

Historic Cowell Ranch Hay Barn at UC Santa Cruz

Rental and Use Agreement (Revised 10/22)

Thank you for choosing the Historic Cowell Ranch Hay Barn for your upcoming event. The Historic Cowell Ranch Hay Barn, hereafter referred to as “Hay Barn,” serves as a multi-use facility, providing space for academic classes and conferences, private gatherings, office space for CFA Staff and as an entry point to the UCSC Farm. The facility is managed by the UC Santa Cruz [Center for Agroecology](#).

The Hay Barn can be rented for:

- Meetings, Workshops, Seminars – in the main hall¹
- Lectures, Presentations, Films – standing capacity of 325 and 200 (seated) in our main hall
- Special Occasions – non-seated cocktail parties, receptions, and celebrations for up to 200 in our main hall
- Banquets, wedding receptions, and other seated events – up to 150 seated at tables in the main hall
- Outdoor space is also available in the adjacent parking lot, and at the Ocean View Field on the UCSC Farm.

Booking and Confirmation:

Visit the Hay Barn [website](#) for information on renting the Hay Barn, including current rental rates, and information about renting the adjacent Ocean View Field Site, a beautiful and unique option for casual, on-farm wedding ceremonies.

To request a reservation, please **email** the Hay Barn Event Coordinator at [Hay Barn email](#) with the details of the event including prospective date, guest count etc. The Hay Barn Event Coordinator will contact you to confirm availability and schedule your event. Rentals are confirmed on a first-come, first-served basis, once we have received your non-refundable \$500 holding deposit² and a signed copy of this Rental and Use Agreement. Full rental fees are due **120 days** prior to the event date.

Tours of the venue can be arranged by appointment only please, by contacting the Hay Barn Event Coordinator via email to [Hay Barn Email](#), or by phone to (831) 459-3762 (due to remote work schedules, email is best).

*All applicants and Event Holders must be 18 years of age or older (21 if alcohol is served).

Conditions of Use

- The Hay Barn is considered a self-serve, “leave-no-trace” space: the Event Holder bears responsibility for general cleanup of the space after the event (interior and exterior), which includes all trash and recyclable materials placed in the appropriate containers, wiping tables and chairs, sweeping the floor and cleaning up any spillages from the floor before leaving. See End of Event Clean-up Checklist for details.
- A professional Event Coordinator is required for at least the Day Of the event
- Please delegate a member of your event to lead cleanup responsibilities.
- Beer, wine and sparkling wine can only be served. Hard alcohol is only allowed if served by a licensed and insured professional bartender or caterer.
- Rental deliveries and pickups must be scheduled with the Hay Barn Event Coordinator in advance, and

¹ This number is dependent on the space configuration for your event, which should allow for tables/chairs and walking space in accordance with fire safety requirements. Please confirm capacity with Hay Barn Coordinator prior to booking.

² UCSC event holders must provide a signed agreement and FOAPAL in lieu of a monetary deposit.

are included in the rental period.

- The person or entity contracting for the event (hereafter 'Event Holder') must stay within the pre-arranged event time (scheduled to include setup and clean-up time) or will incur Overtime charges.
- No dogs are allowed on university property.
- The Hay Barn has two sets of sliding doors at either end of the building. Training on opening and closing these doors is required before any event, and **only** the trained individual is authorized to operate these doors. Fees to repair cracks, or damage to the door(s), the tracks or the door stops will be charged to the client based on the campus costs for assessment, labor and materials.

I have read and understand all items listed above _____ (initial)

Liability

- UCSC is a tobacco-free environment. Effective January 1, 2014, smoking and all other tobacco use is **not permitted** at UC Santa Cruz and on any UCSC controlled property. All smoking, use of smokeless tobacco products and the use of unregulated nicotine products is prohibited. The use of marijuana is prohibited under federal regulations. Any evidence of these activities can result in loss of security deposit
- Damage to the Hay Barn, landscape surrounding the Hay Barn, equipment, or furniture will result in charges equal to the replacement costs and could result in loss of security deposit.
- All Event Holders assume responsibility for their party's compliance with the rules and regulations of UCSC. CfA reserves the right to ask any guest who acts in an unruly manner or refuses to follow campus policies to leave the premises.
- The Event Holder shall not assign or sublease any portion of the Hay Barn.

I have read and understand all items listed above _____ (initial)

Insurance, Permits and Certification

As part of the process for rental of the space, the Event Holder must submit a **UCSC Facilities Use Permit Application** and **Event Holder Insurance** at least 90 days prior to the event. The Hay Barn Event Coordinator will supply this information once the reservation is confirmed.

Events may be cancelled if all documentation has not been obtained and provided to the CfA staff by the date given by CfA events coordinator.

_____ (initial)

**The Hay Barn Event Coordinator will facilitate the submission of the necessary documentation.*

General Event Liability Insurance- Minimum Insurance Requirements apply. This information is explained in depth in the Facilities Use Permit Application that the Hay Barn Event Coordinator will supply this information once the reservation is confirmed

Host Liquor Liability (if supplying alcohol) – All Event Holders must note if alcohol is to be served on the UCSC Facilities Use Permit Application. Failure to accurately indicate that alcohol will be served will result in forfeiture of the security deposit and inability to rent the Hay Barn in the future, in addition to any actions taken by local or campus police. If you are hiring a bartender

or caterer to serve alcohol, they must show proof of Liquor Liability coverage on their Certificate of Insurance.

- It is the responsibility of the Event Holder to determine if the event may be required to obtain a State of California Alcohol Permit (if an entrance fee is charged, or money exchanged for alcohol). See the California ABC website for clarification:
<http://www.abc.ca.gov>
- It is the responsibility of all **UCSC campus event holders** to ensure compliance with the Campus Alcoholic Beverage Policy for UCSC Sponsored Events.

Note: The person contracting for the event must be the same as the person named on the alcohol permit and is liable for the event and must be present at the event throughout the entire use period.

Catering and Other Vendors

All vendors of the Event Holder (e.g. caterers, bartenders, musicians, etc.) that will be coming onto University property and providing a good or service to the Event Holder must also meet the University's insurance requirements and submit the proper certificate of insurance. Hay Barn Event Coordinator will supply this information once the reservation is confirmed.

The Event Holder is responsible for ensuring that all Vendor Permit applications and Vendor Certificates of Insurance are submitted to the Hay Barn Event Coordinator by the deadline given you, to allow appropriate time for the event permit to be processed by the Real Estate office. The Hay Barn Event Coordinator will supply this information once the reservation is confirmed.

_____ (initial)

Food and Beverage

General Use Event Holders may choose to work with a caterer from the Hay Barn approved vendor list. If the desired vendor is not on the list, they will need to be approved by the Hay Barn Event Coordinator before hiring and must comply with the event permitting requirements as stated in the Facilities Use Permit application and submit a Certificate of Insurance with the required limits and wording.

- There are no kitchen facilities on site.
- Time for catering set-up and breakdown must be included in your rental time.
- Caterers and/or the Event Holders are responsible for the removal of all trash and decor from the property.
- CfA does not provide any linens, audio equipment, lights or seat coverings etc.

The Event Holder or the Event Holder's caterer is responsible for all food preparation, supplies, and any other materials used for the event.

The Event Holder assumes all responsibility for setup, catering coordination, final clean up (as specified in the End of Event Checklist provided), and any liability associated with provision of food and alcohol.³

The Hay Barn is under the auspices of the UCSC Organic Farm and we are committed to environmentally sustainable practices. If using disposable plates, cups and flatware, we request that you choose compostable ware. We provide compost and recycling bins for your event. No Styrofoam (Polystyrene) products. Single-use plastic bottles are strongly discouraged.

- No food items or dirty dishes can be left overnight.
- Use the utmost care and caution around the premises. This includes no dumping of food scraps, etc. anywhere except the garbage receptacles. Liquids must be put into the garbage, NOT outside. The disposal of oil of any kind is strictly prohibited.
- CfA is not responsible for loss of or damage to supplies, equipment, or other property, which is under the care and control of the event holder or caterer.

³Food and beverages that stain, such as red wine or berry juice, may require an additional cleaning fee if spilled anywhere in the facility.

I have read and understand all items listed above _____ (initial)

Grill Permits

Grilling is allowable only by permission of the UC Santa Cruz Fire Marshall. Event Holders must notify the Hay Barn Event Coordinator if they plan on using a grill of any kind. The Hay Barn Event Coordinator will assist in acquiring this permit.

Music

All music must be turned off by **10:00 PM** in accordance with the City of Santa Cruz noise ordinance. Outside speakers are to be positioned towards the Hay Barn and not towards the neighboring areas. Please keep all music, especially outdoors, to a reasonable decibel level. We do not wish to adversely impact our adjacent neighbors.

Decorations and Infrastructure

Decorations must be approved in advance of your event. The Event Holder is responsible for preparation and removal of such items, including lighting, within the rental period. Decorations must be fire-proof or flame retardant. All decor and signage must either be freestanding, or be adhered to the walls using removable sticky putty adhesive.

- Staging, platforms, tables, risers, etc., shall not damage plants, property, turf, shrubbery, or irrigation. Items cannot inhibit public access. Dance floors are not allowed on grass areas.
- No Styrofoam (Polystyrene) products.
- Nails, staples, tacks, or tape may not be used on walls, floors, windows, or ceilings.
- Do not tie anything (ropes, banners, signs, etc.) to trees, plants or shrubbery. To injure, destroy, cut or remove any tree, shrub, plant, wood, turf, grass, soil, or rock in or growing in any area is prohibited. Event Holder may not stake, or dig anything into ground.
- Candles and balloons may not be used.
- No items can be attached to or leaned up against the exterior of the building.
- There are multiple electrical outlets inside the Hay Barn on the western wall, as well as two outlets on the exterior of the Hay Barn. Please be sure to discuss use of electricity with the Hay Barn Event Coordinator ahead of your event.

- Please do not prop the entry doors open. These doors are controlled electronically and damage to the operating system can occur if the doors are forced to stay open. Fees to repair damage to the door(s) will be charged to the client based on the campus costs for assessment, labor and materials.
- You will be charged any increased costs to the Hay Barn, due to either the failure to comply with any of the terms of your permit or the violation of any laws.

I have read and understand all items listed above _____ (initial)

Equipment

- Rental deliveries and pickups must be scheduled during the rental period and coordinated with the Hay Barn Event Coordinator in advance.
- The Hay Barn has 14 tables (four: 30”x 72”; ten: 24”x 72”) and 80 chairs available for use as part of the rental fee. (not including the 2 in the conference room).
- Table linens and table settings (e.g., cups, glasses, silverware) are not available as part of the rental of the Hay Barn.
- Podiums, screens, sound systems, projectors, and other AV equipment is also the responsibility of the Event Holder.
- Event Holders are responsible for being on site to coordinate drop-offs and pick-ups of equipment and meet vendors, and must include these times in their billable hours.
- Tables and chairs need to be cleaned and returned to the storage closet or kitchen alcove as clearly indicated by signs and photos. Please **unlock table casters** before moving tables.

I have read and understand all items listed above _____ (initial)

Parking:

The Hay Barn has a total of 22 regular parking spaces and 1 ADA space. We recommend using the Hay Barn’s parking spaces for VIP and/or parking for people with mobility issues, and directing guests to use Campus Facilities parking lots 115/116 (across Coolidge Drive), and the Barn Theater, lot #122 (base of campus) if available. **Ride Share services, and carpooling are strongly encouraged.**

All Event Holders should note:

- **There is no parking allowed on Ranch View Road!** Please communicate that to your guests ahead of the event. This could result in a parking citation.
- Parking is limited. Carpooling and Ride Share is highly recommended.
- Once the event holder or vendors have unloaded, please move all vehicles to a designated parking space. (Fire Code)
- CfA cannot reimburse users for parking tickets issued by University parking enforcement.

I have read and understand all items listed above _____ (initial)

Signage

Signs, banners or arrows giving directions to your event are not permitted on University property or roadways. Client will not post any signs, posters, or banners inside or outside the facility without prior approval from the Hay Barn Event Coordinator. _____ (initial)

UCSC Departmental event holders can order directional and other signage through the Sign Shop using the standard [Work Order form](#).

People With Disabilities

We welcome people with disabilities to the Hay Barn. The Hay Barn has been designed to fully comply with accessibility requirements as of the reconstruction design phase in 2014. If the event holder or any guests have any additional specific access needs, please communicate those needs to the CfA representative as soon as you know of them, so that we can make accommodations.

Bicycles, Skates, Hoverboards, Drones

Bicycles, unicycles, skates, skateboards, drones and hover boards are not allowed in the Hay Barn for any reason. Violation will result in a \$500 fine and individual banned from accessing the Hay Barn at future events.

Staffing

The Hay Barn will have at least one CfA representative available in person for the first 120 minutes of the setup time for your event. This person will then be available by telephone for other questions that come up during the rental period (including set up, duration, and clean up of event). In the case of an issue with the building or facility and the staff member cannot be reached, please call Campus Dispatch at 831/459-2231 x1. The Hay Barn is building #7113.

Upon arrival and departure, check in with the CfA representative on duty is required.

Fees, Security Deposits, and Payments

Our rental charges are as follows:

- 12- hour weekend rental (Saturday or Sunday) with a 11:00 pm mandatory end time.
- 4-hour weekday rental (Monday- Thursday)
- Additional hours are billed at the Hourly Rate
- Overtime hours: Any occupancy over the contracted start and end time will be billed at 1.5 times the hourly rate. The fee will be deducted from the security deposit.
- Any time needed for setup and cleanup must be included in your rental period

Rental fees do not include insurance, food or beverage service, facility setup, equipment rental (including AV equipment), decorations, transportation, security, or entertainment.

- Payments can be made by cash or check. Checks are made payable to UC REGENTS or via our online portal.
- A non-refundable **Holding Deposit** of **\$500**⁴ is required to reserve the Hay Barn and will be applied to the overall event fees. Full site rental fees must be received no later than 120 days prior to the event. Failure to remit payment may result in loss of reservation and forfeiture of fees paid to date.
- A **Security Deposit of \$1000** is required as part of the rental and will be refunded post-event if no damage to site or premises has occurred.
- If full payment is not received by the deadline stated on the invoice, CfA may consider the event canceled and rent the space to another entity.

⁴ UCSC event holders must provide a signed agreement and FOAPAL in lieu of a monetary deposit.

Cancellations

- Cancellations occurring prior to 120 days of the event will be reimbursed the rental fees received to date, excluding the \$500 holding deposit.
- Both rental fees and the deposit are non-refundable if cancelled within 120 days of the event.

I have read, and understand all stipulations above and will ensure that all on-site volunteers, vendors, and guests are informed and agree to comply. Receipt of my Holding Deposit is proof of my agreement to comply with the stipulations listed above

X _____
Event Holder/Client Signature Today's Date

Name and Contact Information for Client(s):

(1) Name- first and last: _____

(2) Name- first and last: _____

Email contact: _____

Cell Phone contact:: _____

Date and Time of Event:

Event HOLDING Deposit: \$500.00 (Reserves the date) Received:

Payment Date: _____ Check Number: _____

CfA Signature: _____ Print Name: _____