

# Our Reservation Process

UP TO ONE YEAR PRIOR TO YOUR EVENT DATE

## 1. Choose your venue

We invite you to tour the venues at our Open House and Showcase Events. You may explore our venues virtually at [scparks.com](http://scparks.com) and [pinterest.com/sccoparks](https://pinterest.com/sccoparks).

Our website has details of all our venues, the Conditions of Use, and rental rates. Please review these documents to make sure it's the right fit.

## 2. Request your reservation

We start taking reservations one year prior to the requested date on a first-come, first-served basis. You can reserve your venue online or submit a completed request form. *Please note our online reservation system only allows reservations from 12pm-10pm. We are happy to adjust your reservation to your preferred time.*

## 3. Pay the fees

Payment is due in full at the time of reservation. This includes:

- Hourly rate
- Damage Deposit of \$200
- Alcohol Permit Fee of \$250 if you'd like to have beer, wine, and champagne
- Out of County Fee of \$300 (if applicable)

## 4. Sign your permit

After your reservation is processed, a permit will be sent to you to sign electronically via DocuSign. Our staff will sign it and email a copy to you.

1 MONTH PRIOR

## 5. Confirm your event

About a month before your event, we will contact you to review the final details and designate a point person(s) for your event.

DAY OF

## 6. Your big day

A Parks Services Officer will greet you or your set up crew and review the rules. They will be on site for the duration of your event to assist you with the venue and ensure the contracts are followed. At the end of your reservation time, the Parks Services Officer will meet with you or your clean up contact.

Please contact us if you have any questions.  
[reservations@scparks.com](mailto:reservations@scparks.com)  
831-454-7938.

