- 1) Be at least 18 years of age if alcohol is not being served and 21 years of age if alcohol is being served.
- 2) Complete an online Facility Rental Application at least 30 days in advance, along with the following:
  - Signed Facility Rules and Regulations Form
  - Signed Cancellation Policy
  - Signed Alcohol Policies and Procedures Form
- 3) Accepted applications must submit copy of current California Driver's License or California ID (proof of Norwalk residency required) through email.

**APPROVAL**

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



**SPROUL ROOM**

13200 Clarkdale Ave.	\$772	Five-Hour Block of Time (Includes a Minimum One Hour Clean-up Time)
Maximum Room Capacity:	\$150	Each Additional Hour
150/Round Table Set-up	\$500	Security Deposit - No Alcohol
	\$1,000	Security Deposit - Serving Alcohol**
	\$53.50	Per Hour for Set-up (Maximum three hours prior to event start time)

**RICH REHEARSAL HALL (MPR)**

13200 Clarkdale Ave.	\$579	Five-Hour Block of Time (Includes a Minimum One Hour Clean-up Time)
Maximum Room Capacity:	\$100	Each Additional Hour
150/Round Table Set-up	\$500	Security Deposit - No Alcohol
	\$1,000	Security Deposit - Serving Alcohol**
	\$53.50	Per Hour for Set-up (Maximum three hours prior to event start time)

**HARGITT ROOM**

13200 Clarkdale Ave.	\$390	Five-Hour Block of Time (Includes a Minimum One Hour Clean-up Time)
Maximum Room Capacity:	\$40	Each Additional Hour
50 Banquet/Round Table Set-up	\$500	Security Deposit - With/Without Alcohol**
	\$53.50	Per Hour for Set-up (Maximum three hours prior to event start time)

**SPROUL RECEPTION CENTER (BARN)**

12239 Sproul St.	\$746	Five-Hour Block of Time (Includes a Minimum One Hour Clean-up Time)
Maximum Room Capacity:	\$125	Each Additional Hour
72 Indoor/100 Indoor & Outdoor	\$500	Security Deposit - No Alcohol
Round Table Set-up	\$1,000	Security Deposit - Serving Alcohol**
	\$53.50	Per Hour for Set-up (Maximum three hours prior to event start time)

**An additional flat fee of \$500 (non-refundable) will apply for non-residents for ALL indoor reservations.**