

Weddings and Other Special Events at the Arboretum at UC Santa Cruz



The Arboretum is comprised of approximately 100 acres of gardens and research areas on the University of California Santa Cruz campus. It offers a somewhat rustic setting for weddings and other special events.

Some locations on the property afford lovely opportunities for smaller intimate weddings (ten to 25 people) and there are some spaces that accommodate larger groups (up to 300).

The Arboretum has both an indoor room and numerous outdoor spaces that may be rented for Special Events.





Horticulture II is a flexible room, able to be arranged as a lecture hall, an open reception area, or a banquet room.

The top two images show rented tables and chairs.

The two lower images show a more casual setup with existing tables and chairs.



Rates and Policies



Every wedding and special event is unique. Arboretum staff will meet with prospective renters to review costs based on the size of the event and Arboretum locations the renter is considering.

Horticulture II rental starts at \$350/day. Most outdoor venues are \$500/day. Additional fees apply for access before 9am and/or after 5pm and for additional days used for setup or cleanup. All events are required to secure insurance. This usually involves fees of several hundred dollars either through the renters insurance or through the company used by the university.

An application form is completed by the renter working with a member of the Arboretum staff. Weddings and Special Events are considered based on availability of spaces or conflicting events, event size and complexity, staffing levels, and impact on Arboretum visitors. Requests are reviewed weekly. The Arboretum reserves the right to refuse rental.

Although we can never guarantee weather or what's in bloom, we generally avoid approving outdoor events or large indoor events from mid-October through April due to the increased possibility of rain. Large parking areas are compromised during rainy periods.

If approved, each Special Event is assigned an Arboretum Liaison to determine final pricing and accept deposit confirming the event, be available to answer questions and facilitate paperwork such as insurance and alcohol permit, staff the event itself, and assess damage and return deposit as appropriate. All event logistics such as meetings with caterers, decorations, equipment rental, etc. must be coordinated with this liaison.

Payment of \$500 deposit is required to confirm the reservation and no less than three weeks prior to the event. \$100 of this deposit is non-refundable. If the event is cancelled with less than two weeks notice, the full deposit is forfeited by the renter. Weather Clause: We encourage renters to consider rain plans. If the renter cancels the event due to rain, the \$500 deposit is not refundable.

Full payment is due no later than two weeks prior to the event.

Caterers - Non-University Renters need not use the caterers required for campus events. However, you may wish to consider this resource. There is not a full kitchen at the Arboretum, so caterers should view the facilities with Arboretum staff and the renter to determine their ability to meet your needs.



Florists - Flowers from the Arboretum are not usually available for special events. Renters may inquire, and, based on the bloom period and available staffing, we will determine availability and cost. There are, however, many local florists, some of whom are very proficient working with flowers reflective of the Arboretum plant collections.

Toilet Facilities - Events of over 50 people would be wise to rent a portable toilet. Especially if the event is more than three hours and food/drink is being served, this will be helpful for guests.

Alcohol - At the time of application, clients must accurately indicate if alcohol is to be served. For non-university clients, the Arboretum will complete appropriate paperwork, and there is no additional cost for the approval.

Insurance - Non-university clients must secure a UCSC Use Permit and event insurance prior to the event. You may work with any insurer to meet the requirements outlined at <http://risk.ucsc.edu/eventinsurance.html>. The university works with Tiffany Mezo, ACSR Insurance Assistant, Marsh Commercial Business Center, 9830 Colonnade Blvd. #400, San Antonio, Texas 78230. Toll Free 1-888-591-1954 ext. 14222, Direct Number 210-691-4222, Fax 210-691-4375, tiffany.mezo@marsh.com. The person named on the permit is liable for the event and must be present at the facility throughout the entire use period.

Equipment Use and Rental - Tables and chairs are available to be used in Hort II at no additional cost. Some renters prefer to rent different tables and or chairs, curtain walls to cover certain parts of the room, or different lighting for the room. Renters will need to research rented equipment for outside areas including tables and chairs, lights for evening/after dark events.

The First Step:

Contact the Arboretum to arrange to meet a staff member to discuss your event.



Arboretum at UCSC
(831) 427-2998
arboretum@ucsc.edu

The Arboretum is located between the main and west entrances to the UCSC campus.

Gardens are open 7 days, 9am - 5pm. \$5 adults, \$2 between 6-17 years.