

## **How to Book Your Event at the Arboretum**

We are looking forward to hosting your upcoming event at The Arboretum. We will do our best to ensure the process is efficient and responsive.

### **1) Visit Us!**

If you have not been to the Arboretum, we strongly suggest a visit to help orient you for discussions with vendors and others & become inspired. Bring a camera!

### **2) Facility Application Form and Availability**

The first step in booking is to fill out the Facility Application Form and return it to us at [arboretum@ucsc.edu](mailto:arboretum@ucsc.edu). It will also give us the opportunity to check our availability and place a tentative hold on our calendar.

### **3) Payment and Procedures Form**

Once the Facility Application is received and we have confirmed availability, we will need to receive a signed Procedures Form and payment as follows: The Arboretum can only hold one date for each event and will do so upon receipt of deposit for an outdoor venue or full facility payment for an indoor venue.

### **4) Certificate of Insurance**

The Arboretum requires a Certificate of Insurance for all non-campus rentals and a copy of the certificate must be submitted no later than 60 days prior to the event.

### **5) Alcohol Permitting**

Please see the questions on the Facility Application form to determine whether an Alcohol Permit is required for your event. Please see the State of California Alcohol Beverage control website at <http://www.abc.ca.gov/Forms/PDFSp.html>