



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 \$50 change fee

Please confirm your intention to change the current reservation time frame on your center rental use contract paperwork by filling out the information below. A 10-hour rental format requires a 3-hour set-up, 5-hour maximum event time, and 2-hour clean-up. A 6-hour rental format requires a 2-hour set-up, 3-hour maximum event time, and 1-hour clean-up. A copy of the updated contract and permits will be sent to you. **Your written change request may also be emailed to us at 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 (2-3 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 2-3-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 \$25.75 hr	\$ 132 Non-Resident / 1/3 Lawn \$28.25 hr
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