



# UC Santa Cruz Arboretum Facility Rental Procedures

Thank you for your interest in renting the UC Santa Cruz Arboretum facilities. We offer several outdoor spaces and one indoor space for rental. Our facilities are rustic and simple, and fit with our aesthetic of showcasing our world-renowned collections in their natural settings.

We encourage you to visit the gardens and review the fee schedule and these rental guidelines before booking. Appointments are necessary for a guided tour of the facilities.

## **Lighting and Electrical**

Note that our outdoor spaces do not have access to electricity. Party rental companies have generators for rent, if desired.

## **Booking and confirmation**

Reservations are confirmed only upon receipt of the:

1. signed agreement
2. deposit and/or payment
3. and insurance policy (where applicable)

For campus units, submission of an agreement and signed recharge form suffice.

## **Fees and Payments**

All prices are quoted per day, which includes the client's set-up and cleanup time. Rental fees do not include security deposit, insurance fees, food or beverage service, facility set-up, equipment rental, decorations, or entertainment. Rehearsals or planning visits should be requested on the original agreement and will be subject to facility use fees or Arboretum admission fees.

Full payment is required for booking the Meeting Hall and required at least 60 days prior to the date of an outdoor event. If full payment is not received by the deadline, the Arboretum may consider the event cancelled and rent the space to another individual or group. All applicants must be 18 years of age or older (or 21 years old, if alcohol is served).

## **Deposits**

A deposit is required to book an outdoor site and will be refunded three weeks after the event should no damages or additional fees be incurred. 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 deposit for garden rentals and \$50 cancellation fee for the Horticulture II room.

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

Campus units must submit the signed and completed recharge form to cover full payment, adjustable for damage or cancellation.

Approved facility rental includes the Arboretum admission fee for the approved number of guests or participants. Visits beyond the reserved day of the event should pay the admission fee that other visitors pay.



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## Cancellation Policy

Cancellations occurring more than 60 days in advance of the event will be reimbursed the rental fees received to date. The deposit for the out spaces is non-refundable if cancelled within 60 days of the event. Cancellation of the Horticulture II Meeting Hall within 60 days, will result in a \$50 cancellation fee.

## Planning

The Arboretum grounds are open to the public seven days per week from 9am to 5pm. Facilities will be available to renters beyond those hours only upon approval. Scheduled use of facilities should include set-up and clean-up time, including equipment delivery, decorating, and trash removal.

If the event exceeds the allotted time slot set forth in the contract, the renter agrees to pay an additional rental fee of \$50 per hour.

While we may approve signs to be posted indicating a “private party,” we do not provide security to keep Arboretum visitors out of any areas.

The Arboretum does not have an area for the storage of personal belongings or rental equipment. Rental deliveries and pick-ups must be scheduled and coordinated with the Arboretum in advance.

## Insurance

Individuals and outside organizations hosting events not sponsored by the University must obtain appropriate insurance in order to rent UC Santa Cruz Arboretum facilities. If an event will include alcohol, additional coverage is required. You may work with any insurer to meet the requirements outlined at <http://risk.ucsc.edu/insurance/uc-insurance-requirements-events.html>. To utilize UCSC insurance partnerships, please go to <http://ucsc.marshcampusconnections.com> and under “I’m planning to...” choose “Rent a campus facility” from the drop-down menu.

The person named on the application and permits is liable for the event and must be present at the event throughout the entire use period. *The renter shall not assign or sublease any portion of the Arboretum.*

Caterers, bartenders, musicians and other entertainers are also required to carry appropriate insurance. Their insurance needs to name *The Regents of the University of California* as an additional insured as well as the renter of the facilities. General - Minimum Insurance Requirements for Contractors/External User typically apply. More information and assistance is located at <http://risk.ucsc.edu/insurance/uc-insurance-requirements-events.html>.

## Alcohol

At the time of application, clients must note if alcohol is to be served. Failure to accurately indicate that alcohol will be served will result in forfeiture of the security deposit and inability to rent Arboretum facilities in the future, in addition to any actions taken by local or campus police.



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If alcohol is being served, it is your responsibility to ensure the appropriate license from the State of California Department of Alcohol Beverage Control (ABC) is obtained. Additional information about Alcohol Beverage Control licensing and permit requirements can be found at <http://www.abc.ca.gov/Forms/PDFSp.html>

### **Staffing**

The Arboretum will have at least one staff member/contact on duty and accessible for the entire time the facility is rented (including set up, duration, and clean up of event). Additionally, one person must be identified as the day-of-the-event contact for the renting party. We strongly recommend hiring a wedding coordinator for weddings, based on prior experience. There are many details and logistics for the wedding party to arrange; the Arboretum cannot provide assistance outside of the facility rental.

### **Food and Beverage**

The renter assumes all responsibility for set-up, catering coordination, and final clean up.

The Arboretum's kitchen facilities are rustic and not appropriate (or approved) for food service. Therefore, renters should plan to hire caterers that can provide food and beverages ready for service and which do not requiring heating, cooling, or any preparation. Caterers must have self-contained food service operations, with generators or minimal electrical needs.

### **Decorations and Signage**

All decor and signage must be free-standing; nails, staples, or tape may not be used on plants, trees, signs, walls, floors, windows, or ceilings. Additionally, please ensure that decorations are fireproof or flame retardant.

Floral arrangements should use non-invasive species (e.g., no Pampas Grass) that could negatively impact the future of the collections and/or local wildlife. Hay bales cannot be brought into the Arboretum because of the potential spread of seeds and disease.

Similarly, throwing or distributing rice, decorative confetti, birdseed or flower petals or seeds is prohibited. Birds, animals, and balloons cannot be released on site and, no dogs (except approved service dogs) are allowed on campus.

The Arboretum will create up to three basic signs for each event which will be placed on the Arboretum grounds pointing attendees to the event. Additional signage is the responsibility of the renter.

There is absolutely no smoking on campus (even in the buildings) and no open flames unless approved by the campus Fire Marshal in advance of the event (the client is responsible for obtaining this approval).



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## **Caterers and Contractors**

Caterers and contractors will need to attend a training scheduled by the Arboretum regarding our premises, regulations, and limitations at least one month prior to the event. Contact your wedding coordinator for a list of caterers and contractors who have familiarity with our facilities.

University renters must abide by campus entertainment policies.

## **Equipment**

As noted earlier in the policy, renters must provide for their own tables, chairs, linens, trash cans, etc.. Transporting these to and from the event site must be discussed in advance with your rental coordinator, since parts of Arboretum grounds are not easily accessed by cars and trucks. Alexis Party Rental is the preferred equipment vendor whose delivery personnel are acquainted with our policies and access roads. Equipment delivery and pick up must be scheduled in advance and done under the supervision of Arboretum personnel.

## **Parking**

Parking at the Arboretum is limited and it is not always contiguous to your chosen event site. Please inform your rental coordinator if disabled parking will be a need or concern so we can work with you to ensure the comfort and safety of your guests. We strongly encourage renters to ask that guests carpool to the Arboretum and additionally recommend that larger events work with the campus' Transportation and Parking Services to ensure adequate parking and signage (<http://taps.ucsc.edu/event-parking/index.html>).

## **Agreement**

Signature implies that you have read and acknowledged all pages of the UC Santa Cruz Arboretum Facility Rental Procedures

Signature \_\_\_\_\_ Date \_\_\_\_\_