



Santa Cruz County Parks
 979 17th Avenue
 Santa Cruz CA, 95062
 Ph: (831) 454-7901 – Fax (831) 454-7940
www.scparks.com

Change of Reservation Time Request Form- Due By: _____
To avoid the \$100 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 *with payment information*. 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 with your payment information to 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	\$ 130 Resident / 1/3 Lawn \$30 hr	\$ 143 Non-Resident / 1/3 Lawn \$33 hr
Bear Creek Center	\$ 100 Resident	\$ 110 Non-Resident
Highlands Park	\$ 150 Resident	\$ 165 Non-Resident
Quail Hollow	\$ 130 Resident	\$ 143 Non-Resident
Valencia Hall	\$ 85 Resident	\$ 94 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 credit card: Card on file last 4 digits for verification _____ exp. _____

Or, provide new payment with: MasterCard Visa Discover Am. Express

Print name as it appears on card: _____

Card Number: _____ - _____ - _____ - _____ Expiration Date _____ CVV _____

Signature _____ Date _____