



**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)

**Change of Reservation Time Request Form- Due By: \_\_\_\_\_**  
To avoid the \$50 change fee

Please confirm your intention to change the current reservation time frame on your center rental use permit paperwork by filling out the information below. A 10-hour rental format requires a 3-hour minimum set-up, 5-hour maximum event time, and 2-hour clean-up. A 6-hour rental format requires a 1-hour minimum set-up, 3-4 hour maximum event time, and 1-hour clean-up. A copy of the updated facilities use permit and sound/alcohol permits will be sent to you. **Your written change request may also be emailed to us at [reservations@scparcs.com](mailto:reservations@scparcs.com) (please provide the following information in your email request).**

Name of Permittee \_\_\_\_\_

Park \_\_\_\_\_ Date Reserved \_\_\_\_\_

Daytime phone \_\_\_\_\_ Email \_\_\_\_\_

▫ Yes, I confirm that I will change my reservation time frame as follows:

**Set-up time frame (1-3 hours)\*:** \_\_\_\_\_ (example: 11:00 am – 2:00 pm)

**Event time frame (3-5 hours max):** \_\_\_\_\_ (example: 2:00 pm – 7:00 pm)  
*Includes ceremony and reception. Sound and alcohol permits will be changed to this 3 or 5-hour time frame.*

**Clean-up time frame (1-2 hours):** \_\_\_\_\_ (example: 7:00 pm – 9:00 pm)

\*You may indicate any additional set-up time requested beyond the 1-3-hour set-up time frame. Subject to the hourly rate listed below.

**Payment**

**Payment is required only if you are adding to your reservation.**

Additional set-up hours can be added at the following hourly rate\*:

Aptos Park	\$ 120 Resident / 1/3 Lawn \$30 hr	\$ 132 Non-Resident / 1/3 Lawn \$33 hr
Bear Creek Center	\$ 100 Resident	\$ 110 Non-Resident
Highlands Park	\$ 140 Resident	\$ 154 Non-Resident
Quail Hollow	\$ 120 Resident	\$ 132 Non-Resident
Valencia Hall	\$ 80 Resident	\$ 88 Non-Resident

Additional rental amount: \_\_\_\_\_ Alcohol permit fee/deposit (if applicable): \_\_\_\_\_ Total: \_\_\_\_\_

Type of payment:  Check Payable to Santa Cruz County Parks  Cash

I authorize use of my:  MasterCard  Visa

Print name as it appears on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_\_

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

**Thank you for choosing Santa Cruz County Parks**