



LOUISE LOWRY DAVIS CENTER

RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

THE LOUISE LOWRY DAVIS CENTER | 1232 DE LA VINA STREET, SANTA BARBARA CA 93101 | (805) 897-2560

Thank you for considering the Louise Lowry Davis Center for your special event. This list of facility rules and regulations is designed to help your event run smoothly, while being considerate of the surrounding neighborhood and obeying applicable laws.

Rules and Regulations

GENERAL

- This venue is in a residential area among homes and apartments, so please minimize noise and disturbances to the neighborhood, both inside the venue and in the adjacent outdoor areas and parking lot. *You are responsible for your conduct and that of your guests and vendors.*
- An Event Monitor (a City employee who oversees events) will be on-duty for your event and will unlock the venue at your rental start time. Check in with the Event Monitor when you arrive and depart, and notify him or her immediately if any problems arise during your event. After your event, the Event Monitor will walk through the venue with you to ensure it is left as it was found.
- You may not enter the venue prior to your rental start time. Drop off and pick up equipment during your rental hours. Do not leave items overnight.
- The Parks and Recreation Department reserves the right to require uniformed security for any event.
- The courtyard is an available rental space, depending on usage. Discuss this with City staff in advance.
- Smoking any tobacco or marijuana product or electronic vaping is prohibited on City property.
- Parking is included in the rental and is available during your rental hours.
- Supervise children under 18 at all times.
- Dogs, cats, birds, and other pets are not permitted, except for service animals (i.e. guide dogs or signal dogs) specifically trained to provide assistance to an individual with a disability.
- Your refundable security deposit will be withheld if rules and policies are not followed or damages and excess staff hours occur.

FOOD AND CATERING

- Cooking indoors is not allowed. The kitchen has a refrigerator, microwave, and stove with oven (for reheating only).
- With staff authorization, barbecuing and taco carts are allowed outside by a licensed caterer only. Position cooking equipment safely away from building, awnings, and trees. Use a plastic tarp or plywood under cooking equipment. You are responsible for removing and disposing barbecue coals; do not empty them anywhere in the parking lots or shrubs.
- Propane burners are not allowed inside. Only electric warmers in the kitchen area and Sterno-type heaters in the event rooms are allowed.
- Bag, tie, and placed trash and recycling in the appropriate dumpsters outside, as instructed by the Event Monitor. Trash bags are provided.
- Do not adjust the thermostat on the refrigerator. Any unauthorized adjustment requires repair and will be billed to you.

BEVERAGES AND ALCOHOL

- Alcohol is not permitted at events with many young people (between 13-20 years old). These include, but are not limited to, quinceañeras, bar/bat mitzvahs, teen parties, sweet sixteen, and college sorority or fraternity events. These types of events require hiring two security guards for the last four hours of the event, at the renter's expense.
- Beer and wine are allowed; beer kegs and hard liquor are not.
- If alcohol is sold, purchased from your caterer, or included in your entrance fee, you must obtain an alcohol permit from the Alcohol Beverage Control Board (ABC) and display it during the event. Ask for the ABC rules if you have any questions.
- It is illegal to serve alcohol to persons under 21 years old or persons who are visibly intoxicated. Employees of the City of Santa Barbara Parks and Recreation Department have the authority to suspend alcohol service or shut down an event if they observe underage drinking or behaviors associated with excessive intoxication.
- You must provide bucket containers for chilling and storing the alcohol and/or use the kitchen refrigerator. Do not use the facility's trash cans for this purpose. Bar mats are provided; buckets must sit on bar mats, not directly on carpet, linoleum or wood.
- Dispose of ice and water on the plants around the building, in the sinks, patio drains, or on the surrounding park grounds.
- Containers to recycle bottles and cans are available. Take recycling to the dumpster in the parking lot as instructed by the Event Monitor.

TABLES, CHAIRS, AND OTHER EQUIPMENT

- The rental price for tables and chairs includes set-up and take-down.
- There is an assortment of 6' banquet tables, 60' round tables, and 100 chairs.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your span of rental time.
- Blank floor plans are available to help you plan your layout.
- A projection screen, microphone, and public address system are available.

DECORATIONS

- Open candle flames are not allowed. Candles must be enclosed in a votive or hurricane glass covering.
- Sequins, glitter, confetti, silly string, rice, and birdseed are not allowed.
- The City of Santa Barbara Fire Department does not allow sparklers, fireworks, fire pits, floating fire lanterns, or gasoline on-site.
- Table decorations are allowed. Do not use nails, staples, thumbtacks or duct tape with permanent adhesive to decorate the walls. Remove all decorations and tape at the end of your event.
- Do not move plants and paintings.
- Extension cords must be taped down to the floor.

SETTING UP AND CLEANING UP

- Allow one to two hours set-up time; set-up and clean-up is considered part of your rental time.
- During your last rental hour, remove all items you or your vendors brought in. This includes party rentals (linens, dishware, glassware, etc.), food, beverages, decorations, gifts, music and audio-visual equipment, and anything else specifically used for your event.
- Bag, tie, and dispose of food and beverage trash in the dumpsters in the parking lot.
- You must leave the kitchen in the same condition you found it. Wipe down counter and stove tops, and any spills in the oven or refrigerator. Clean up any large beverage spills on the floor.

MUSIC

- Amplified music and DJs are allowed inside only. Limit amplified bands to 5 musicians (no bandas). Acoustic, non-amplified bands such as mariachis are permitted inside only. Music must stop by 10:00pm and at least one (1) hour prior to the end of the event to allow sufficient clean-up time.
- Renters and guests must exit the facility and parking lot by 11:00PM.
- DJs are limited to two 200 watt, 15" speaker cabinets only.
- DJ smoke/fog machines are not allowed.
- Extension cords must be taped down to the floor.
- The Event Monitor will carefully observe the music sound level during your event. If the sound exceeds 60 decibels at any time when read from the sidewalk across the street, or if the Event Monitor determines your music is too loud, you or your DJ/band will be asked to turn your music volume down immediately. If you or your vendors refuse to comply, your party may be shut down without refunding security deposit and rental fees. You may also receive a noise citation from the Santa Barbara Police Department. In short: if the neighbors can hear the music, it's probably too loud.

Further Information

VIEWING THE VENUE

The Louise Lowry Davis Center is open for viewing most weekdays 9:00AM–5:00PM. If an activity is going on at the time of your visit, there may be limitations.

BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS

You may request a 10-day tentative hold on an available date. This allows time to confirm other aspects of your event (caterer, vendors, etc.) and to sign rental documents. To confirm a date and begin the rental process, contact (805) 897-2560 or Venues@SantaBarbaraCA.gov.

You must confirm and book by the end of your 10-day tentative hold or your event date will be released. Once booked, an initial rental contract is developed and a \$300 non-refundable reservation fee is due.

PAYMENT AND CANCELLATION POLICY

A \$300 minimum is due at the time you submit an application. The balance and security deposit are due four weeks prior to the event. For a canceled event, the initial \$300 reservation fee is non-refundable.

SECURITY DEPOSIT

A refundable \$300 security deposit is required to rent the facility. Your security deposit may be withheld if the interior and exterior of the facility are not left in the same condition as found, if damages occur, or if facility rules and regulations are not followed.

INSURANCE

Insurance is not required for private events. Public special event rentals may require insurance or other permits.