



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 (____) _____