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:

☐ Aptos Branch  ☐ Branciforte Branch
☐ Boulder Creek Branch  ☐ Garfield Park Branch
☐ Felton Library Branch  ☐ Capitola Branch
☐ La Selva Beach Branch  ☐ Downtown Branch
☐ Live Oak Branch  ☐ Scotts Valley Branch

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

_____________________________________________________________________________________

__________________________________________
Signature of Permit Signer

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

_____________________________________________________________________________________

Signature of Permit Signer

Date

Department Use Only
County Approval Needed - Yes____ No____
Parks Dept. Approval: __________________________ Confirmation Date: ___