



**City of Santa Cruz**  
 Economic Development and  
 Housing | Administration  
 337 Locust Street  
 Santa Cruz, CA 95060

### DEL MAR THEATRE APPLICATION

Organization Details			
Organization:		Non-profit Tax ID #:	
Contact:		Phone (C):	
Email:		Phone (W):	
Alternate Contact:		Phone (C):	
Email:		Phone (W):	
Event Representative:		Phone (C):	
Email:		Phone (W):	
Sponsoring Organization*:		Non-profit Tax ID #:	
Contact:		Phone (C):	
Email:		Phone (W):	

\*Submit letter signed by Executive Director of the non-profit setting forth the nature of relationship to the Applicant and the details of the event sponsorship.

Event Details			
Event Title:			
Event Purpose:			
Event Date:		Event Time:	
Set up Time:		Clean-up Time:	
Theatre Requested:	<input type="checkbox"/> Grand Auditorium <input type="checkbox"/> Small Auditorium		
Has this event been held in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, where and total attendance:			
Will you be charging a fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, how much?			
Will you be serving alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you be selling alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you be using a caterer to serve alcohol?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other specific needs (i.e. box office, concessions, lighting, sounds):			

Submit completed applications to:

City of Santa Cruz – Economic Development Department  
Attention: Del Mar Community Use  
337 Locust Street  
Santa Cruz, CA 95060  
[Economicdevelopment@santacruzca.gov](mailto:Economicdevelopment@santacruzca.gov)

In addition to the Application, the Applicant must submit the following to the City at least 30 days prior to the requested event date (see [Del Mar Theatre Community Use Policies and Procedures](#) for more information).

- Payment of the Use Fee and Security Deposit
- Certificate of Insurance and Additional Insured Endorsement
- [Indemnification and Hold Harmless Agreement](#)
- If charging admission, a copy of the approved Admissions Tax Registration

An approved Application is required for all groups and must be in the possession of the Applicant or Representative at the Event.

I HEREBY CERTIFY THE FOREGOING STATEMENTS TO BE TRUE AND CORRECT AND AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF SANTA CRUZ, ITS CITY COUNCIL, OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LOSS, DAMAGES, LIABILITY, CLAIMS, SUITS, COSTS AND EXPENSES, WHATSOEVER, INCLUDING ATTORNEY’S FEES, REGARDLESS OF THE MERIT OR OUTCOME OF ANY SUCH CLAIM OR SUIT ARISING FROM OR IN ANY MANNER CONNECTED TO THE REQUESTED ACTIVITY. I HAVE RECEIVED AND READ THE DEL MAR COMMUNITY USE POLICIES AND PROCEDURES. I ALSO AGREE, IF APPROVED, TO COMPLY WITH ALL COMMUNITY USE POLICIES AND PROCEDURES, AND UNDERSTAND THAT FAILURE TO COMPLY WITH ANY CONDITION OR ANY VIOLATION OF LAW MAY RESULT IN THE IMMEDIATE CANCELLATION OF THE EVENT, DENIAL OF FUTURE EVENTS AND/OR CRIMINAL PROSECUTION.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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***For City Use Only***

APPROVED

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Submit Application**