

RECREATION & COMMUNITY SERVICES DEPARTMENT

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

- All requests should be in writing and on the organization's letterhead
- Requests should state the following information:
 1. Name of organization with address.
 2. If organization is a non-profit, submit certification of non-profit status with Tax ID number.
 3. Responsible party contact: name, address, work and home telephone numbers.
 4. Type of event.
 5. Date of event- (List 1st and 2nd choice)
 6. Time of event.
 7. Expected number of people in attendance.
 8. Will the event have ticket sales or alcohol?
 9. Address all requests to: City of Hawthorne
ATTN: Memorial Center Rental
3901 West El Segundo Blvd.
Hawthorne, CA 90250

OR: Fax to (310) 978-9141

NO WEDDING RECEPTIONS, ANNIVERSARIES, BIRTHDAY PARTIES, SWEET 16 PARTIES, GRADUATION PARTIES OR ANY OTHER TYPE OF PRIVATE PARTIES ARE ACCEPTED.