



**Santa Cruz County Parks Department**  
979 17<sup>th</sup> Avenue  
Santa Cruz CA, 95062  
Ph: (831) 454-7900 Fax: (831) 454-7940  
[www.scparks.com](http://www.scparks.com)

## Center Rental Terms and Conditions Of Use

**Hours:** Parks indoor facilities 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 minimum of 8-hours. Weekdays and weekends between November and March require a 2-hour minimum reservation. The total hours reserved must include set-up, a 5-hour maximum event and a 1-hour minimum for clean-up.

**Time Limits:** Renters are expected to abide by the reservation times indicated on the 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 \$50 fee.

**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 charge. Reservations cancelled between four months and two months prior to the event are subject to a fee of 50% of the reservation charge. Cancellations of less than two months receive no refund of fees.

**Alcohol:** A permit to serve alcoholic beverages may be issued with a facility reservation and require an alcohol permit fee. Only beer, wine and champagne may be served, and only during a four-hour time period. Kegs of beer are prohibited. When planning your event, please keep in mind that alcohol may only be served and consumed during the times stated on the alcohol permit. If alcohol is to be sold at the event, a California Department of Alcohol Beverage Control permit and additional insurance is required. Alcoholic beverages are prohibited at events that are celebrations for children under age 17 and at events where children comprise 40% or more of attendees.

**Sound Permits:** Public address systems, electronic equipment, live music or amplification require a sound permit. The permit can be issued for up to five hours. Please plan on coordinating the alcohol and sound permits so that the end times are the same. There are restrictions on outdoor amplification that vary in each Park facility. Please check with the Facilities office if you are planning on an outdoor sound permit.

**Deposits:** Damage deposits may be required for center rentals. If Parks facilities, grounds, and equipment are left in pre-use conditions, 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 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 event during the times indicated on the permit. The PSO is responsible to see that all permit conditions are complied with. The Permittee or its designated on-site representative will sign off on the clean-up checklist with the PSO after the event clean up.

**Set-up and Clean up:** 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 clean-up checklist for specific instructions. All recyclable materials should be placed in provided containers. Overnight storage is not permitted. If Permittee uses rental equipment, Permittee must arrange for it to be delivered and removed the same day as the reservation. Set-up and clean-up may only occur during the hours of the reservation.

**Decorating:** Light adhesive, removable tape (i.e. poster tape or painter's tape) and florist wire are the only fasteners permitted. Do not use staples, tacks, and nails. 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. Fuels and hazardous materials are not permitted in the park buildings and facilities. Candles are not permitted. Fires must be confined to fireplaces and barbecue areas.

**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 charge. 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:** The Parks Department 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 Santa Cruz County.

**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 fund raising events, the department may require 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, 40 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.

\_\_\_\_\_  
x Permittee

\_\_\_\_\_  
Date