

Hay Barn Event Planning Checklist

Congratulations on booking your event in the Cowell Ranch Historic Hay Barn at UCSC! This document exists to help you in your planning efforts, to ensure that venue-related details are taken into consideration during your planning process.

You will have many other additional details to consider that are not covered in this document, but these are the key details pertinent to the venue itself. You may find additional helpful information in the [Hay Barn User Guide](#).

- ❑ **Parking:** which lots do you plan to use to park your guests? Have you communicated this to your guests? Have you reserved the parking lot with TAPS, or would you like Hay Barn staff to do so on your behalf?
- ❑ **Signage:** would you like to order signage to help your guests find the venue (you can order 3 signs/event for \$66.50, or 6 signs for \$99.75)? Please advise Hay Barn staff, or make these arrangements yourself if you are a campus user.
- ❑ **Shuttles/transportation:** if you are parking far away from the Hay Barn, you may like to provide shuttle service for your guests. This can be arranged through [UCSC Transportation and Parking Services](#) for an additional fee.
- ❑ **Grill permit application:** if you plan to utilize an outdoor grill of any kind at the Hay Barn, you must complete a [UCSC Grill Permit application](#). For non-campus users, please contact Hay Barn staff to complete this permit application on your behalf.
- ❑ **Food permitting:** All food served on campus must meet [UCSC Environmental Health and Safety standards](#), as well as all local Health and Safety permitting requirements. It is your responsibility to ensure that they do.
- ❑ **Alcohol permitting:** It is your responsibility to acquire any necessary alcohol permits for your event. Please allow adequate time to do so. For campus users, you must also obtain Divisional approval in order to serve alcohol at your event. The State of California ABC office issues permits, and you can find out more here: [State of California ABC daily permit application information](#).
- ❑ **Decorations:** all decorations must be approved in writing by Hay Barn staff. All decorations must be free-standing, or attached using removable putty, or existing Hay Barn systems. Nails, staples, tacks, or tape may not be used on Hay Barn walls, floors, windows, ceilings, inside or outside of the Hay Barn.
- ❑ **Waste removal:** the Hay Barn has some internal and external waste receptacles for landfill waste, compost, recyclable containers, cardboard, and recyclable paper. Please consult with Hay Barn staff to determine if this will be sufficient for your event, or if you will need to order additional containers/service at an additional cost for your event.
- ❑ **Event Set-up, Tear-down, Clean-up:** The Hay Barn does not provide staff to assist you with setting up, tearing down, or cleaning up your event. Please plan accordingly to arrange your own staff to do so, and budget the time needed for this.

- ❑ **Custodial Services:** the Hay Barn is a “leave no trace” space, and as such it is your responsibility to ensure that the space is clean at the end of your event. This includes sweeping and spot-cleaning spills from the floor of the Main Hall. You may choose to have your own event staff/volunteers handle this task, or you may choose to hire UCSC Custodial staff to sweep and mop the Main Hall floor for an additional fee. Campus Custodial bills at \$45 per hour. Please arrange for this service with Hay Barn staff if so desired, or directly through campus custodial if you are a campus user.
- ❑ **Restroom facilities:** the Hay Barn has two multi-stall bathrooms, sufficient to handle use for up to 300 people. If you anticipate heavier usage, you may want to acquire additional outdoor restrooms for an additional fee. Please arrange for this with Hay Barn staff or your own Porta-Pottie vendor.
- ❑ **Rental item drop-off and pick-up schedule:** your furniture, serveware, and other needs may exceed what is available through the Hay Barn itself. If so, you may find yourself working with a local vendor to provide additional items. Please note that there is no storage available at the Hay Barn to accommodate your items outside of your event start and end times. Therefore, billing will begin when your rental items are dropped off at the Hay Barn, and end once the items have been picked up and all spaces are cleaned. We especially do not allow for dirty dishes to sit in the Barn overnight, as they are attractants for vermin and pests. Please coordinate accordingly with your rental company, and advise Hay Barn staff of your rental item drop-off and pick-up schedule.
- ❑ **Audio/Visual coordination:** if you plan to incorporate audio/visual displays into your event, please factor into your event schedule the need for set-up, sound/video checking of equipment, and tear-down/pack-up. This activity is billed as part of your rental period.
- ❑ **Certificate of Insurance:** all non-UC users of the Hay Barn are required to carry a Certificate of Insurance, with UC Regents as the named insured. Details for this coverage are outlined in the [UC Events Permit Insurance Requirements](#).
- ❑ **Event Permit Application:** all non-UC users must complete a [UCSC Facility Use Permit Application](#), and obtain approval of your application prior to your event. Please connect with Hay Barn staff if you have any questions about this process.

The Hay Barn staff look forward to working with you to ensure a successful event!