



WESTSIDE NEIGHBORHOOD CENTER

RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

WESTSIDE NEIGHBORHOOD CENTER | 423 WEST VICTORIA STREET, SANTA BARBARA CA 93101 | (805) 897-2566

Thank you for considering the Westside Neighborhood 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 surrounded by individual homes and apartments. Please be considerate of the neighbors by minimizing noise and disturbances both inside the facility 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.
- Do not move plants or paintings.
- Smoking any tobacco or marijuana product or electronic vaping is prohibited on City property.
- You may use the adjacent parking lot during your rental hours. Parking is limited, and carpooling is encouraged.
- 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.
- The Parks and Recreation Department reserves the right to require uniformed security for any event.
- 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

- The industrial-size kitchen is equipped with a stove, oven, microwave, and a four compartment sink. Cooking equipment is for heating purposes 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 room 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.
- 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.
- Alcohol is permitted. No kegs.
- 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. A licensed security guard(s) may be required by the Santa Barbara Police Department, determined by the ABC permit application.
- Dispose of ice and water on the plants around the building, in the sinks, patio drains, or on the surrounding park grounds.
- 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.
- We offer containers to recycle bottles and cans. Take bottles and cans to the recycling dumpster in the parking lot as instructed by the Event Monitor.

TABLES, CHAIRS, AND OTHER EQUIPMENT

- The rental price includes tables and chairs; furniture set-up and take-down is an additional fee.
- There is 9 6-foot banquet tables, 4 8-foot banquet tables, 14 60” round tables, and 150 chairs.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your rental time.
- A blank floor plan is available to help plan and diagram your configuration.

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.
- 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.
- Bag, tie, and dispose of food and beverage trash in the dumpsters and recycling carts in the parking lot.
- You must leave the multi-purpose room, kitchen, and area surrounding the facility in the same condition you found them—pick up trash and wipe down counters and stovetops. Clean spills in the oven or refrigerator, and any large beverage spills on the floor.

MUSIC

- Amplified music and DJs are permitted; no live amplified bands. Acoustic bands (non-amplified) such as Mariachis are permitted. Music must stop no later than 9:30PM or at least one hour prior to the end of the event to allow for sufficient clean-up time.
- No dancing outside the building.
- DJ smoke/fog machines are not allowed.
- Extension cords must be taped down to the floor.
- Renters and guests must exit the facility and parking lot by 10:30PM.
- 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

You may view the facility at any time during business hours (Monday through Friday, 9:00AM to 5:00PM), provided an event is not in progress. If an activity is occurring when you visit, there may be limitations.

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 \$300 reservation fee. To confirm a date and begin the rental process, contact (805) 897-2566 or MEsparza@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 \$500 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.