

## How to Book Your Event at the Arboretum

We are looking forward to hosting your upcoming event at The UCSC Arboretum & Botanic Garden. We will do our best to ensure the process is efficient and responsive.

### 1. Visit Us!

If you have not been to the Arboretum, we strongly suggest a visit to help you see if it is a good fit for your event. Bring a camera!

### 2. Facility Inquiry Form and Availability

The first step in booking is to fill out the Facility Inquiry Form and return it to us at [arboretum@ucsc.edu](mailto:arboretum@ucsc.edu). It will also give us the opportunity to check our availability and to place a tentative hold on our calendar.

### 3. Payment and Procedures Form

Once the Facility Inquiry is received and we have confirmed availability, we will need to receive a signed Procedures Form and payment as follows: The Arboretum can only hold one date for each event and will do so upon receipt of deposit for an outdoor venue or full facility payment for an indoor venue. Campus renters will need to fill out and sign an Arboretum Facility Rentals Recharge Form.

### 4. Certificate of Insurance

The Arboretum requires a Certificate of Insurance for all non-campus rentals and a copy of the certificate must be submitted no later than 30 days prior to the event. UCSC provides affordable event liability for non-campus users through <https://ucsc.campusconnexionsuc.com/>

### 5. Alcohol Permitting

Please see the State of California Alcohol Beverage control website at <https://www.abc.ca.gov/>