

CAROUSEL HOUSE

RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

CAROUSEL HOUSE | 223 EAST CABRILLO BOULEVARD, SANTA BARBARA CA 93101 | (805) 897-1983

Thank you for considering the Carousel House 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 all applicable laws.

Rules and Regulations

GENERAL

- Event Monitors (employees of the Parks and Recreation Department who oversee events) are 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.
- Do not enter prior to your rental start time.
- Drop off and pick up equipment during your rental hours; absolutely no items may be left overnight.
- Do not move track lights. You may temporarily change bulbs in the hanging ceiling lights, provided you replace them after your event.
- 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.

FOOD AND CATERING

- Cooking is not allowed inside the venue.
- Outdoor barbecuing, by licensed caterers only, is permitted in the driveway next to the facility. Caterers must use plywood or tarp under the BBQ and have a fire extinguisher readily available. Please ask the monitor where to set up for this.
- Propane burners are not allowed inside the facility. Only electric warmers or sterno for heating food are allowed inside.
- You or your caterer need to supply indoor trash and recycling cans. Garbage bags are provided.
- All trash and recycling must be contained in garbage bags, tied at the top, and put in the dumpsters located across the driveway from the facility.
- Self-catering (i.e., food you bring in and clean up) is allowed, but the security deposit is doubled to ensure proper cleanup.

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 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.
- You may dispose of ice and water on the plants and planters, or on the surrounding grounds of the building.
- Recycling of glass bottles and cans is offered. You must take bottles and cans to the recycling dumpster located in the trash/recycling enclosure area.

TABLES, CHAIRS, AND OTHER EQUIPMENT

- Tables, chairs, and other furniture are not provided. You may bring them or have your rental company deliver them.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your rental time.
- There are no internal heating systems. You may bring your own electrical heaters but propane-style ones are not allowed inside.

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.
- If using a ladder, someone must hold the ladder steady from the ground. Ladders are not provided at the facility. The ceiling is 20' high.
- Do not use nails, staples, thumbtacks or tape with permanent adhesive to decorate the walls; only use blue painter's tape. Remove all decorations, including tape, at the end of the 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

- Caterers generally need 2-3 hours of setup time for events at the Carousel House. This 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 (tables, chairs, linens, dishware, glassware, etc.), food, beverage, decorations, gifts, music and audio-visual equipment, and anything else specifically used for your event.
- Bag, tie, and take any food and beverage trash to the trash/recycling enclosure area outside.

MUSIC

- Music, bands, and DJs are permitted until 11:00 pm (indoors only). Your event must end by 11:00 pm to allow sufficient cleanup time to exit the venue by 12:00 midnight.
- Extension cords must be taped to the floor.

Further Information

RENTAL AVAILABILITY

A new addition to the City's collection of beachfront venues, the Carousel House is a popular spot for all special occasions, especially wedding receptions. Fridays, Saturdays, and Sundays are the most popular rental days of the week and usually book a year in advance.

VIEWING THE VENUE

The Carousel House is available for viewing Monday-Friday, 9:00 am to 5:00 pm with a staff member, unless there is an event in the building. Please call ahead to check the schedule before visiting.

PARKING

The Palm Park and Garden Street public parking lots near the Carousel House are not included in the rental price; they are managed by the City's Waterfront Department. Hours of operation are 8:00 am to 10:00 pm every day. Both lots have self-paying systems and are patrolled regularly. If you wish to pay for your guests' parking, contact the Waterfront Parking Department at (805) 564-5523. Free street parking is limited in the area.

WEDDING CEREMONIES

Most wedding ceremonies take place in the Plaza Area; this area is included in your rental but you must provide your own chairs, arch, etc.

BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS

You can either put a 10-day tentative hold on your date (no money down) or "confirm and book" the date. Most renters opt for the tentative hold to allow them to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.). Within the ten 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 business days prior to the event, 100% of the security deposit and 90% of the remaining fees (except the reservation fee) will be refunded.