



UC Santa Cruz Arboretum  
Outdoor 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.

Venue:

- Australia Rock Garden and Picnic Area (150 +/-)  
 South African Garden (80 +/-)

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-2020.pdf> for list of preferred coordinators and/or caterers.

[Complete UCSC List of Approved 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/>

Parking:

Number of parking spaces needed? \_\_\_\_\_ Number of disabled parking needed? \_\_\_\_\_

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 (event liability for non-campus users, can use [campusconnexions](#))
4. SECURITY DEPOSIT (for non-campus users) or RECHARGE FORM (campus users)

Please email to [arboretum@ucsc.edu](mailto:arboretum@ucsc.edu) or send to

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

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