



# MACKENZIE CENTER

## RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

MACKENZIE CENTER | 3111 STATE STREET, SANTA BARBARA CA 93105 | (805) 897-2560

Thank you for considering Mackenzie Center for your special event. This list of 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. If you would like to book additional time for setup or rehearsal, speak with the Facility Coordinator.
- Parking is included and is available during your rental hours.
- Supervise children under 18 at all times.
- The Parks and Recreation Department reserves the right to require uniformed security for any event.
- Smoking any tobacco or marijuana product or electronic vaping is prohibited on City property.
- Do not use the fireplace.
- 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 security deposit may be withheld if rules and policies are not followed, if your music exceeds 60 DBA at the property line (measured by event monitor), if damages occur, or if excess staff time is required.

### FOOD AND CATERING

- Kitchen use is included. There is 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.
- Do not adjust the thermostat on the refrigerator. Any unauthorized adjustment requires repair and will be billed to you.
- Propane burners are not allowed inside. Only electric warmers in the kitchen area and Sterno-type heaters in the event rooms are allowed.
- The cleaning fee does not include trash removal. Bag, tie, and place trash and recycling in the appropriate dumpsters outside, as instructed by the Event Monitor. Trash bags are provided.

### 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.
- 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. Buckets must sit outside on the patio, not directly on the interior flooring.
- 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 includes tables and chairs, but not set-up and take-down.
- There are eleven 6' banquet tables, nine 60" round tables, and 85 folding chairs. Renters are not allowed to bring additional chairs.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your span of rental time.
- There is a projection screen at this facility but you need to provide the microphone and public address system if this equipment is needed.

## DECORATIONS

- Open candle flames are not allowed. Candles must be enclosed in a votive or hurricane glass covering.
- No sequins, glitter, confetti, silly string, rice, or birdseed allowed.
- Extension cords must be taped down to the floor.
- 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.
- The City of Santa Barbara Fire Department does not allow sparklers, fireworks, fire pits, floating fire lanterns, or gasoline on-site.

## 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; please plan accordingly.
- 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.
- Vehicles may not drive into the park during set-up or clean-up.
- Bag, tie, and dispose of food and beverage trash in the dumpsters and recycling carts 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.
- A broom, mop, and bucket are available in the janitorial closet if needed.

## MUSIC

- Amplified music and DJs are allowed inside only, limited to five musicians (no bandas). Acoustic, non-amplified bands such as mariachis are permitted inside only. Music must stop by 10:00pm and at least one 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 10:30PM.
- 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 fail 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

MacKenzie Center is open for viewing by appointment only, on weekdays from 9:00AM to 5:00PM.

### BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS

You may request a free 24-hour hold for an available date. To officially reserve your date, you must sign the Facility Use Permit Contract and pay the \$200 reservation fee. To confirm a date and begin the rental process, contact (805) 897-2560 or [Venues@SantaBarbaraCA.gov](mailto:Venues@SantaBarbaraCA.gov).

### 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 (including noise ordinance).

### INSURANCE

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