

# Seymour Center at Long Marine Laboratory



## **Facility Rental Policies and Procedures**

**These policies apply to all events held at the Seymour Marine Discovery Center.**

### **Rental Fees**

The Seymour Marine Discovery Center is available only to Friends of Long Marine Lab members. Membership can be obtained at the time of rental request. All prices are quoted per day, which includes the client's set-up and clean-up time. Rental fees do not include insurance fee, food or beverage service, equipment rental, decorations, or entertainment. The Center reserves the right to refuse facility rental.

### **Booking Guidelines**

Confirmation of a reservation is considered definite upon receipt of down payment. Rentals are confirmed on a first-come, first-served basis. Full rental fees are due one month prior to the event date. If the full rental fee and applicable down payment are not received within the specified time, we reserve the option to release the space to any other party with down payment in hand. All applicants must be 18 years of age or older (21 if alcohol is served).

### **Insurance**

Client must secure a UCSC Use Permit Application and Event Holder Insurance prior to the event. All certificates of insurance must be evaluated and approved by UCSC Risk Management. Insurance may be procured through Marsh Insurance online at <http://ucsc.marshcampusconnexions.com/> or by calling 866-838-9536. The person named on the permit is financially responsible for damage or injury arising from the event and will be required to show proof of insurance covering the event. This person must also be present at the facility throughout the entire use period. Client shall not assign or sublease any portion of the Center.

### **Use Guidelines**

Scheduled use of rooms must include preparation, breakdown, and clean-up time. In consideration of its obligation to the general public, all arrangements for the event, including set up of equipment, scheduling of installation, deliveries, etc., must be cleared in advance of the event with the Facility Rental Coordinator.

Please design your event to be finished and the room returned to order within the time established on your contract. **An exit survey and checklist must be completed and signed by Manager on Duty and designated renter.** Failure to sign checklist will result in a \$150 cleaning fee. If the Center judges routine cleaning and maintenance inadequate to return the Center to its prior condition, the additional cost of special maintenance services or repairs will be charged to the client.

The client is responsible for all catering actions, to include but not limited to kitchen appliances, clean up, stain removal, and catering equipment and supply removal. **The client assumes all responsibility for set up, catering coordination, and final clean up.**

Decorations must be approved at the time of application. The user is responsible for preparation and removal of such items. Decorations must be fire proof or flame retardant. All decor and signage must be free standing. Nails, staples, tacks, or tape may not be used on walls, floors, windows, or ceilings. User will not post any signs, posters or banners inside or outside the facility without the prior approval of the Facility Rental Coordinator. No Styrofoam (Polystyrene) products. Balloons are prohibited out of doors. Both balloons and plastic bottles are strongly discouraged inside. Open flames (i.e., candles, votives, etc.) must be requested and approved in advance.

### **Parking**

You must park in designated spaces and not on the gravel near the entrance of the Seymour Center. Parking is limited during public hours. Carpooling is highly recommended!

### **Lab Entrance**

The UCSC Marine Science Campus/Long Marine Lab has a programmed gate at our entrance, open only during public hours. It is vitally important that you notify the Facility Rental Coordinator with the exact times you or anyone else in your party will need to enter and leave our Lab. This includes caterers, guests, or rental services.

### **Payments**

An initial down payment of \$150 is required to hold your reservation. This down payment will ensure that no other party may reserve the facility on the agreed date and starts your rental process. The balance of your payment in full is due one month prior to the event date. You may be subject to additional charges if damages are incurred to the facility, exhibits, or grounds during your event. Fees and down payments are refundable only with 30 days notice of cancellation in writing, less a \$100 processing fee. Cancellations, which do not meet these criteria, will result in the forfeiture of all fees and deposits.

### **Rental Restrictions**

The Center's building and grounds are smoke free environments. Recyclable materials are strongly recommended. Use of plastic bottles or balloons inside the center is strongly discouraged. Balloons are not allowed outside the facility. Warning! Food and beverages that stain, such as red wine or berry juice may require an additional cleaning fee if spilled anywhere in the facility.

### **Rental Times**

For Exhibit Hall use, events should not start any earlier than 6:00 PM as we are open to the public until 5 PM Events must be scheduled to include adequate time for set-up, re-set, and clean up. All events must end by 11 PM.

**Staff**

Security may be required for some events. All events are required to have at least one Seymour Center staff member on duty for the entire time the facility is rented (including set up, duration, and clean up of event). The Center will arrange for scheduling of these personnel.

**Caterers and Contractors**

No food or beverages (alcohol or otherwise) may be brought on the property without prior approval from the Facility Rental Coordinator. (Note: University clients hosting a University event must use only UCSC Pre-Approved Caterers that have met the standards set by the Center. (List available at: [purchasing.ucsc.edu/howto/catererlist.html](http://purchasing.ucsc.edu/howto/catererlist.html)).

Any deviation from this policy will result in the cancellation of your event. Please allow your caterer adequate set-up time. The client is ultimately responsible for all clean up.

I have read, understand, and will comply with the stipulations listed above.

\_\_\_\_\_  
Authorized signature, Title

\_\_\_\_\_  
Today's Date

Date and Time of Event: \_\_\_\_\_