
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 deposit. 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 deposit are not received within the specified time, we reserve the option to release the space to any other party with deposit 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 a *UCSC Event Holder Insurance Application* prior to the event. The insurance fee must be paid with a cashier's check to *UC Regents* through the mail or in person at the UCSC Office of Insurance and Risk Management, 1156 High Street, H-Barn, Santa Cruz, CA 95064; the phone number is (831) 459-5154. The person named on the permit is liable for the event and must be present at the facility throughout the entire use period. Client shall not assign or sub-lease 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 Events 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 will be completed by a Center staff person and designated renter. 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 taken out of the deposit.

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, or tape may not be used on walls, floors, windows, or ceilings. User will not post any signs, posters or banners without the prior approval of Events Coordinator. Balloons are strongly discouraged. Open flames (i.e., candles, votive, etc.) must be requested and approved in advance.

Parking

Parking is limited during public hours. Car pooling is highly recommended!

Deposits and Payments

An initial deposit of \$150 is required to hold your reservation. This deposit will be held as a cleaning and damage deposit, refundable two weeks after the event, based on evaluation. Payment in full is due one month prior to the event date. Fees and deposits are refundable only with thirty days notice of cancellation, 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 a smoke free environment. Recyclable materials are strongly recommended. Use of balloons or plastic bottles is strongly discouraged. 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 p.m. Events must be scheduled to include adequate time for set-up, re-set, and clean up.

Staff

Security may be required for some events. All events are required to have at least one SMDC 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 property without prior approval from the Events Coordinator. Only UCSC Pre-Approved Caterers that have met the standards set by the Center are eligible to cater events, (available list at: 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

Date

Date of Event: _____

(rev.12-07)