



**Santa Cruz County Parks Department**  
979 17<sup>th</sup> Avenue  
Santa Cruz CA, 95062  
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[www.scparks.com](http://www.scparks.com)

## Center Rental Conditions Of Use

**Hours:** Parks indoor facilities may be reserved 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 are for a minimum of 8-hours. Weekday reservations are for a 2-hour minimum. The hourly rate may be applied to weekend reservations from November through March.

**Time Limits:** A Parks Service Officer will open the facility at the time indicated on the permit. Renters are expected to leave at the time specified. If the time limits are exceeded, the permittee will be charged at 1-1/2 times the hourly rental rate. The fee will be deducted from the deposit or an invoice will be sent.

**Changes to the Permit:** Please submit in writing any changes and additions to the permit 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 permits 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 that are 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:** An alcohol permit may be issued with a facility reservation to serve alcoholic beverages, limited to beer, wine and champagne only for a four-hour time period; kegs of beer are prohibited. When planning your event please keep in mind that alcohol can only be served and consumed during the times stated on the alcohol permit. If alcohol is being sold at the event, an ABC permit and additionally insured 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 and amplification require a sound permit. The permits 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 by each Park facility. Please check with the facilities office if you are planning on an outdoor sound permit.

**Deposits:** Damage deposits are required for all center rentals. If facilities are left in pre-use conditions, the full deposit will be returned. If facility/equipment is damaged, costs to return facility to pre-use condition will be subtracted from the deposit. Deposits will be mailed approximately three weeks following the event.

**Damage:** Damage done to the facility or grounds that do not have a deposit or damage not covered by the amount of the deposit will be 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.

**Parks Service Officer (PSO):** A Parks staff person will open the facility and remain at the site for the duration of the event. The PSO is responsible to see that all permits are carried out as stated. The permittee or designee signs off on the clean-up checklist with the PSO after the event clean up.

**Set-up and Clean up:** Responsibility for general set-up (chairs, tables, decorations, etc.) and clean up of premises is the responsibility of the permittee. 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. There is no overnight storage. If you bring in rental equipment, you must arrange for it to be delivered and removed the same day as your reservation. Set-up and clean-up may only occur within the hours of your 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 you are putting up a tent or canopy, please 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 (under 18) are not eligible to reserve facilities.

**Change of Date:** Change of date requests received four months prior to the event are subject to a \$50. fee. Date changes between four months and two months prior to the event are subject to a fee of 50% of the reservation charge. Date changes 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 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 from Santa Cruz County.

**Sub-Lease** Permittee may not assign or sub-lease any portion of the premises, or any rights under approved 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 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:** You are reserving a space in a County Park and the park will remain open for use by others. At some parks there may be other events happening at the same time as yours.

**Parking:** Parking spaces are guaranteed 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 Conditions of Use* and will comply with the regulations and use policies.

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Permittee

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Date