



Carrillo Recreation Center

**100 E. Carrillo St.
 Santa Barbara, CA 93101
 Rental Inquiries: (805) 897-2519**

Facility Information Document

The Carrillo Recreation Center is located in the heart of downtown Santa Barbara. This recently renovated historic landmark facility can accommodate 12 to 550 guests. Its Grand Ballroom is the perfect site for a large special event, non-profit fundraiser or wedding reception. The smaller rooms are well equipped and can accommodate corporate meetings, team building sessions, or a small private event or retreat.

Rental Fees

For all events, a \$300 non-refundable reservation and a security deposit are required to rent this facility.

Carrillo Ballroom Event Rental Rates

The Carrillo Ballroom is available for receptions, dances, large lectures and special events. The spring loaded, maple ballroom floor is one of the finest in the country for dancing. The size of the ballroom is 55 ft by 72 ft with a capacity of 300 guests for seated banquets. Large events can use the entire ground floor of the facility and its courtyards.

Amounts below include fees for room rental, building monitor and the \$300 reservation fee. Table & chair setup/takedown, cleaning fees and security deposit are added to these prices.

<u>8 hour minimum rental</u>	<u>RESIDENT</u>	<u>NON-RESIDENT</u>
Commercial / private groups	\$3,528	\$4,234
Extra Hours	\$331 / hr	\$397 / hr
Non-profit / governmental / educational groups	\$2,646	\$3,175
Extra Hours	\$275 / hr	\$330 / hr

ADDITIONAL FEES

Reservation fee – required non-refundable fee to confirm booking. <i>This fee will apply to the permit fees but will not be returned in the event of cancellation.</i>	\$300
Security deposit – required refundable fee if left in good condition, rental times are honored and terms & conditions are met.	\$500 for events with seating up to 200 guests \$1,000 for events with seating above 200 guests
Building monitor – if required for extra hours for weekday events	\$17 / hr
Tables & chairs setup and takedown	\$100
Cleaning – if food is served (fee varies based on event specifics)	\$250 - \$500

Non-Prime time (Monday through Thursday) rental rates

RESIDENT

NON-RESIDENT

<p><u>Carrillo Ballroom</u> – maximum capacity 400 (300 for a seated banquet) – room is 55 ft by 72 ft <u>The stage is 27 feet wide by 17 ft deep</u> Although most Monday through Thursday and Sunday nights are used for recreation programs, there are occasional evenings available to rent in addition to daytime availability. These rates apply to smaller events that only use the ballroom on non-prime-time days (these fees do not apply to Fridays through Sundays or holidays including New Year’s Eve). The Carrillo Ballroom is the only interior room without air conditioning; the Ballroom has a ventilation system that circulates fresh air.</p> <p>Commercial / private groups Non-profit / governmental / educational groups</p>	<p>\$ 120 / hr \$ 90 / hr</p>	<p>\$ 144 / hr \$108 / hr</p>
<p><u>Founders Room</u> – maximum capacity 78 – room is 40 ft by 30 ft This beautiful room highlighted by a working fireplace, four French doors opening to the front courtyard is located next to the Ballroom.</p> <p><u>Meeting Room</u> – maximum capacity is 49 – room is 29 ft by 30 ft This room is located in the front of the facility and is a perfect classroom setting or small gathering place. Carpet, updated lighting and a working fireplace have been installed. Projector screen available on request.</p> <p><u>Dance Studio #1</u> – maximum capacity 75 – room is 32 ft by 30 ft This studio is street level and has a hardwood floor, mirror walls and ballet bars.</p> <p><u>Dance Studio #2</u> – maximum capacity 75 – room is 32 ft by 30 ft This studio is located upstairs. It also has a hardwood floor, mirror walls and ballet bars.</p> <p><u>Dance Studio #3</u> – maximum capacity 49 – room is 25 ft by 30 ft This studio is located upstairs and has a beautiful view of downtown Santa Barbara. It also has a hardwood floor, mirror walls and ballet bars.</p> <p>Commercial / private groups Non-profit / governmental / educational groups</p>	<p>\$ 50 / hr \$ 40 / hr</p>	<p>\$ 60 / hr \$ 48 / hr</p>
<p><u>Carrillo St. Gym</u> – Indoor Basketball court, 2800 sq feet – capacity 200 This Gymnasium is located adjacent to the Carrillo Ballroom and comes with 2 sets of locker rooms with showers and 2 weight rooms. This facility can be used as a staging area for larger events at the Carrillo Recreation Center. The gym CANNOT be used as a party/event venue.</p> <p>Commercial / private groups Non-profit/ governmental / educational group</p>	<p>\$ 46/hr \$ 44/hr</p>	<p>\$ 55/hr \$ 53/hr</p>

FEES LISTED ARE EFFECTIVE 9-1-14

Parking

A 75 minute free City parking lot is located across Anacapa Street with another two 75 minute free lots located within two blocks.

Refund Policy

Cancellations: If an event is canceled more than 30 days in advance of the event, the renter will be issued a refund for 90% of refundable reservation fees and any other fees paid with the exception of the non-refundable reservation fee that will be retained entirely.

Return of Deposits after Event: Within 10 working days after the event, the Security Deposit will be returned. If the facility was compromised, or if the permit application was found to contain false or misleading information, or if the applicant exceeded the stated use and limits of the permit, funds will be deducted from the deposits, as deemed by the facility Supervisor.

• Carrillo Recreation Center Guidelines •

Room Setup

- Set-Up: It is the responsibility of the rental groups to set up and take down rooms, including the tables and chairs unless equipment setup services are arranged and paid for in advance.
- If the room is found set up before your event, you may change the arrangement of the room only if you return it to its original set up. Check with the facility monitor before the event if you have any special needs regarding room setup.
- All setup and takedown time must be part of the paid rental hours.
- Decorations: The facility must look just as clean, unmarked, and non-punctured after the event as before the event.

General

- A Building Monitor is on duty at all events. Please check with that individual upon arrival and departure and if any problems should arise. At the end of the event, the Building Monitor will walk through the facility with the renter to ensure that the facility is left as it was found.
- **The ballroom has a unique floor system that requires great care during events.** Under no circumstances should any items be dragged across the floor – all materials should be carried or placed on wheeled carts to move across the floor (this applies to all floors in the facility) – this should be communicated with caterers, bands, DJ's and others setting-up the event. Food and beverages spills on the ballroom floor should be cleaned immediately – this needs to be communicated as a required responsibility for the caterer.
- Equipment must be dropped off and picked up during the rental span of time. Absolutely no items may be left overnight.
- Renter may not enter earlier than the start of the rental time.
- Paintings and artwork are not to be moved.
- Depending on the number of minors (under 21 years old) or alcohol at an event, we reserve the right to require uniformed security or childcare.
- Renter must ensure that children are well supervised throughout the event.
- Dogs, cats, birds and other pets are not allowed in any indoor facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e. guide dogs or signal dogs).
- The facility has no control over special events occurring downtown or on-street parking availability.
- If the rear courtyard is used, a walkway must be maintained from the Anacapa sidewalk to the handicap entrance of the adjacent 924 Anacapa St. building.
- Rental rates are subject to change and are usually adjusted each September.

Catering

- There are no cooking facilities on the premises.
- Outdoor Barbecuing/cooking is permitted in the rear courtyard if arranged at the time of booking.
- Propane burners are not allowed inside the facility. Only electric warmers and sternos are allowed.
- All trash or recycling must be put in garbage bags, tied at the top and put into the trash or recycling dumpsters located next to the Carrillo Ballroom adjacent to the Carrillo St. Gym. Garbage bags are provided by the facility.
- Do not adjust the thermostat on the refrigerator.
- Self-catering is allowed for events accommodating up to 200 guests, however, your security deposit may be increased and cleaning fees will increase to provide an on-site custodian at the event if professional catering staff is not on-site to manage food service including trash removal. Self-catering is not allowed for events accommodating over 200 guests.

Beverages

- All alcohol is allowed for approved permitted events at the Carrillo Recreation Center.
- If alcohol is sold, a permit from the Alcohol Beverage Control (ABC) board must be obtained and displayed during the event.
- An ABC permit is also required if alcohol is included with the price of admission or if alcohol is purchased from a caterer or bartending service. Call ABC at 805-289-0100 for more information.
- Alcohol is not allowed at events meant for young people between the ages of 13 - 20 years of age.
- Keg beer is allowed, but kegs must be transported with a dolly so they do not touch the brick, wood, carpet or linoleum surfaces. Kegs must be placed in tubs and tubs must sit on bar mats.
- Renter must provide bucket containers for chilling and storing alcohol and other beverages. Do not use the kitchen trash cans for this purpose. Bucket containers must sit on bar mats and not directly on carpet, linoleum or wood.

- Clean ice and clean cold water can be placed in the planter beds at the end of the event. Dirty ice, and beverages need to be disposed of in the sewer (kitchen sink or toilets can be used).
- We offer recycling at this facility. The renter is responsible for taking bottles, cans and other recyclables to the blue recycling dumpster located behind the Carrillo Ballroom adjacent to the Carrillo St. Gym. All cardboard boxes must be broken down (collapsed) before placing them in the recycle bin.

Decorations

- No open candle flames are allowed. They must be enclosed in a votive or hurricane glass covering.
- No sequins, glitter, confetti, silly string, rice or birdseed allowed in or around the building.
- No nails, staples, thumbtacks or tape with permanent adhesive may be used on the walls to hang decorations. Use masking tape, painters tape or "3M Command Adhesive" clips for attaching anything to the walls.
- If ladders are used to hang decorations, there must be a person on the ground keeping the ladder steady.
- Nothing can be attached to any of the hanging light fixtures.
- Balloons are not recommended in the ballroom. They often escape and can become tangled in the chandeliers requiring a City carpenter to untangle them at a minimum cost of \$200.
- No decoration materials can be dumped in the planter beds.

Tables, Chairs and other Equipment

- Our rental price for tables and chairs includes the set-up and take-down of this furniture.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your span of rental time.
- The table and chair setup fee allows access to the following amenities:
 - 400 padded stacking banquet chairs (gold/red fabric pattern with oil rubbed bronze frame)
 - 30 60" round tables. Although 10 chairs can be packed at one table, we HIGHLY recommend no more than 9 chairs per table with 8 chairs being the ideal setup.
 - 2 48" round tables
 - 50 maroon colored plastic folding chairs (padded chairs cannot be used outdoors)
 - 76 black plastic stacking chairs located on the Ballroom balcony (maximum balcony capacity)
 - 12 30" round pedestal tables than can be either seated or standing height
 - 27 2½' x 6' rectangular banquet tables
 - 2 heavy-duty 3' square card tables
 - 2 2' x 4' tables
 - 1 portable bar
 - 32" flat-screen TV with integrated DVD player
 - 8 3-foot long plastic cord covers
 - 2 heavy-duty black easels (can attach standard paper pads for note taking)
 - 2 70" square projection screens (renter must provide their own projector and computer)
 - WiFi is available throughout the Carrillo Recreation Center.

Setup and Clean Up

- Caterers generally need 2-3 hours of setup time for an event at the Carrillo Recreation Center; this is considered as part of your rental time.
- Our tables, chairs, etc. will already be in place before your "start time" if you purchased this service in advance. Setup may not occur prior to this time.
- During your last rental hour, you are expected to move out any items brought in by you or your vendors. 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.
- You or your caterer must bag, tie and dump all trash in the appropriate dumpster behind the ballroom. All cardboard boxes must be broken down (collapsed) before placing them in the recycle bin.
- You must leave the kitchen in the same condition as it was found, but are not required to vacuum as the cleaning fee pays for a cleaning service to do that work.

Music

- Music, Bands and/or DJ's are permitted to play until Midnight. We require that music stop one (1) hour prior to the end of event when tables and chairs are setup to allow sufficient clean-up time.
- No amplified music is allowed in the rear courtyard.

- If extension cords are used in rooms with carpet or linoleum floors, they must be taped down with wide painters/masking tape to prevent trip hazards or should use our plastic cord covers. Extension cords used on wood floors need to be secured with plastic cord covers. NO TAPE OF ANY TYPE CAN BE USED ON HARDWOOD FLOORS BECAUSE IT REMOVES THE FLOOR FINISH.

Public Events

- A health permit from the County of Santa Barbara is required if the event is open to the public and food or beverages are served. Permit fees may be waived for non-profits if they apply more than 2 weeks prior to the event; please contact County Public Health as soon as possible for these events. Contact information: Kendra Wise, Environmental Health Specialist at Santa Barbara County Public Health Department, can be reached at 805-681-4936 or kendra.wise@sbcphd.org

Additional Facility Information Carrillo Recreation Center

Rental Availability

The Carrillo Recreation Center is a popular spot for all special occasions. Saturdays are the most popular rental day of the week and usually book a year in advance. Fridays are increasing in popularity, so it pays to plan well in advance.

Viewing the Facility

The Carrillo Recreation Center is open for viewing Monday through Friday from 9am to 5pm unless there is an event in the building. Please call ahead to check the schedule before visiting us. On weekends, you may “peek in” during the first hour of an event’s setup if there is a rental booking in the building. We ask that you look around by yourselves and call us with any further questions during the weekdays. Again, please call us ahead of time to find out when to come in.

Insurance

Insurance is not required for private events; insurance is required for public special events.

Damages

The permit holder is responsible to pay for any damages that exceed the deposit amount. The permit holder is responsible for damages caused by guests and service providers such as bands, caterers, florists and decorators.

“10 Day Tentative Hold” vs. “Confirm and Book” a Date

Once you decide to rent Carrillo Recreation Center and have determined a date, 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 give them the opportunity to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.) At the end of the 10 days, you must either confirm and book or release the date. Once the date is booked, we’ll confirm it and initiate a rental contract. We cannot accept any money until this paperwork is in place.

To confirm a date and start the rental paperwork process, contact Jason Bryan or Kyle Thumm at (805) 897-2519 or by email at JBryan@SantaBarbaraCA.gov or Kthumm@SantaBarbaraCA.gov

Other Facilities/Sites

If you are planning a smaller event, we do have many other facilities that will accommodate fewer guests. Additionally, if you are interested in an outdoor site, we have spectacular outdoor beachfront and park locations available for rental. Please contact us for further information.