

# PALM PARK BEACH HOUSE

## 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 100 people seated or 125 people cocktail-style (most people standing.) The Santa Barbara Fire Department determined these numbers for safety reasons. These numbers do not include your catering staff or other vendors present at the event.
  - If you have 125 people cocktail-style, do not have seating for more than half this number so there is room for people to stand.
  - You cannot increase this venue’s total capacity by bringing in additional tables and chairs for use on the patio.
  - 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 beverages, dessert, etc. Just allow space around these tables for people to congregate around.
  - Gift and sign-in tables are usually placed in the entryway.
  - Do not block the three openings going from the Main Room into the Conference Sunroom. We usually keep the two of the openings open for guests to pass back and forth.
  - This venue does not have a dance floor since dancing usually occurs outside on the patio.
- We do furniture setups the day or evening before your event. Any furniture meant for the patio 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 at this venue, it is best for the ceremony to take place on the grass between the patio and the beachway path. Venue chairs cannot be placed on the grass so ceremony chairs need to be rented.
- For theater style setups, you will need to allow one aisle between groupings of chairs so people can easily walk out of their row.
- 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 outdoor park as this may influence how you orient the room. Also be sure to add a table about 5’ directly in front of the screen for your projector, which we do not provide.