

CITY OF WESTMINSTER FACILITY RESERVATION INQUIRY FORM



Facility Operating Hours for Reservations: Mon.-Fri. 8 a.m.–10 p.m.; Sat. 8 a.m.–11 p.m.; Sun. 11 a.m.–5 p.m.

❖ **Minimum two hour rental**

Thank you for your interest in reserving our facility. Please complete the Inquiry Form and submit back to the Community Services and Recreation Department. Once the form is received and reviewed, a staff member will contact you within 2 business days. The Community Services and Recreation Office is open for Reservations Monday through Thursday from 7 a.m. - 5 p.m.

EVENT INFORMATION

Name of Event (For example: Birthday Party, Meeting, etc.) _____

Requested Date of Event _____

Requested Reservation Hours (Include Set-up and Clean-up Time) _____

Total Number of Guests that will be present at the event _____

Will Alcohol be served at this event? Yes ___ No ___

Will Food be served at this event? Yes ___ No ___

Any Additional Information about the Event you would like to add _____

CONTACT INFORMATION

Applicant Name _____

Applicant Address _____

Organization or Business Name (if applicable) _____

Organization or Business Address (if applicable) _____

Phone Number _____ Alternate Phone Number _____

Email Address _____

Please submit completed Inquiry Form back to Community Services and Recreation Staff or CSROnline@westminster-ca.gov. For questions, please feel free to call (714) 895-2860.