



COMMUNITY SERVICES DEPARTMENT

Organizations interested in renting the Memorial Center are required to complete the following:

- All requests should be in writing and contain the organization's letterhead.
- Requests should state the following information:
 1. Name of the organization and address.
 2. If organization is a non-profit, submit certification of non-profit status with Tax ID number.
 3. Responsible party contact (name, address, home and cell telephone numbers).
 4. Description of the event.
 5. Date of event (List 1st and 2nd choice).
 6. Time of event (Include set-up & clean-up time).
 7. Expected number of people in attendance.
 8. List if the event will have ticket sales, food sales, or incur an admission fee.
 9. List if you plan to serve or sell alcohol at the event.
 10. Address all requests to:

City of Hawthorne

Atten: Memorial Center Rental

3901 W. El Segundo Blvd.

Hawthorne, Ca. 90250

Office: 310-349-1640

Fax: 310-978-9141

Email: ParksRec@CityofHawthorne.org

PRIVATE CELEBRATIONS SUCH AS, BUT NOT LIMITED TO WEDDING RECEPTIONS, ANNIVERSARIES, BIRTHDAY PARTIES, SWEET 16 PARTIES, AND GRADUATION PARTIES ARE NOT ACCEPTABLE PERMITS.