



CASA LAS PALMAS

HOUSE RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

CASA LAS PALMAS | 323 EAST CABRILLO BOULEVARD, SANTA BARBARA CA 93101 | (805) 897-1983

Thank you for considering our venue for your special event. This list of house rules and regulations is designed to help your event run smoothly while ensuring that we also stay respectful of the surrounding neighborhood and obey all 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. Please check in with your event monitor upon your arrival and departure, and notify them immediately if any problems arise during your event. After your event, your event monitor will walk through with you to ensure that the venue is left as it was found.
- 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.
- Plants or paintings 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.
- The patio is included with your rental.
- 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).
- Two (2) parking spaces may be reserved for the renter if they are available on the rental day.
- Your refundable security deposit will be withheld if rules and policies are not adhered to or damages and excess staff hours occur.

FOOD AND CATERING

- Cooking is not allowed in the building. The kitchenette has a microwave, but no oven or stove top.
- Outdoor barbecuing/cooking is permitted by a licensed caterer only. The barbecues must be positioned safely away from the building, awnings, and trees. Coals may not be emptied anywhere in the park and a plastic tarp or plywood must be underneath the barbecue.
- Propane burners are not allowed inside the facility. Only electric warmers in the kitchen area and sternos in the ballroom are allowed.
- All trash or recycling must be put in garbage bags, tied at the top and put in the designated area outside the building as instructed by the event monitor. Garbage bags are provided by the facility.
- Do not adjust the thermostat on the refrigerator. It is set at the proper temperature. Any unauthorized adjustment by the caterer that requires repair of the system will be billed to the renter.
- Self-catering (i.e. food brought in but you handle your own clean up) is allowed, but the security deposit will be doubled.

BEVERAGES AND ALCOHOL

- Alcohol is not permitted at events with a large number of young people between the ages of 13-20 years of age. These include (but are not limited to) quinceañeras, bar or bat mitzvahs, teen parties, sweet sixteen, and college sorority or fraternity events. These types of events are required to hire two (2) security guards at event's expense.
- All alcohol is allowed with the exception of keg beer. It may be served for five (5) hours only per day.
- If alcohol is sold, purchased from your caterer or included in your entrance fee, an alcohol permit from the Alcohol Beverage Control Board (ABC) must be obtained and displayed during the event (ask for the ABC rules if you have any questions).
- It is unlawful to serve alcohol to persons under the age of 21 or persons who are visibly intoxicated. City of Santa Barbara Parks and Recreation
- Department employees have the authority to suspend the service of alcohol if they observe underage drinking on the premises or if behaviors associated with excessive intoxication are observed on the premises
- Renter must provide bucket containers for chilling and storing the alcohol. Do not use the kitchen trash cans for this purpose. Bar mats are provided. Bucket containers must sit on bar mats and not directly on carpet, linoleum or wood.
- It is allowable to dispose of ice and water on the plants within the building, on the patios or on the surrounding grounds of the building.
- We offer recycling of glass bottles and cans at this facility. These items must be put in bags, tied at the top and put in the designated area outside the building as instructed by the event monitor.

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 6 foot banquet tables, 60 inch round tables, one 48-inch round table, one 36-inch round table, and 65 hotel style chairs.
- Linens, dishware, glassware, and silverware are not provided. They need to be rented and brought in during your span of rental time.
- There is no dance floor at this facility.
- There is a podium, projection screen, public address system and microphone at this facility. You must provide your own laptop and projector.

DECORATIONS

- No open candle flames are allowed. Candles 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.

SETTING UP AND CLEANING UP

- Generally caterers need 1-2 hours of setup time for an event at Casa Las Palmas; this is considered as part of your rental time.
- Our tables, chairs, etc. will already be in place before your start time. Setup may not occur prior to this time.
- You or your caterer must bag, tie and dump any food/beverage trash in to the outside garbage dumpsters. We do recycle.
- 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 DJs are permitted to play until midnight on the weekends and 11pm on weekdays.
- You can either dance outside on the designated area of the concrete patio or inside the building.
- We suggest music stop one (1) hour prior to the end of your event to allow for sufficient clean-up time.

Further Information

RENTAL AVAILABILITY

Casa Las Palmas is a popular spot for all special occasions, especially wedding receptions. Saturdays are the most popular rental day of the week. Sundays and Fridays are increasing in popularity, so it pays to plan well in advance. Weekday rentals must end at 11pm. Weekend rentals must end at 12am, and cleanup completed by 1:00am.

VIEWING THE VENUE

Casa Las Palmas 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. Since our Facility Rental Coordinator does not work on weekends and the event monitor is there to assist the event, 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.

PARKING

The Garden Street public parking lot is closest to Casa Las Palmas and is not included in the rental price. It is managed by the City of Santa Barbara Waterfront Department; please contact them at (805) 564-5523 about parking fees. Hours of operation are 8AM to 10PM every day. The parking lot has a self-paying system and are patrolled regularly. If you wish to pay for parking for your guests, contact the City’s Waterfront Parking Department. Free street parking is limited in this area.

WEDDING CEREMONIES

Most people have their wedding ceremonies on the patio but if you wish to use the Pavilion, Floral Gate or Great Meadow, there is an additional fee. You must provide your own chairs as we do not allow the chairs from Casa Las Palmas to be on the grass.

BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS

Once you decide to rent Casa Las Palmas and have determined a date, you can either put a ten-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 ten 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 your reservation process, contact Leslie Lund, Facility Rental Coordinator, at (805) 897-1983 or by email at LLund@SantaBarbaraCA.gov.

CANCELLATION POLICY

The initial reservation fee is non-refundable. If the event is cancelled within 10 working days of the event, 100% of the security deposit is refunded and 90% of the remaining fees (other than the reservation fee) will be refunded.

INSURANCE

Insurance is not required for private events since we have an event monitor present; insurance is required for public special events.