



Sanctuary Exploration Center Facilities Use Request

35 Pacific Ave, Santa Cruz, CA

To submit a Facility Use Request to rent the Sanctuary Exploration Center in Santa Cruz, please complete all sections. Requests typically receive a response within three business days. Please submit request at least two weeks in advance of requested date(s) and provide alternate date choice in case preferred date is not available.

To submit this form, please fax it to **831-421-9992** or email the form to mbnms.sec-rental@noaa.gov.

For more information, please go to:

<http://montereybay.noaa.gov/vc/sec/events.html>

Group Information

Organization or Group Name: _____ Today's Date _____

Street, City, State, Zip: _____

Phone: _____ Email: _____

Group Leader/Organizer: _____ Position: _____

Meeting Information

Type of Meeting: _____ Number of Attendees: _____

Preferred Event Date _____ Day of Week _____

2nd Choice Date _____ Day of Week _____

Event Start Time: _____ Event End Time: _____

Set-up Time (arrival to center) _____ Clean-up End Time: _____

Will there be food or drink on site? Y or N

Outside Catering? Y or N

Complimentary Water Service? Y or N

Alcohol? Y or N

Coffee Service? – (\$50 a day, see Fees for details) Y or N

Room(s) Request: Facility Hours, Monday-Sunday, 8:30am – 10:30pm (closed federal holidays)

- Classroom - (Maximum Capacity 60), includes tables & chairs
- Fly-Thru Theater - (Maximum Capacity 80) (available daily after 5:00pm, daytime Monday and Tuesday)
- Exhibits Hall - (Maximum Capacity 150) (available daily after 5:00pm, daytime Monday and Tuesday)

Technology Requests: SEC staff will respond and determine availability of all technology requests.

- Projector & Screen
- Video Conferencing
- Microphone
- Voice Conferencing phone
- Internet Access
- Smartboard

Payment method:

- Check
- Credit Card

How did you hear about renting our facility? _____

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TOTAL FACILITY CAPACITY (300 Persons)

First Floor – Classroom

Available Monday-Sunday 8:30am-10:30pm

The Classroom has access to a projector and video conference capabilities. Ten tables (3' x 5') and 60 chairs are available for use in the classroom.

Maximum Capacity (60 seated in row)

First Floor – Patio, outdoor

Available Monday-Sunday 8:30am-10:30pm The Patio is included in a rental of the Classroom. No outdoor furniture is provided for Patio use.

Maximum Capacity (100)

Second Floor – Exhibits Hall

Includes Fly-Thru Theater and Observation Deck.

Available Monday and Tuesday day/evening & Wednesday through Sunday 5:30pm-10:30pm.

Maximum Capacity (150)

Second Floor – Fly-Thru Theater

Available Monday and Tuesday day/evening & Wednesday through Sunday 5:30pm-10:30pm.

The interactive theater has access to a video system, wireless microphone, and video conferencing.

Maximum capacity (80 seated)

Facility Rental Fee Schedule

(as of August 26th, 2016)

	Private	Non-Profit/Gov
Classroom		
Daytime Fee (8:30am-5:00pm)	\$600.00	\$300.00
After Hours Fee (5:00pm-10:00pm)	\$720.00	\$540.00
Hourly Rental (8:30am-5:00pm)	\$150.00	\$75.00
After Hours Hourly Rental (5:00pm-10:00pm)	\$200.00	\$150.00
Exhibits Hall & Fly-Thru Theater		
Available Mon. and Tues. (8:30am-5:00pm)	\$800.00	\$400.00
After Hours (5:30pm-10:00pm)	\$1000.00	\$750.00
Hourly Rental Mon. and Tues.	\$200.00	\$100.00
After Hours Hourly Rental (5:30pm-10:00pm)	\$300.00	\$225.00
Classroom, Exhibits Hall & Fly-Thru Theater		
Available Monday and Tuesday (8:30-5:00pm)	\$1000.00	\$750.00
After Hours (5:30pm-10:00pm)	\$1600.00	\$1200.00

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Coffee and Water Service

Coffee service is available at \$50 a day and includes unlimited regular and decaf coffee, mugs, cream, and sugar. In an effort to minimize plastic waste, complimentary water service is available with filtered drinking water and glasses.

Media Support

The classroom is equipped with a large screen and a projector, which can be used to project the screen of a computer connected to the ports in the wall. This equipment is included in the classroom rental. The Exhibits Hall has a wide variety of media and display capability, including a movie theater. Content can be customized to be event specific. Technical staff available at \$60.00 per hour to create customized content and assure smooth delivery.

Janitorial Fee

If the Classroom or Exhibits Hall is used for an event with food and drinks, a \$125.00 Janitorial Fee may be charged.

Payment and Deposit

A 50% deposit is required to secure a requested reservation and amount must be paid in full at least 15 days prior to your event. All checks and fees shall be made out to MBNMS nonprofit partner organization:

National Marine Sanctuary Foundation
8601 Georgia Avenue, Suite 510
Silver Spring, MD 20910

Payment can be made by credit card in person or over the phone. Note that a 2.5% fee will be added when paying with a credit card.

Cancellations made more than 30 days prior to the Event will be refunded at 85%. Cancellations made more than 15 days and less than 30 days will receive 50% refund. Cancellations made less than 15 days prior to the event will not be refunded.

Security Deposit

For events with food and drink in the Exhibits Hall & Fly-Thru Theater, a \$1000 security deposit is required to secure a reservation.

A list of experienced vendors is available. These vendors can provide a variety of extra services, including catering, equipment, flowers, etc.