



PALM PARK BEACH HOUSE

RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

PALM PARK BEACH HOUSE | 236 EAST CABRILLO BOULEVARD, SANTA BARBARA CA 93101 | (805) 897-1983

Thank you for considering Palm Park Beach House 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.
- The patio is included with your rental.
- Do not move track lights, plants, or paintings.
- 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 facility has no control over special events occurring on the beach.

FOOD AND CATERING

- Cooking is not allowed inside. The oven is for warming purposes only.
- Outdoor cooking is available with a permit, in a designated area in the driveway next to the facility. Ask the Monitor where to set up for this.
- 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.
- Do not use propane burners in the facility. Only electric warmers in the kitchen and sternos in the ballroom are allowed.
- Self-catering (i.e., food you bring in and clean up) is allowed, but the security deposit will be doubled to ensure proper cleanup.
- Put all waste in garbage bags, tie at the top, and leave in the trash and recycling carts located across the driveway. Garbage 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.
- 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. A licensed security guard(s) may be required by the Santa Barbara Police Department, determined by the ABC permit application.
- It is illegal to serve alcohol to persons under 21 years old or persons who are visibly intoxicated. Employees of the City's 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.
- You may dispose of ice and water on the plants inside, on the patios, or on the surrounding grounds.
- Recycling of glass bottles and cans is offered. Take bottles and cans to the recycling carts in the trash/recycling enclosure outside.

TABLES, CHAIRS, AND OTHER EQUIPMENT

- Our rental price for tables and chairs includes the set-up and take-down of this furniture.
- We have an assortment of six-foot banquet tables, 60-inch round tables, two 48 inch round tables, a 36 inch round table, and 102 chiavari style chairs.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your span of rental time.
- While most groups prefer to dance on the patio during their events, you are welcome to dance inside the facility. If you choose this option, you must rent a dance floor to cover the carpeted area.
- There is a 52" x 92" wide format projection screen, microphone, and public address system at this facility. You must provide your own laptop and projector.

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.
- Do not use nails, staples, thumbtacks or tape with permanent adhesive to decorate walls; only use blue painter's tape. Remove all decorations, including tape, at the end of the event.
- Do not move plants and paintings.
- 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 1-2 hours of setup time for events at the Palm Park Beach House. This is considered part of your rental time.
- The facility's tables, chairs, etc. will be in place before your rental time starts. Do not begin 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, 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.
- Leave the kitchen in the same condition you found it; wipe down counters and stove tops; clean up spills in the oven or refrigerator and any large beverage spills on the floor.

MUSIC

- Music, bands, and DJs are permitted to play until midnight on the weekends and 11pm on weekdays. Music should stop one hour prior to your rental end time to allow for sufficient cleanup.
- Tape down extension cords to the carpeting.

Further Information

RENTAL AVAILABILITY

Palm Park Beach House is a popular spot for all special occasions, especially wedding receptions. Saturdays are the most popular rental day and usually book a year in advance. Sundays and Fridays are increasing in popularity, 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

Palm Park Beach House is available for viewing Monday-Friday, 9am-5pm unless there is an event in the building. Please call to check the schedule before visiting.

PARKING

The Palm Park and Garden Street public parking lots closest to the venue are not included in the rental price. They are managed by the City's Waterfront Department; please call (805) 564-5523 about parking fees. Hours of operation are 8AM to 10PM every day. Both lots have self-paying systems and are patrolled regularly. If you wish to pay for parking for your guests, contact the Waterfront Parking Department. Free street parking is limited in this area.

WEDDING CEREMONIES

Most renters hold their wedding ceremonies on the patio or on the grass in front of the patio. For the grass area, you must provide chairs as we do not allow the facility's chairs on grass.

BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS

You can either put a 10-day tentative hold for the date (no money down) or "confirm and book" the date. Most people 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 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 an Event Monitor is present; insurance is required for public special events.

CANCELLATION POLICY

The initial \$300 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.