



CABRILLO PAVILION

HOUSE RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

CABRILLO PAVILION | 1118 EAST CABRILLO BOULEVARD, SANTA BARBARA CA 93103 | (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.

To avoid confusion, please note that we refer to the top floor of the Cabrillo Pavilion as the Cabrillo Pavilion; this is the area of the building used for wedding receptions and similar special events. The lower, beach-facing level is commonly referred to as the Cabrillo Pavilion Bathhouse or just “the Bathhouse.”

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.
- People and/or equipment are not allowed on the stairs or balcony area, with the exception of decorations on the banister or balcony railings.
- Track lights, 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 patios are 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).
- The facility has no control over special events occurring on the beach.
- 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

- There are no cooking facilities on the premises. The warming box in the kitchen is only designed to maintain food at 220° F. Commercial baking sheets should be provided to hold chafing dishes within the box.
- Outdoor barbecuing/cooking is permitted in the Cabrillo East Parking Lot. A special permit is required from the City of Santa Barbara Waterfront Department. Please contact them at (805) 897-1965 or (805) 564-5523. Caterer must remove hot ashes or coals from venue site.
- 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 into the Marborg trash or recycling dumpsters located in the Cabrillo East parking lot next to the building. 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, however, your security deposit will be doubled to ensure cleanup at the end of your event.

BEVERAGES AND ALCOHOL

- 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, a permit from the Alcohol Beverage Control board must be obtained and displayed during the event.
- Alcohol is not allowed at events meant for young people between 13 - 20 years of age.
- 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/or liquids 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. Renter is responsible for taking bottles and cans to the recycling dumpster located in the Cabrillo East parking lot.

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, three 48-inch round tables, and 200 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.
- There is a dance floor at this facility. You may choose 18' x 18' or 15' x 15' depending on the size of your event.
- There is a projection screen 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.
- If extension cords are used, they must be taped down to the carpeting.
- If ladders are used to hang decorations, there must be a person on the ground keeping the ladder steady. We do not provide any ladders; you must bring your own.
- The City of Santa Barbara Fire Department does not allow sparklers, fireworks, fire pits, beach fires, floating fire lanterns, or gasoline on site.

SETTING UP AND CLEANING UP

- Generally caterers need 2-3 hours of setup time for an event at Cabrillo Pavilion; 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.
- 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 any food or beverage trash and recycling into the outside garbage dumpsters.
- 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 DJs are permitted to play until midnight on the weekends and 11PM on weekdays. We suggest that music stop one (1) hour prior to the end of event to allow sufficient clean-up time.
- If extension cords are used, they must be taped down to the carpeting.

Further Information

RENTAL AVAILABILITY

The Cabrillo Pavilion is a popular spot for all special occasions, especially wedding receptions. Saturdays are the most popular rental day of the week and usually book a year in advance. 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 1AM.

VIEWING THE VENUE

The Cabrillo Pavilion 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, Leslie Lund, does not work on weekends, 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 Cabrillo West and Cabrillo East public parking lots on either side of the Center are not included in the rental price. They are managed by the City of Santa Barbara Waterfront Department; please contact them at (805) 564-5523 about parking fees. Hours of operation are 10AM to 12PM (midnight) Monday through Friday and 6AM to 12PM (midnight) on weekends and holidays. Both the parking lots are honor fee lots 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 AND USE OF THE BEACH

Most people use this facility for receptions only, though wedding ceremonies take place here as well. The ballroom is one large room: if you choose to arrange the room in a "church-like" manner for the ceremony, your caterer's staff will need to reconfigure the room for the reception. A less traditional approach but one requiring less reconfiguring is to set up the room for the reception and have the guests view the ceremony from their dining seats. The adjacent conference room is available for free on Saturdays, Sundays, and holidays and can be used as the bridal changing area and/or to hold the wedding gifts.

Please check with us regarding the use of our city beaches for your ceremony site. Through the year and especially during the summer months, the beach hosts many public sporting and special events. We have no control over these events and as they often book less than a year in advance, we generally do not have exact dates for these events at the time of your booking.

BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS

Once you decide to rent the Cabrillo Pavilion 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 \$300 reservation fee is non-refundable. If the event is cancelled within ten 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 a staff member present; insurance is required for public special events.