



CABRILLO PAVILION

EVENTS CENTER RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

CABRILLO PAVILION | 1118 EAST CABRILLO BOULEVARD, SANTA BARBARA CA 93103 | (805) 897-1983

The events center at the Cabrillo Pavilion is the upstairs floor overlooking the beach. Thank you for choosing the Pavilion 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

- An Event Monitor (an employee of the Parks and Recreation Department who oversees events) is on-duty at all events. 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.
- Drop off and pick up equipment during your rental hours; absolutely no items may be left overnight.
- Do not enter prior to your rental start time.
- People and/or equipment are not allowed on the interior balcony area, except for decorations on the banister or balcony railings.
- Do not move track lights, plants and paintings.
- Smoking any tobacco or marijuana product or electronic vaping is prohibited on City property.
- 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.
- For events with minors (under 21 years old) or where alcohol is served, the City reserves the right to require uniformed security or childcare.
- The two adjoining terraces are included with the rental.
- Throughout the year and especially during summer months, the beach hosts many public sporting and special events. Staff will work with you to minimize any disruptions during your event; however, beach events are often scheduled with less advance notice and may not be known at the time of your booking.
- Your refundable security deposit will be withheld if rules and policies are not followed or damages and excess staff hours occur.

FOOD AND CATERING

- Catering is available through the on-site restaurant, La Sirena. Alternatively, you may select your own caterer or choose from the vendor reference list, located at SantaBarbaraCA.gov/CabrilloPavilion.
- Caterers and other vendors can enter through the east entrance, in the Cabrillo East Parking Lot. A service elevator will take staff and equipment to the upper floor.
- There are no cooking facilities on the premises. A commercial warming kitchen with warming box and refrigerator is available.
- Do not adjust the thermostat on the refrigerator. It is set at the proper temperature. Unauthorized adjustment by the caterer that requires repair of the system will be billed to the renter.
- Outdoor cooking is available with a permit, in a designated area on the east side of the Cabrillo Pavilion. Caterers must place plywood, interlocking foam tiles or a tarp under the barbecue unit and remove hot ashes or coals at the end of the event.
- Only electric warmers and sternos are allowed.
- All trash and recycling must be put in garbage bags, tied at the top, and put into the dumpsters located in the Cabrillo East parking lot next to the building. Garbage bags are provided by the facility.
- Self-catering (i.e., food you bring in and clean up) is allowed, but the security deposit will be doubled to ensure proper cleanup.

BEVERAGES, ALCOHOL, AND MUSIC

- 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 at the renter's expense.
- Alcohol is allowed (except for keg beer) and it may be served for up to five hours per day.
- 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 if they observe underage drinking or behaviors associated with excessive intoxication.
- You must provide bucket containers for chilling and storing the alcohol. Do not use the kitchen trash cans for this purpose. Bar mats are provided; buckets must sit on bar mats, not directly on carpet, linoleum or wood.
- Disposal of ice and water must occur in commercial kitchen sinks.
- Recycling of glass bottles and cans is offered. Take bottles and cans to the recycling dumpster located in the Cabrillo East Parking Lot.
- Music, bands, and/or DJs are permitted to play until midnight on the weekends and 11 PM on weekdays. Music must stop one hour before the event end time to allow for sufficient cleanup.

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 in or around the building.
- Do not use nails, staples, thumbtacks or duct tape with permanent adhesive to decorate the walls. Remove all decorations, including tape, at the end of your event.
- If using a ladder, someone must hold the ladder steady from the ground. Ladders are not provided at the facility.
- The City of Santa Barbara Fire Department does not allow sparklers, fireworks, fire pits, beach fires, floating fire lanterns, or gasoline on-site.

TABLES, CHAIRS, AND OTHER EQUIPMENT

- The rental price includes setup and take-down of furniture and equipment. Below are some of the available furniture and amenities.
- An assortment of 6-foot banquet tables, 60-, 48- and 36-inch round tables, 200 chiavari-style chairs, and a portable bar.
- A podium, projection screen, public address system, and microphones. You must provide your own laptop and projector.
- Add an optional dance floor for \$100 more, sized 24' x 16' or smaller depending on the size of your event.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your span of rental time.

SETTING UP AND CLEANING UP

- Caterers generally need 2-3 hours of setup time for events at the Cabrillo Pavilion. This is considered part of your rental time.
- The facility's tables, chairs, etc. will be in place before your start time. Do not begin event setup prior to your start 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.
- Extension cords must be taped down to the carpeting.
- Bag, tie, and dump all food and beverage trash and recyclables in the trash/recycling dumpsters outside.
- You must leave the kitchen in the same condition you found it, but vacuuming is not required as the rental fee includes a cleaning service for that.

FURTHER INFORMATION

RENTAL AVAILABILITY

The Cabrillo Pavilion is a popular venue for all special occasions, especially wedding receptions. Saturdays are the most popular rental day of the week and usually book a year in advance, followed by Sundays and Fridays, so it helps to plan ahead. Weekday rentals must end at 11pm. Weekend rentals must end at 12AM, with cleanup completed by 1AM.

VIEWING THE VENUE

The Cabrillo Pavilion is open for viewing, with an advance reservation. Please e-mail Venues@SantaBarbaraCA.gov or call (805) 897-1983 to schedule your appointment.

PARKING

The Cabrillo West and Cabrillo East public parking lots on either side of the Pavilion are not included in the rental price. They are managed by the City of Santa Barbara Waterfront Department; please call (805) 564-5523 to inquire about parking fees. Hours of operation are 8AM to 10PM every day. Both the parking lots have self-paying systems and are patrolled regularly. If you wish to secure designated parking for your guests, contact the City's Waterfront Parking Department. Unrestricted street parking is limited in this area.

WEDDING CEREMONIES AND BEACH USE

Most people use this facility for receptions and use the adjacent beach for ceremonies on the sand. Beach use requires a reservation with the Parks and Recreation Department, and additional fees apply.

BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS

You can either put a 10-day tentative hold for your event date (no money down) or "confirm and book" the date. Most people opt for the tentative hold to give them the opportunity to line up other aspects of their event (i.e., ceremony site, checking hotel availability, etc.). Within 10 days, you must either confirm and book or release the date. Once you book, the Parks and Recreation Department will confirm your date and initiate a rental contract. No payment is accepted until this paperwork is complete. To confirm a date and begin the reservation process, contact (805) 897-1983 or Venues@SantaBarbaraCA.gov.

INSURANCE

Insurance is not required for private events since a facility monitor is present; insurance *is* required for public special events.

CANCELLATION POLICY

The initial \$500 reservation fee is non-refundable. For cancellations more than 10 days prior to the event, 100% of the security deposit and 90% of the remaining fees (except the reservation fee) will be refunded.