



UC Santa Cruz Arboretum
Horticulture II Facility Application Form

Thank you for choosing the UC Santa Cruz Arboretum for your event!
Please fill in the information below. This Facility Application Form provides the Arboretum Staff with preliminary information regarding your event.

Horticulture II: Capacity 85 with tables, 125 without tables.

Please see the UCSC Arboretum Facilities Rental Fee Schedule for rates, dimensions etc.

Renter(s):

Full Name: _____

Department (if applicable): _____

Phone: _____ Email: _____

Mailing Address: _____

Is this a wedding? YES NO

If yes:

● Names of both parties _____

● Name of wedding coordinator _____

If you do not have a coordinator or vendor, please see <http://arboretum.ucsc.edu/pdfs/vendor-referrals-2015.pdf> for list of preferred coordinators and/or caterers.

Day of Event: Month: _____ Day: _____ Year: _____

Estimated Attendance: _____

Time:

Set-up Start Time: _____

Event Start Time: _____ Event End Time: _____

Clean-up End Time: _____

Signage: How would you like your event noted on signs? _____

Vendors:

Will your event be catered?: _____ If yes, catered by: _____

Will you be using any outside services? (i.e. party rental company, lighting, music):

YES NO

How many deliveries do you anticipate on the day of the event?: _____

Please call the Arboretum Office for further information
(831) 502-2998 Monday to Friday from 9:00 a.m. to 5:00 p.m.

Alcohol:

Is alcohol being served at your event? YES NO If yes, please see questions below:

1. Is the caterer purchasing the alcohol/serving? YES ABC required NO
 2. If Event Applicant providing the alcohol:
 - a. Will the caterer be charging the Event Applicant a corkage fee?
YES ABC required NO
 - b. Will the caterer be serving the alcohol (cash bar)? YES ABC required NO
 3. Is Event Applicant charging attendees to attend this event?
YES ABC required NO
 4. Is Event Applicant selling tickets or tokens for any part of this event?
YES ABC required NO
 5. Is the event going to be advertised or open to the public? YES NO
- NO ALCOHOL MAY BE SERVED

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

Parking:

Number of parking spaces needed? _____ Number of disabled parking needed? _____

Room Amenities:

Are you requesting set-up of the room? (\$100) YES NO

If yes, what is the desired set-up for room (i.e. theatre, U shape, tables etc.)

Will you need a projector? (\$100/day) YES NO

Will you need removal of all tables and chairs? (\$250) YES NO

In order to secure the date of your event, the following will need to be received by the Arboretum:

1. FACILITY APPLICATION FORM (this form)
2. REVIEWED AND SIGNED FACILITY RENTAL PROCEDURES FORM
3. CERTIFICATE OF INSURANCE (for non-campus users)
4. FACILITY FEE PAYMENT IN FULL (for non-campus users) or RECHARGE FORM (campus users)

Please email to arboretum@ucsc.edu or send to

Mailstop: Arboretum UCSC 1156 High Street Santa Cruz, CA 95064

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