

CABRILLO PAVILION

FLOOR PLAN TIPS

We use Allseated, a floor plan software that allows us to create a tentative floor plan for you. We then invite you into the software to edit the plan as you wish. We hope the following “tips” will guide you in completing your floor plan.

- Under **Objects**, be sure to change view to **Venue Objects** so you are only using furniture we own.
- For all floor plans...
 - Do not exceed our occupancy load of 215 people total. The Santa Barbara Fire Department determined this number for safety reasons. This number does not include your catering staff or other vendors present at the event.
 - Do not place tables or chairs by doorways. Nothing should be in the way of your guests evacuating the building in an emergency.
 - Do allow space around the perimeter of the room and between each table. We strive to have a 3'-4' aisle way around the perimeter of the room and about 2'-3' of space between dining tables, with chairs in place.
 - Do not place guest tables up against a wall. Guests need to be able to get up and out of their chairs.
 - Tables without guests sitting at them can be placed against a wall, such as tables for sign-in, beverages, gifts, dessert, etc. Just allow space around these tables for people to congregate around.
 - No one can go up onto the interior balconies, as there is no way to get up there. Decorations may be placed on the railing of the balconies but renters must bring their own ladder to do so.
 - Do not block all five archways going from the Events Room to the beach window area. We usually keep the two archways at each end open for guests to pass back and forth.
 - We do not allow our portable bar on the outside terraces since it is heavy and does not easily roll over the threshold. If you want a bar there, please use banquet tables for this purpose.
- We do furniture setups the day or evening before your event. Any furniture meant for the terraces will be staged by the doors and set up by the Event Monitor upon their arrival. If your caterer can help with this, that would speed things up if a lot of furniture is to be outside.
- For wedding ceremonies held inside the venue, it is best for guests to “witness” the ceremony from their dining seats. We know this is not traditional, but there will be less tables & chairs to reconfigure after the ceremony and your guests won't see the “shuffling” of furniture. If you want a more traditional ceremony setup without the “table shuffling” afterwards, you can set up 40 chairs on the dance floor (8 per row x 5 rows + a middle aisle) with the rest of the guests sitting at their dining tables. After the ceremony, only 40 chairs need to be moved to the tables.
- For theater style setups, we can accommodate 200 chairs in the Events Room before you cross the arches, along with a podium, microphone, A-V screen and projector. In this setup and depending on the orientation of the room, you will need to allow one or two aisles between groupings of chairs.
- If you have a speaker or audio-visual component to your event, think about whether you want the audience to face towards the kitchen, restrooms or beach (with potential glare from the sun even with the blinds down) as this may influence how you orient the room.