



### Center Rental Fees

**Weekend minimum rental is ten hours and requires 10-hour rate fees.\***

**A 6-hour minimum rental is available weekdays and for weekend reservations booked within three months of the event date, April through October.**

**Nonprofit Organizations receive a 20% discount, April through October.**

Area	Capacity	Resident Fees	Nonresident Fees ***	Information
Aptos Village Park Center	200/Season	\$130/Hour	\$143/Hour	Includes 125 chairs, 20 six-foot banquet tables and 8 picnic tables.  Outdoor amplified sound until 8:00 pm (Indoor sound may go later).  Portion of the lawn rental (one-third) available at an additional rate.
	100/Winter	\$1300/10-hour	\$1430/10-hour  \$1680/10-hour Out of County	
Highlands Park	200/Season	\$150/Hour	\$165/Hour	Includes 125 chairs and 16 60-inch round and 4 eight-foot rectangular banquet tables.  Indoor amplified sound permit (Outdoor sound during ceremony).
	100/Winter	\$1500/10-hour	\$1650/10-hour  \$1900/10-hour Out of County	
Quail Hollow Ranch	100/Season	\$130/Hour	\$143/Hour	Includes 100 chairs, 15 six-foot banquet tables and 10 picnic tables.  Outdoor amplified sound until 8:00 pm (Indoor sound may go later).
	50/Winter	\$1300/10-hour	\$1430/10-hour  \$1680/10-hour Out of County	
Valencia Hall**	80 Year-round	\$85/Hour	\$94/Hour	Includes 60 chairs and 14 six-foot banquet tables.  Indoor amplified sound permit.  Out of County: \$664/ 6-hour; \$1040/10-hour
		\$510/ 6-hour Minimum	\$564/ 6-hour Minimum	
		\$850/10-hour	\$940/10-hour	
Bear Creek Recreation and Community Center and Pool	<p>For more information or to reserve, contact: Boulder Creek Recreation and Park District  <a href="http://www.bcrpd.org">www.bcrpd.org</a> - PH: (831) 338-4144</p> <p>The County of Santa Cruz and the Boulder Creek Recreation and Park District have a Cooperative Property Use Agreement for this site in order to maximize the opportunity for public parks, recreation, and cultural activities in the greater San Lorenzo Valley.</p>			

Prices are subject to change

### Center Reservations:

Ph: (831) 454-7938 – Fax (831) 454-7940 – Email: [reservations@scparks.com](mailto:reservations@scparks.com)

\* November-March winter rates require a 6-hour minimum and are discounted by 20%. Please note the reduced winter capacity for most sites.

\*\* Valencia Hall requires a 6-hour minimum rental for weekend reservations from April-October. All other sites require a 10-hour minimum with more than three months' notice from April-October.

\*\*\*You are a nonresident if: you live outside Santa Cruz County\*; in one of the 4 cities in the County (Santa Cruz, Capitola, Watsonville, Scotts Valley); or in one of three Special Recreation Districts (Alba, Opal Cliffs, La Selva Beach).

\*\$250 Out of County fee applies for out of county nonresidents (\$100 for Valencia Hall).



**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)

## RESERVATION CHECKLIST

Santa Cruz County Parks is proud to offer wedding and event sites that are affordable and offer flexible policies. The reserving group is responsible for all aspects of the event day, including set-up and clean-up, so please review the following recommendations to help you plan your event in a County Park facility:

- ❑ Carefully plan the reservation time. All set up and clean up needs to be included in the reservation time frame, including set up and clean up of the indoor facility and any adjacent exterior grounds as well a pick up of rental equipment.
- ❑ Read the conditions of use as you do your planning. If you have a coordinator, please share it with that person so they will know the Parks policies.
- ❑ Carefully plan your event or reception time so that it corresponds with the event time frame, to include all event-related activities, i.e. ceremony, reception, gift unwrapping, etc. The five-hour\* time limit cannot be exceeded.
- ❑ Review the time on your sound permit. The five-hour\* time includes music for a ceremony, i.e. prelude through recessional. Check with the facilities office about the outdoor sound restrictions for your chosen facility.
- ❑ Review the time on the alcohol permit if you have one. The five-hour\* time limit cannot be extended. Share the alcohol permit with the person whom will be designated to work with on-site Parks staff for any related issues.
- ❑ If you want to add hours to your reservation permit or change the time of your reservation please do so in writing before the first of the month preceding your event. Remember that you may need to change the times on your alcohol and sound permits if you are adjusting the event times. Please plan ahead for all of the time you need at the park facility since on the day of your event, requests for additional hours will not be granted.
- ❑ Find a wonderful friend or caterer that will be in charge of the set up and the clean up. Share the conditions of use with the designated person(s) so that they are aware of Parks policies and the set up and clean up responsibilities, including decorating restrictions and the clean-up checklist.

Thank you for choosing Santa Cruz County Parks

\*The same time limits apply for events that have a 3-hour maximum time frame



## Center Rental Terms and Conditions of Use

**Hours:** Parks indoor facilities (centers) may be reserved for use by groups and individuals between 10:00 AM and midnight on Friday and Saturday; 10:00 AM and 10:00 PM Sunday; and 8:00 AM and 10:00 PM Monday through Thursday. Weekend reservations require a 10-hour minimum rental from April to October, and 6-hour minimum rental from November to March. A 6-hour rental is available for Valencia Hall year-round, and for reservations made within 3 months of the date at all Park centers from April to October. Weekday reservations require a 6-hour rental year-round. A 10-hour rental must include a 3-hour minimum set-up, a 5-hour maximum event, and a 2-hour minimum clean-up. A 6-hour rental must include a 1-hour minimum set-up, a 3-4-hour maximum event, and a 1-hour minimum clean-up.

**Time Limits:** Renters are expected to abide by the reservation times indicated on the facility use permit. If the time limits are exceeded by early entry or late exit, the Permittee will be charged for the excess time at 1-1/2 times the hourly rental rate. The fee will be deducted from any deposit or an invoice will be sent.

**Changes to the Permit:** Changes and additions to the permit may be made at no charge if submitted in writing before the first of the month preceding the event (for example, changes for September events should be submitted before August 1<sup>st</sup>). Any changes to the permit made during the month prior to event are subject to a \$100 fee and Department approval. (for example, changes for September events would be charged for any changes made after August 1<sup>st</sup>) (see page 2 for Change of Date fees). No changes or additions to the reservation times may take place within 2 weeks of the date nor on the day of the event.

**Cancellations:** Reservation cancellations must be made in writing. Cancelled reservations up to four months prior to the event are subject to a fee of 25% of the reservation rental fees. Reservations cancelled between four months and two months prior to the event are subject to a fee of 50% of the reservation rental fees. Cancellations of less than two months receive no refund of fees.

**Alcohol Permits:** A permit to serve alcoholic beverages may be issued for up to five hours with a facility reservation and requires a \$200 alcohol permit fee. A 3-hour permit is available for the 6-hour minimum rental and requires a \$100 alcohol permit fee. Only beer, wine and champagne may be served and consumed and only during the designated time period on the permit. The Alcohol Permit for Private Events, issued with the facility use permit paperwork, contains all of the conditions of the permit. If alcohol is to be sold at the event, a California Department of Alcohol Beverage Control permit and additional insurance is required.

**Sound Permits:** Public address systems, electronic equipment, live music (including acoustic) or amplification require a sound permit. The permit can be issued for up to five hours. A 3-hour permit is available with the 6-hour minimum rental. There are restrictions on outdoor sound that vary in each Park center. Please check with the Facilities office if you are planning on an outdoor sound permit. The Indoor/Outdoor Facility Sound Permit, issued with the facility use permit paperwork, contains all of the conditions of the permit.

**Deposits:** Damage deposits may be required for center rentals. The 10-hour minimum rental requires a \$200 refundable damage deposit. The 6-hour minimum rental requires a \$100 refundable damage deposit, which may be increased to \$200 if an alcohol permit is issued for more than 3 hours. Refunds are contingent upon completion of the facility use permit terms and conditions of use, including adherence to reservation time limits, clean-up requirements, and conditions of the sound and alcohol permits. If Parks facilities, grounds, and equipment are left in pre-use conditions and all conditions of the permits have been complied with, the full deposit will be returned. If damage occurs, repair or replacement costs will be subtracted from the deposit or an invoice will be sent. Refunds will be returned to the credit card on file within two weeks or check refunds will be mailed approximately three weeks following the event.

**Damage:** Damage done to the facility or grounds that do not have a deposit or the damage is not covered by the amount of the deposit will have the required amount billed to the Permittee. Staff rates to repair damage are charged at the current maintenance staff hourly rate. Bills not paid after 30 days are sent to collections.

**Park Services Officer:** A Park Services Officer (PSO) will open the facility and remain at the site for the duration of the reservation during the times indicated on the facility use permit. The PSO is responsible to see that all permit conditions are complied with and will work directly with the Permittee or its designated on-site representative(s) for set-up, event/ alcohol and clean-up. The designated clean-up contact must sign off on the clean-up checklist with the PSO after the event clean-up is completed.

**Set-up and Clean up:** Set-up and clean-up of the indoor facility and any adjacent exterior grounds may only occur during the hours of the reservation and as notated on the facility use permit. Permittee is responsible for set-up (chairs, tables, decorations, etc.) and clean-up of premises. Please leave the buildings and grounds free of debris and other refuse from your event. Refer to the Center Rental Clean-up Checklist for specific instructions. All recyclable materials should be placed in provided containers. Overnight storage is not permitted. If rental equipment is used, Permittee must arrange for it to be delivered and removed the same day as the reservation. Set-up and pick up may only take place within the reservation time frame. If the time limits are exceeded, the Permittee will be charged at 1-1/2 times the hourly rental rate. Staff rates to complete any incomplete clean-up by Permittee (as noted by the PSO and/or maintenance staff) may be charged at the current maintenance staff hourly rate, with final determination made by the Parks Facilities office.

**Decorating:** Light adhesive, removable tape (i.e. poster tape or painter's tape), and florist wire are the only types of fasteners permitted. Use of staples, tacks, nails, and screws are not permitted. If Permittee uses a tent or canopy, do not use stakes longer than 6 inches. Release of balloons, birds or butterflies is prohibited by Parks policy. Use biodegradable confetti only; no rice throwing. Candles, fuels and hazardous materials are not permitted in the park buildings and facilities. Fires must be confined to fireplaces and barbecue areas.

**Parameters of Use:** County Parks may establish additional policies consistent with the provisions of the adopted rules and regulations as it deems necessary for safe, efficient and optimum use of facilities. Please check with the Facilities office for prior approval regarding uncommon or unique requests.

**Reservations:** Reservations are made on a first come, first served basis and can be made up to one year in advance. Minors are not eligible to reserve facilities.

**Change of Date:** Requests granted four months prior to the event are subject to a \$50 fee. Requests granted between four months and two months prior to the event are subject to a fee of 50% of the reservation rental fees. Requests granted less than two months receive no refund of fees.

**Smoking:** Smoking and tobacco products are prohibited in Santa Cruz County Parks.

**Lost Items:** Santa Cruz County Parks is not responsible for items left or lost in the County Parks.

**Insurance Requirements:** Groups charging admission and/or selling alcoholic beverages must furnish the department with a Certificate of General Liability and Property Damage Insurance (one million dollars per occurrence) holding the County as additionally insured. The department may also require insurance for activities that it deems to be high risk.

**Checks:** Checks returned for insufficient funds and credit card chargebacks are charged at the current processing fee. Please note that credit cards are charged by ACT\*SCCountyParks.

**Sub-Lease:** Permittee may not assign or sub-lease any portion of the premises, or any rights under its permit, without prior written approval of the department.

**Activities for Minors:** Groups, which are comprised predominately of participants under 21 years of age, must be chaperoned at a ratio of one adult (over 21 years) to 12 minors.

**Special Events:** For large or unique events, such as concerts or fundraising events, the department may require the Permittee to provide additional services, including security, traffic control, first aid services, fire control, special trash collection, and sanitary facilities beyond those available by the department.

**Concessions:** The County reserves sole right to control and limit all concessions in and about the department buildings and park grounds. Please inquire about concessions agreements if you are planning on selling items or food in the Parks.

**Public Use:** Permittee has reserved a space in a County Park; however, the park will remain open for use by others. At some parks there may be other events happening at the same time as the permitted event.

**Parking:** Parking spaces are guaranteed only as follows: Aptos Park, 27 spaces; Highlands Park, 50 spaces; Quail Hollow Ranch, 40 spaces; and Valencia Hall, 38 spaces.

I have carefully read, considered and agree to the *Center Rental Terms and Conditions of Use* and will comply with the regulations and use policies.

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Permittee

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Date

## County Parks Center Rental Clean-Up Checklist

Facility: \_\_\_\_\_ Date: \_\_\_\_\_

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

Set-up Contact: \_\_\_\_\_ Initial: \_\_\_\_\_

Alcohol Contact: \_\_\_\_\_ Initial: \_\_\_\_\_

Clean-up Contact: \_\_\_\_\_ Initial: \_\_\_\_\_

As a renter of a County Parks Facility, you have agreed to the clean-up responsibilities listed below. The clean up must be completed by the end of your reservation. County Parks will supply the cleaning supplies. The Parks Staff on duty and the permittee or the responsible person designated by them must initial the items as completed. Use the section below to note any unusual conditions.

Permittee    Park Staff

		Place all garbage in dumpsters or designated areas. Please do not overfill plastic bags. Trash bags and containers are provided.
		Put glass, cans and plastic to recycle in designated containers.
		Remove all decorations inside and out.
		Wipe off tabletops and chairs, as needed. Stack chairs in the same direction on chair carts. Return tables and chairs to their original storage area.
		Wipe down kitchen counters, sink, stove and oven.
		Sweep floors free of debris.
		Damp mop areas where items have spilled.
		Check restrooms for cleanliness.
		Clean any areas used by your guests not specified in the above list. Especially lawn areas, if applicable, before daylight ends.

Check to see that you have everything! Santa Cruz County Parks is not responsible for items left.

Comments:

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\_\_\_\_\_  
Name of Permittee (or designee)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Time Out

## **ASSUMPTION OF LIABILITY, WAIVER and INDEMNITY**

### **1. ASSUMPTION OF LIABILITY**

Permittee, whether individual, group, or entity, is solely responsible for any and all liabilities to persons or property resulting from use of the Park Facility, including damage to any County property or structures. Permittee will indemnify, defend and hold harmless the County of Santa Cruz, its elected and appointed Boards, Commissions, Officers, Agents, and Employees from any claims, suits, losses or damages for injury to persons or property arising from or connected to this use of the Park Facility.

### **2. AGREEMENT TO ABIDE BY TERMS AND CONDITIONS**

Permittee, whether individual, group, or entity, represents that he/she/it has read these Terms and Conditions, agrees to make them known to persons attending the function or activity, and agrees that no violation of such shall be allowed to occur on the premises or facilities. Permittee understands that permission to use of the Park Facility is contingent upon compliance with these Terms and Conditions and that permission may be revoked at any time upon failure of persons attending the function or activity to fully comply with these Terms and Conditions.

### **3. PERMITTEE, OR REPRESENTATIVE, TO BE PRESENT**

Permittee, or the group or entity individual named in the Permit, will be present during the entire period of use of the facility.



Center Reservation Request

Customer Account Information:

Name \_\_\_\_\_
Home Email \_\_\_\_\_ Work Email \_\_\_\_\_
Day Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_
Home address \_\_\_\_\_ City \_\_\_\_\_
State \_\_\_\_\_ Zip Code \_\_\_\_\_ Gender \_\_\_\_\_ Birthdate \_\_\_\_\_
Organization/Company \_\_\_\_\_ Non-Profit Tax ID# \_\_\_\_\_
Authorized Agent Name\* \_\_\_\_\_ \*Must provide personal contact in customer information above
Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Please fill out the following reservation details:

Park \_\_\_\_\_
Date \_\_\_\_\_ Expected attendance (including children and hired helpers) \_\_\_\_\_
Type of event \_\_\_\_\_
Are you planning to have a ceremony at the Park? \_\_\_\_\_ If yes, what time? \_\_\_\_\_
Aptos Park: Include First 1/3 of Lawn Fees below w/ rental fees: Yes \_\_\_\_\_ No \_\_\_\_\_ Add later? Yes \_\_\_\_\_ No \_\_\_\_\_

Center Reservation times:

A 10-hour rental must include a 3-hour minimum set-up, a 5-hour maximum event, and a 2-hour min. clean-up.
A 6-hour rental must include a 1-hour minimum set-up, a 3-4-hour maximum event, and a 1-hour min. clean-up.

Set-up time frame (1-3 hours)\*\*: \_\_\_\_\_ (example: 11:00 am – 2:00 pm)
\*\*You may indicate any additional set-up time requested beyond the 1-3-hour set-up time frame. Subject to the hourly rental rate.

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

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

Alcohol permits can be obtained for up to 5 hours for serving beer, wine and champagne.

A \$200.00 alcohol permit fee and \$200.00 damage deposit are required for a 5-hour permit.
A \$100.00 alcohol permit fee and \$100.00 damage deposit are required for a 3-hour permit.
Are you requesting an alcohol permit? Yes \_\_\_\_\_ No \_\_\_\_\_ (\*not available with outdoor ceremony)

Outdoor Ceremony: Date \_\_\_\_\_ Location \_\_\_\_\_
4-hour time frame (all Set-up and Clean-up): \_\_\_\_\_ \$500 resident, \$550 non-residents

Total Fees to reserve: (\*\*rental fees include if applicable; Out of County fee, and Aptos 1/3 Lawn)

\*\*Rental Fees: \_\_\_\_\_ \*Alcohol Permit Fee: \_\_\_\_\_ Damage Deposit: \_\_\_\_\_ Total: \_\_\_\_\_

Payment is required for the date to be reserved and the reservation permit to be processed\*\*.
Please call our office with your payment by credit card: Visa, Mastercard, American Express, or Discover.
Checks can be made payable to Santa Cruz County Parks.

\*If the person providing the payment is different than the Customer, then please provide their information:

Name \_\_\_\_\_
Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
Email Address \_\_\_\_\_
Day Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_