



Santa Cruz County Parks

979 17<sup>th</sup> Avenue

Santa Cruz CA, 95062

Ph: (831) 454-7901 – Fax (831) 454-7940

[www.scparks.com](http://www.scparks.com)

**County Park Event Request Form**

**In order to evaluate your request for approval, please supply the following information and return by fax, email, mail or in person:**

Customer or Authorized Agent Account Information:

\*An authorized agent for the organization/company must provide personal contact information below

**Name** \_\_\_\_\_

Email \_\_\_\_\_ Phone# (\_\_\_\_) \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Gender \_\_\_\_\_ Birthdate \_\_\_\_\_

**Organization Name** (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Non-Profit # \_\_\_\_\_

**Please fill out and select the following reservation details:**

Park \_\_\_\_\_ Area requested \_\_\_\_\_

Date(s) Of Use \_\_\_\_\_

Time(s) of Use (to include set-up and clean-up times) \_\_\_\_\_

Number of people expected \_\_\_\_\_

Please select all that apply for proposed event:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Jump house/ inflatables   | <input type="checkbox"/> Tables & chairs       | <input type="checkbox"/> Pop up shade structure |
| <input type="checkbox"/> Band, DJ or entertainment | <input type="checkbox"/> Electricity needed    | <input type="checkbox"/> Stage                  |
| <input type="checkbox"/> Vendors/sales             | <input type="checkbox"/> Food / Cooking booths | <input type="checkbox"/> Tickets sales          |
| <input type="checkbox"/> Alcohol sales             |  |   |

**Please provide a detailed event description for this request:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Once a completed request form is returned to the Parks office, County Parks will evaluate the proposed event. We will contact you to confirm receipt of the request and may require additional information. If approved, we will provide you with event specific Conditions of Use to accompany a reservation permit. Per occurrence general liability insurance may be required for any activity deemed higher risk, physical in nature, or providing for larger groups, per the discretion of the Department.

\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Date