

**Alcohol Permit Request for County of Santa Cruz Buildings, Facilities, or Grounds  
(County Code 8.02.025)**

If you are wanting to rent a Library venue for an event and wish to serve alcoholic beverages, please contact Library Administration to confirm that the venue is available before submitting a request for an Alcohol Permit.

**In order to review and expedite your Alcohol Permit request, please supply the following information and return via email, mail or in person:**

Name of Permit Signer: \_\_\_\_\_  
 Organization or City/County Department if applicable: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Day Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

**Please fill out and select the following event details related to alcohol service and consumption:**

Date of Event: \_\_\_\_\_ Time of Event (include hours of consumption): Start \_\_\_\_\_ Stop \_\_\_\_\_

Please select whether any of the following will take place for the event:

- Open to the public                       Entrance fee charged                       Alcohol sales

Select the location for your event:

- |  |   |
|--|---|
| <input type="checkbox"/> Aptos Branch          | <input type="checkbox"/> Branciforte Branch   |
| <input type="checkbox"/> Boulder Creek Branch  | <input type="checkbox"/> Garfield Park Branch |
| <input type="checkbox"/> Felton Library Branch | <input type="checkbox"/> Capitola Branch      |
| <input type="checkbox"/> La Selva Beach Branch | <input type="checkbox"/> Downtown Branch      |
| <input type="checkbox"/> Live Oak Branch       | <input type="checkbox"/> Scotts Valley Branch |

Please provide any other pertinent information to consider with this request:

\_\_\_\_\_  
 \_\_\_\_\_

**Please return this completed alcohol permit request to:**

Santa Cruz City Public Libraries Administration  
 117 Union St., Santa Cruz CA, 95060  
 (831) 427-7706 X5606  
 E-mail: [library\\_admin@santacruzpl.org](mailto:library_admin@santacruzpl.org)

\_\_\_\_\_  
 Signature of Permit Signer

\_\_\_\_\_  
 Date

**Department Use Only**

County Approval Needed - Yes \_\_\_\_\_ No \_\_\_\_\_

**Parks Dept. Approval:** \_\_\_\_\_ **Confirmation Date:** \_\_\_\_\_