

Company Name: \_\_\_\_\_



303 Water Street, Suite 100  
Santa Cruz, CA 95060  
831.425.1234, Fax 831.427.4407  
www.santacruz.org

## Web Listing Form: Meeting, Conference & Retreat Venues

To include your business in the Meetings & Conference section of the Visit Santa Cruz County (VSCC) website, [www.santacruz.org](http://www.santacruz.org), please complete the following information and return it with payment to VSCC.

If you would like more information on how to gain greater exposure for your listing, please contact VSCC's Cooperative Marketing Director at 831.429.7281 ext.103.

VSCC reserves the right to edit for style, length and consistency. This program is available to individual businesses located within Santa Cruz County.

- ☐ Check here if you are renewing or upgrading  
☐ Check here if this is your first time advertising your business with VSCC

Today's Date: \_\_\_\_\_

### Venue Type: (please choose ONE)

- ☐ Day Use Only Conference & Meetings Venue  
☐ Retreat Conference & Meetings Venue  
☐ Full Service Conference & Meetings Venue

### Contact Information (please print or type) The following information is for VSCC use only and will not be published.

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Email: \_\_\_\_\_  
Sales Lead Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
(if different than above)  
Sales Lead Phone: \_\_\_\_\_ Sales Lead Email: \_\_\_\_\_

### Listing Information (please print or type) The following information will be included in your listing.

Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_  
Website: \_\_\_\_\_  
Video URL: \_\_\_\_\_

### Amenities: (Select all that apply)

- |  |   |  |  |   |
|--|---|--|--|---|
| <input type="checkbox"/> A/V Equipment     | <input type="checkbox"/> Chalk/Flip/WhiteBoards | <input type="checkbox"/> In-House Catering | <input type="checkbox"/> Pipe/Drape        | <input type="checkbox"/> Teleconferencing |
| <input type="checkbox"/> Big Screen TV     | <input type="checkbox"/> Easels                 | <input type="checkbox"/> Internet/WiFi/DSL | <input type="checkbox"/> Podiums/Lecturns  |   |
| <input type="checkbox"/> Booth Furnishings | <input type="checkbox"/> Fax/Copy Machine       | <input type="checkbox"/> Kitchen           | <input type="checkbox"/> Raised Staging    |   |
| <input type="checkbox"/> BulletinBoards    | <input type="checkbox"/> Group Activities       | <input type="checkbox"/> Lighting Controls | <input type="checkbox"/> Tables and Chairs |   |

### Meeting Room Specifications:

Number of Meeting Rooms: \_\_\_\_\_ Facility Rental Fee: \_\_\_\_\_  
Max Capacity of Largest Room: \_\_\_\_\_ Total Sq.Ft. of Meeting Space: \_\_\_\_\_

**Description** - Limit 200 characters (approx. 30 words). VSCC reserves the right to edit for style, length and consistency.

**X Authorized Signature (both pages must be signed)** \_\_\_\_\_

**Retreat ONLY:** (please fill out this information)

<b>Usage Details:</b>	<input type="checkbox"/> Religious Affiliation Required	Breakout Rooms: _____	Meal Service Capacity: _____
	<input type="checkbox"/> Educational Purposes Only	Min # of Nights: _____	Sq.Ft. of Largest Meeting Room: _____
	<input type="checkbox"/> Non Profit Rates Available	Min. Group Size: _____	
	<input type="checkbox"/> Open year-round	Max. Group Size: _____	
<b>Accommodations:</b>	<input type="checkbox"/> Guest Rooms	# of on-site guest rooms: _____	<b>Activities:</b>
	<input type="checkbox"/> Cabins	# of private rooms: _____	<input type="checkbox"/> Hiking
	<input type="checkbox"/> Dorms	# of Semi-Private rooms: _____	<input type="checkbox"/> Tennis
	<input type="checkbox"/> Tent Sites	# w/Private Bath: _____	<input type="checkbox"/> Volleyball
	<input type="checkbox"/> RV Sites		<input type="checkbox"/> Swimming Pool
			<input type="checkbox"/> Basketball
			<input type="checkbox"/> Softball

**Meeting Room Specifications:** (If renewing, please enter changes/updates only)

For each meeting room, please indicate the sq.footage, dimensions (in ft) and maximum capacity for each set-up style. For additional rooms, please attach a separate page.

Room Name	Sq. Ft	Dimensions	Theater	Classroom	Banquet	Reception

**Payment Information**

- ☐ TMD Member - Meeting, Conference & Retreat Venues Listing on website.....\$200.00/year
- ☐ Other (Non TMD) Meeting, Conference & Retreat Venues Listing on website.....\$275.00/year

If paying by credit card, please provide your credit card information and mail or fax this form to 831.427.4407. If paying by check, please make your check payable to "VSCC" and remit to 303 Water Street, Suite 100, Santa Cruz, CA 95060.

No cancellations for contracted advertising space will be accepted after 30 days preceding contract deadline in any given year. All cancellations must be received in writing by that date, and must be confirmed in writing by VSCC before taking effect.

Please note it is VSCC's policy to seek damages for payments due. If VSCC proceeds in the collection process through small claims court you will be responsible for a \$350.00 additional late-pay processing and service fee, 1.5% interest per month on the outstanding balance, any other late fees and reimbursement of all court costs.

**Payment Method:** ☐ Credit Card ☐ Check

**Credit Card Type:** ☐ Visa ☐ MasterCard ☐ Discover ☐ AmEx

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Print Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_

**Important Advertiser Information**

- > Up to five photos may be included in your listing. If submitting new photos, they must be sent as a .jpg at 72 pixels per inch. Size should be AT LEAST 640 x 480 pixels (horizontal). VSCC may crop your photo for better viewing online. We recommend clear, simple images. Please email your photos to [photos@santacruz.org](mailto:photos@santacruz.org) and include your company name as listed on this form.
- > VSCC reserves the right to edit for style, length and consistency. Photos and listing information may be used to promote Santa Cruz County on other qualified websites. The advertiser confirms that the information provided to VSCC which will appear in their ad or listing is accurate and assumes all responsibility for its content.

**I have read and agree to the conditions above.**

**X Authorized Signature (both pages must be signed)** \_\_\_\_\_

**VSCC Salesperson's Signature** \_\_\_\_\_

*For office use only:*

Fee Confirmation by VSCC Bookkeeper: \_\_\_\_\_ Inv#: \_\_\_\_\_