

UCSC CONFERENCE SERVICES

Additional Services Requests

Please complete each section if applicable, sign and return by May 15, 2015

Transportation Services

UCSC has a limited number of shuttles available to transport conference participants to/from special events. The cost per bus is \$91.00* per hour for a 20-40 passenger bus and driver with a two-hour minimum required per event and a 14 day advance request notice. Please indicate on the form the date(s), approximate number of people and destination for each event. Your conference coordinator will contact you for additional details. * = hourly cost subject to change

Catered Events

Please indicate if you would like to order catered breaks and/or catered meals for your conference and provide contact information below. A University Catering representative will contact you for details and cost quotes. Catering menus:

<http://housing.ucsc.edu/ucen/catering.html>

Name: _____ Email: _____

Phone: _____

Alcohol Permit

An approved permit must be secured for each event serving alcohol on campus. Indicate the dates and locations and your coordinator will send permit forms and policies information. Note that alcohol service must be in a contained area; snacks and non-alcoholic beverages are required to be served as well. *Please formulate an identification plan for your event should your conference include any participants under 21.* No permit is required for alcohol consumed in assigned apartments. Attach additional pages if necessary.

Total number of events when alcohol will be served: _____

Dates and Locations of alcohol service: Attach additional pages as necessary.

Audio/Visual Equipment and Services

If you would like audio/visual access in your classroom/meeting rooms, please provide contact information. A Learning Technologies representative will call or email for details and quotes.

Name: _____ Email: _____

Phone: _____

Meeting Room Keys

Please request keys, if available, to meeting rooms you would prefer to take responsibility for unlocking and locking rather than having them unlocked by custodial services. Lost meeting room keys will be charged to the group with potentially significant charges. Attach additional pages if necessary.

Director Name: _____ Conference: _____

Mail to: Conference Services, 250 Natural Bridges Drive, Santa Cruz, CA, 95060