



## UC Santa Cruz Arboretum Facilities Rental Fee Schedule February 11, 2019 through July 1, 2019

The UC Santa Cruz Arboretum is a terrific place to hold indoor and outdoor events.

**Outdoor** spaces may be rented starting at 9 a.m. until sunset. Please refer to the chart below.

**Indoor** spaces may be rented between 9 a.m.-5 p.m., Monday through Friday and on weekends and evenings by special arrangement.

### Outdoor

As the gardens are without lighting, we are the perfect space for daytime events. Please reference our seasonal facilities rental times below:

Month of Event	Facilities open for events until
October through April	6:00 p.m.
May through September	8:00 p.m.

**All equipment, supplies, trash, etc. must be removed and the space returned to its original configuration by the closing times noted above.**

The renter agrees to pay an additional fee of \$50 per hour for exceeding these times.

Name of Venue	Capacity	Facility Fee	Deposit
Australian Rock Garden and Picnic Area	150 +/-	\$2500, required 60 days prior to secure the site	\$500, required to book the site
South African Oak	80 +/-	\$850, required 60 days prior to secure the site	\$500, required to book the site

**UC Santa Cruz Arboretum Facilities Rental Fee Schedule for February 11,  
2019-July 1, 2019 (cont'd)**

**Indoor**

<p><b>Horticulture II Meeting Hall</b></p> <p>Our meeting hall is ideal for meetings, lectures and receptions. There is a large conference table at the back of the room and a sink available for use (refrigerator is for staff only and there are no cooking facilities). Full payment is required to book the hall.</p> <p>Dimensions: 1,630 sq. feet- 35' wide x 48'. Carpeted area is 35' x 35' &amp; concrete area is 35' x 13'</p> <p>Capacity:   Lecture seating -125 persons                   Classroom/ Meal seating - 85 persons</p>	<p>\$350 for non-campus users \$300 for campus users</p>
<p>Amenities: 80 Chairs and 12 rectangular 6' tables included.</p> <p>Wall mounted projection screen (10' x 10'), microphone and amplification, wooden podium, and projection table, WiFi</p> <p>Video Projector Rental (4000 lumen).</p>	<p>\$100 set-up fee</p> <p>Complimentary</p> <p>\$35 per day</p>

Should the event exceed the time agreed to in the signed contract, the renter agrees to pay an additional rental fee of \$50 per hour.

***Deposit and Payment*** (recharge form for campus users)

A deposit is required to book an outdoor space. The full deposit will be refunded three weeks after the event should no damages or additional fees be incurred. Full payment is required to book the indoor meeting hall. The full facility rental fee must be received no later than 60 days prior to the event. Failure to remit payment may result in loss of reservation and forfeiture of fees paid to date.

Damage to plants, equipment, furniture or carpet will result in charges equal to the replacement costs.

Campus recharges should be signed and submitted to the UC Santa Cruz Arboretum no later than three days prior to the event.

### ***Cancellations***

Cancellations occurring more than 60 days in advance of the event will be reimbursed all fees received to date. The deposit for garden rentals is non-reimbursable or refundable if the event is cancelled within 60 days of the event. A \$50 cancellation fee will apply for the Horticulture II Meeting Hall for events cancelled within 60 days of the event date.

### ***Parking***

Arboretum parking is limited to 90 spaces and is shared with garden visitors, staff and rentals. Additional parking may be coordinated with the campus' Transportation and Parking Services unit, TAPS. Please see the TAPS website for information and booking: <http://taps.ucsc.edu/event-parking/index.html>

For ease of parking and to guide guests to the event site, we recommend having parking attendants for the hour prior to the event start time.

### ***Fees***

Renter agrees to pay rates as stated when booking between February 11, 2019 and July 1, 2019. New rate structures will be posted and in effect for new rentals booked beginning in July 2019.