Facility Rental Policies and Procedures Contract
Non-University of California Events

These policies apply to all events at the Seymour Marine Discovery Center that are not funded by a department from the University of California. This signed and initialed Policies and Procedures contract, along with the completed and signed UCSC Use Permit Application form, completed Event Questionnaire, and down payment of $500 are due at time of event booking. All other documentation is due at or before your event date; please review this contract and the Facility Rental Process information sheet for due dates.

Please Initial:

Use Guidelines
Scheduled use of rooms must include your set-up, breakdown, and clean-up time. In consideration of the Seymour Center’s obligation to all of our visitors, 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 Office, to ensure it does not interfere with regular Seymour Center activities.

Please design your event to be finished and rental spaces returned to order within the time established on your contract. An exit survey and checklist must be completed and signed by the Manager on Duty and designated renter. If the Seymour Center judges routine cleaning and maintenance inadequate to return the facility to its prior condition, the cost of special maintenance services or repairs will be charged to the client.

The client assumes all responsibility for set-up, catering coordination, and final clean-up.

Clean-up Requirements
The client is ultimately responsible for all clean-up of event and for all catering actions, including, but not limited to: clean-up of kitchen and rental spaces, stain removal, trash and recycling removal, sweeping, vacuuming, and mopping if necessary, and catering equipment and supply removal. Be cautious with red wine, berries, etc. that can stain carpet or exhibit flooring; if stains do not come out, the client will be charged to have them professionally cleaned. If hiring a professional or delegating someone for clean-up responsibilities, please provide the Facility Rental Office with their name and contact information. You will be provided a Cleanup Checklist which must be completed prior to your departure after your event.

Booking Guidelines
Rentals are confirmed on a first-come, first-served basis. All applicants must be 18 years of age or older (21 or older if alcohol is served).
Confirmation of a reservation is considered definite upon receipt of $500 down payment, signed and completed UCSC Use Permit form, completed Event Questionnaire, and this signed Policies and Procedures contract.

The rental down payment and remaining balance must be paid in the form of check or money order made out to UC Regents. Please send the down payment directly to the Seymour Center, and we will send it to our billing office—you will receive a separate invoice from our Physical and Biological Sciences Billing Office via email with instructions to pay your remaining balance.

Proof of event insurance is due 60 days before your event. Remaining rental fee balance is due 30 days before your event. Security deposit is due two (2) weeks before your event, and will be refunded less any fees within 30 days after your event.

Rental Fees and Payments

The Seymour Marine Discovery Center is available only to active members of the Friends of Seymour Marine Discovery Center. Membership must be active during your event and can be obtained at www.seymourcenter.ucsc.edu/get-involved/join.

All rental prices are quoted per day and include the client’s set-up and clean-up time. Rental fees do not include insurance fee (if applicable), membership fee ($20 student level, $40 for individual level, $60 for couple/family level—more information can be found at seymourcenter.ucsc.edu/get-involved/join/), security deposit (if applicable), food or beverage service, coordination service, equipment rental, decorations, or entertainment. The Seymour Center reserves the right to refuse facility rental.

Rental Fee: ________________ (as of _____________)

Your down payment is due immediately to reserve your date. The balance of your rental fee is due 30 days before your event.

Refundable security deposit is due by two (2) weeks before your event. You will be subject to charges if damages are incurred to the facility, exhibits, or grounds during your event. After any charges are taken out of your security deposit, the remaining will be refunded to you within 30 days after your event. If any rules and regulations are not followed by the client, guests, or vendors, it will result in the loss of your full security deposit.

Refundable Security Deposit: ________________ (as of _____________)

Cancellations

Should you need to cancel your event, your down payment is fully refundable if you cancel at least 90 days before a scheduled weekday event, or at least 150 days before a scheduled weekend event. If you cancel within 90 days before your weekday event, or within 150 days before your weekend event, all payments made up until that point are forfeit and non-refundable.
Rental Times
Upon arrival and departure, please check-in with the Manager on Duty/Facility Rental Office. Failure to do so will result in the loss of your full security deposit. You must stay within the pre-arranged rental times. If you arrive early or stay late, you will be charged at the hourly rate.

For Exhibit Hall or Shipwreck Deck use, event set-up cannot start earlier than 5 PM, as we are open to the public until 5 PM.

Events must be scheduled to include adequate time for set-up, reset, event time, and clean-up. All weekend (Friday-Sunday) events must end by 10 PM, with all persons off the premises by 11 PM. All weekday (Monday-Thursday) events must end by 9 PM, with all persons off the premises by 10 PM.

Should any persons from your event (including guests, wedding party, and vendors) be on the UC Santa Cruz Coastal Science Campus after 10 PM on Mondays through Thursdays, or after 11 PM on Fridays through Sundays, the Seymour Center reserves the right to deduct $225 for each half-hour, or any part thereof, from your security deposit.

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

***Staffing ***
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 the event), until the last person is off the campus. The Center will arrange for scheduling of this personnel.

Security may be required for some events—if this is the case, the client is responsible fully for booking and managing security.

UCSC Use Permit Application (Due when booking event)
The client must secure a UCSC Use Permit Application, complete and sign it, and turn it in upon booking your event. You may obtain one of these in person or digitally from the Facility Rental Office (seymourfacilityrentals@ucsc.edu). This form includes information on insurance you must obtain for the event, as well as an alcohol questionnaire that must be checked and signed. This alcohol questionnaire will help you determine if you need to obtain an ABC license for the day of your event. Please call 831-459-1578 or email seymourfacilityrentals@ucsc.edu if you have any questions about this form.

Insurance (Due 60 days before event)
You must provide proof of insurance, or proof that insurance is waived, 60 days prior to your rental date. All certificates of insurance must be evaluated and approved by UCSC Risk Management. If you do not have your own insurance, it may be procured through Marsh Insurance online at ucsc.marshcampusconnexions.com or by calling 866-838-9536. The person named on the UCSC Use 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 sublease any portion of the Seymour Center.

Music/Amplified Sound and Dancing
All music and amplified sound must be turned off by 10 PM—no exceptions—in consideration of the City of Santa Cruz noise ordinance. Music or amplified sound that continues after 10 PM will result in the loss of your full security deposit. No amplified sound is allowed outside, except during wedding ceremony and processional, before sunset. Please be sure that your DJ and/or band is aware of these time constraints. Please keep all music at a reasonable decibel level—we want to be respectful of our neighbors.

Any dancing in the La Feliz Room requires the rental of a dance floor (we do not provide). Dancing is allowed in the Exhibit Hall foyer without a dance floor. If there is dancing in the La Feliz Room, you must rent and use a dance floor. If you do rent a dance floor, you must coordinate with the Facility Rentals Office to be sure we can accommodate it. Dance floors can only be installed by rental companies during the day and picked up the next morning, so you must confirm we do not have any other events or activities during that time before booking your dance floor.

Parking
UCSC is now enforcing paid parking at the Coastal Science Campus Mondays through Fridays, 8 AM - 5 PM. If your event day(s) fall during these times, the Seymour Center will currently pay for your parking on the campus. In order to pay for your parking, please let us know the maximum number of people you may have attending each day. If your event day(s) falls on a Saturday, Sunday, or outside of parking-enforcement hours, then parking for your guests is free.

You and your guests must park in designated spaces and not on the “granitecrete” (brown paved material) near the entrance of the Seymour Center. Parking is first-come, first-served and is limited during public hours.

Since the Seymour Center receives most of its revenue from our outside visitors, and we share our lot with Long Marine Lab, staff, students, and volunteers, we ask that clients please be aware and provide as many open spots for others as possible. Large groups must have a concrete plan in place to ensure guests shuttle or carpool in whenever possible—there is parking along Delaware Avenue and Natural Bridges Drive. Thank you so much for your understanding!

Lab Entrance
The UCSC Coastal Science Campus/Long Marine Lab has a programmed gate at our entrance, open only during public hours. It is crucial that you notify the Facility Rental Office with the exact times you or anyone else in your party will need to enter the campus outside of our open hours. This includes caterers, guests, vendors, rental services, taxis/shuttles, and any other vehicles.

Decorations (Approved 60 days before event)
All decorations must be approved at least 60 days prior to your event by the Facility Rental Office. The user is responsible for preparation and removal of such items. Decorations must be
fireproof or flame retardant. All decor and signage must be free-standing, or on the bulletin board along the La Feliz Room walls. Nails, staples, tacks, or tape may not be used elsewhere on walls, floors, windows, or ceilings. The user will not post any signs, posters, or banners inside or outside the facility without the prior approval of the Facility Rental Office. **No styrofoam (polystyrene) products, balloons, feathers, confetti, loose glitter, birdseed, or other small loose items.** Shells, dried sea stars or marine life, and coral are also prohibited—please be environmentally-friendly in your décor. Flower petals, real or artificial, are not allowed to be scattered on the floors of the outdoor patios or Exhibit Hall; petals on tables are fine. Tealight candles and votive candles are allowed if held within containers that are at least 1-inch taller than the candle flame. Client is not allowed to hang any decorations on the lights located in the ceiling and on the sides of the room. Other areas are allowed as long as it is not material (nails, etc.) that will cause damage. All decorations need to be 2ft. away from the projector in each side. Lighting on the outside decks is okay as long as none of our native plants are disturbed. **Pop-up tents are not allowed on Seymour Center property.**

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**Rental Restrictions**

Due to UC policy, the Seymour Center’s building and grounds are smoke-free environments. **Absolutely no smoking or smoking paraphernalia are allowed on the Coastal Science Campus**—if any clients, guests, or vendors are found smoking within the Coastal Science Campus boundaries, it will result in the loss of your full security deposit. You may smoke outside our property gate on Delaware Avenue and Natural Bridges Drive, as long as you dispose of cigarette butts properly.

Recyclable materials are strongly recommended. **Again, no styrofoam (polystyrene) products, balloons, feathers, confetti, loose glitter, birdseed, or other small loose items.** Any open flames (aside from tealight candles or votive candles inside containers that are at least 1-inch taller than the candle flame), must be requested and approved in advance. Not all open flame will be approved.

**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.**

Use the utmost care and caution around the premises. This includes no dumping of food scraps, ice, oil, etc. anywhere except the garbage. Liquids must be put into the garbage or if suitable, poured into the sink; NOT outside on the native plants.

Clients must use their own ladder and materials, i.e. lights, tacks, tape, string, or stool.

Per Fire Code, the load-in area at the curb is to be left clear. DO NOT drive your vehicle past the curb. Once you have unloaded, please move your vehicle to a parking space.

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**Caterers and Vendors**

No food or beverages (alcohol or otherwise) may be brought on the property without approval from the Facility Rental Office before your event. The Seymour Center must approve all vendors/deliveries in advance (or as soon as you first reserve vendors), including:

- Caterer* *(weddings must use a caterer from our list)*
- Coordinator* (large social events and weddings are required to have a contact person on-site who is sober, and not the client)
- DJ and/or Band
- Bartender
- Event Rental Service

*Please allow your caterer/day-of coordinator adequate set-up and/or clean-up time. The client is ultimately responsible for all clean-up.

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**Weddings: Day-of Coordinator/Sober Event Contact Required**

If you are planning a wedding at the Seymour Center, you are required to have an approved Caterer who will act as Day-of Coordinator, approved Day-of Coordinator, or a contact person who will be sober and act as our liaison and contact for the duration of your wedding day.

This person will act as point-person and main contact during your event and will ensure all communication and the event goes smoothly, and that the event is adhering to Seymour Center rules and cleaned up on time. The Day-of Coordinator, or person acting in this role, must be approved by the Facility Rental Office at least 60 days prior to your wedding. They must sign our Cleanup Checklist to ensure they are well aware of our unique clean-up policies.

**Any non-compliance with policies will result in the loss of your full security deposit**

I have read, understand, and will comply with the stipulations listed above, understand my responsibilities, and agree to the conditions set forth. Any changes to these policies without written consent of the Facility Rental Manager will be considered a violation of this contract.

___________________________________________  ____________________

Authorized signature  Today’s Date

Name: _______________________________  Phone: _______________________________

Email: _______________________________

Date of Event: _______________  Time of Event: ___________

Type of Event: ______________________  Estimated Number of Guests: ____________