

# CABRILLO PAVILION EVENT CENTER

## VENUE DETAILS AND IMPORTANT INFORMATION

### GENERAL

- This venue overlooks Pavilion Beach and the Channel Islands
- Maximum capacity for the venue is 215. This capacity is for standing room only and does not include other items such as a dance floor, buffet tables, bar, DJ, etc.
- Rental availability is from 7 AM until 11 PM, with the event ending, music stopping and breakdown/clean-up starting no later than 10 PM.
- Your rental period must include time for setup and breakdown/cleanup.
- The rental time may not exceed 10 hours.
- The conference room or training room located on the first floor may be rented for an additional fee.
- The two adjoining outdoor terraces are included in the rental.
- This venue has separate multi-stall men's and ladies' rooms.
- This venue has central heating and air conditioning.
- Wedding ceremonies can be accommodated on the adjacent public beach for an additional fee.
- There are no cooking facilities on the premises.
- Outdoor cooking and grilling may occur in the designated area on the East side of the Cabrillo Pavilion.
- This rental includes access to public WIFI and use of venue Audio Visual Equipment.

### RESERVATION PROCESS AND CANCELLATION POLICY

- Please submit an inquiry form to confirm availability for your preferred dates.
- You will be contacted within 3 business days to confirm availability and to schedule a site tour.
- If you decide to move forward with the rental, you will be provided with an application to complete. Applications are processed within 10 business days.
- You will receive an email with instructions to remit the non-refundable reservation fee online and digitally sign the rental agreement.
- You will receive an email to complete the event layout online. This is due a minimum of 14 days in advance of the event date.
- A payment schedule of the outstanding balance will be included in this agreement. All fees are due 30 days prior to the event date.
- The initial \$500 reservation fee is non-refundable. For cancellations with more than 10 days prior to the event, 100% of the security deposit and 90% of the remaining fees will be refunded, except for the reservation fee.

### FOOD AND CATERING

- You may select vendors of your choice. A list of local vendors can be provided upon request.
- Cooking may not occur inside the venue.
- Outdoor cooking/grilling is permitted in the designated area to the East of the building. Electricity is available in this location.
- Generators may only be used in the outdoor cooking area at this facility.
- The onsite kitchen provides a warming oven that goes to 200° F, two commercial refrigerators, one under-counter commercial freezer, a 3-compartment sink, prep tables and trashcans, recycling and food scraps carts.
- This location cannot accommodate food trucks or trailers serving guests directly from their mobile food facilities.
- Outdoor terraces may not be used for food prep/cooking/heating.
- The refundable security deposit will be doubled for those who choose not to hire professional services for post-event cleaning.

### ALCOHOL SERVICE

- Alcohol is not permitted at events celebrating youth. This includes quinceañeras, bar/bat mitzvahs, graduation celebrations, teen, and college sorority/fraternity parties. No exceptions.
- Alcohol can only be served for five consecutive hours maximum and must be contained within the venue and back patio.
- This location cannot accommodate mobile bars or bar trailers.
- An alcohol permit from the Alcohol Beverage Control Board (ABC) is required if alcohol is sold, purchased from your caterer, included in an entrance/ticket/registration fee, or served at events advertised/open to the general public.
- Alcohol may not be served or consumed outside of the event center and adjoining terraces.
- City of Santa Barbara Parks and Recreation employees and licensed security guards have the authority to suspend alcohol service, expel guests and notify local authorities if they observe underage drinking or behaviors associated with excessive intoxication.
- Kegs are prohibited. Hard liquor may be approved when requirements are met for a dedicated server with LEAD training certification and a Certificate of Liability Insurance with Host Liquor Liability.

## ENTERTAINMENT, MUSIC AND AUDIO-VISUAL

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- Event entertainment must stop a minimum of one hour before the rental end time to allow for vendors to begin breakdown and be off property on time.
- Amplified and Live Music must conclude by 10pm.
- Music and sound may not exceed 60 decibels when measured at the property line of the venue per the City municipal code.
- Noise complaints are subject to citation and may result in the event being shut down. All music and speeches must be “radio friendly” and adhere to the Parks and Recreation Code of Conduct. Lewd or profane language is not allowed.
- Rental of this venue includes use of house microphones, projector, 107” diagonal pop up screen, and interior sound system at no additional charge. The city does not provide a dedicated AV Technician. Events with complex meeting or AV needs are encouraged to hire a dedicated professional.
- The City does not provide a laptop or other device to use with the projector system. Renter is responsible for providing cables and all necessary adapters to connect with the house sound and projection systems.
- The facility’s sound system is intended for speeches, slideshows, videos, and presentations. It is not intended to play more than background music or replace a DJ.

## DÉCOR

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- Please consider the amount of time required to set up and breakdown the décor and equipment when making plans with your event professionals to ensure that jobs can be completed within the contracted permit time.
- Sequins, glitter, confetti, silly string, rice, birdseed mylar decorations, and scattered rose petals on the ground, are prohibited. Use of these items will result in a loss of the security deposit and extra charges for specialized cleaning.
- Open flame décor and ceremony items such as candles, tiki torches, etc. are prohibited. Battery powered or rechargeable candles are suggested as an alternative.
- The City of Santa Barbara Fire Department does not allow sparklers (Including cold sparklers), fireworks, fire pits, beach fires, and floating fire lanterns. These items are strictly prohibited.
- The interior balconies are not accessible and may not be decorated or used for equipment storage.
- Decorations for the historic wooden interior beams and banisters are allowed with prior approval only and must be installed by a licensed and insured vendor.
- Affixing decor or other items to the venue walls and windows is prohibited. Freestanding décor is an approved alternative.

## VENUE FURNITURE AND EQUIPMENT

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- The rental price includes the use, setup and takedown of facility tables, chairs, bar cart, lectern and audio visual equipment. A list of available items will be provided.
- The renter must provide easels, linens, tableware, decor, additional lighting, and other event items.
- This venue offers the use of a dance floor for an additional fee.
- You will be provided with complimentary access to online software to design the layout for your event.
- Venue furniture and equipment provided will be set to your preferred layout prior to the rental start time. Furniture cannot be moved once set.
- Facility furniture is for indoor use only. Tables and chairs for the exterior and patio must be rented.
- Propane heaters may be used on the outdoor terraces.
- Furniture in the entry foyer is stationary and may not be moved.

## BREAKDOWN AND CLEAN UP

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- Breakdown and pick-up of equipment must occur during your contracted rental period; no overnight storage is permitted.
- All trash and recycling must be hauled from the kitchen and event center to the dumpster located on the East side of the building by the end time listed on your permit.
- Refuse that does not fit within these receptacles must be hauled away by the end of the rental time.
- A cleaning fee will be included in the rental charges. You are responsible for cleaning large spills that may attract ants by the end time of the rental.

## PARKING

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- Parking is not included with a rental of the Cabrillo Pavilion Event Center.
- Vendors may park in the commercial parking space at no charge located on the East side of the building. This space is available on a first-come, first-served basis.
- The adjacent Cabrillo East and West public parking lots. Are managed by the City of Santa Barbara’s Waterfront Department. There is a fee to park in these lots. Parking is first-come, first-served unless advanced reservations are made. Contact the Waterfront Parking office at 805-564-5523 or [wfparking@santabarbaraca.gov](mailto:wfparking@santabarbaraca.gov) for more information.
- Free public parking is available along Cabrillo Blvd in the front of the venue after 6:00pm. Before 6:00pm, 15-minute parking is available on a first-come, first-served basis for loading and unloading purposes.
- To reserve on-street parking, please contact the Public Works Counter at 805-4563-5396 or [pwcounter@santabarbaraca.gov](mailto:pwcounter@santabarbaraca.gov) to inquire about a Parking Restriction Waiver Permit.
- If hiring shuttles, please make arrangements with the Waterfront Parking Department or Public Works Department for dedicated drop off and pick up zones in an adjacent Waterfront Parking Lot or on Cabrillo Blvd.

## ADDITIONAL INFORMATION

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- The Permit holder is responsible for the actions and behavior of vendors and event attendees.
- The City reserves the right to require a certificate of liability insurance for the event.
- Your refundable security deposit will be withheld if rules and policies are not followed, damages occur or the terms and conditions of your agreement are not followed.
- Event Monitor(s), employee(s) of the Parks and Recreation Department, will be on site for the duration of the contracted permit times. Event Monitors' duties include facility management and ensuring that all contract terms and conditions, City ordinances and park rules and regulations are followed by the Permittee, their guests, staff, volunteers, and vendors.
- Uniformed, licensed Security Guards will be onsite at the venue for the last 5 hours of the rental. The duties of Security Guards hired by the City are to support City staff and address code of conduct issues by the general public, the Permittee and their guests, staff, volunteers and vendors.
- Smoking and vaping is prohibited on all surrounding parkland and City property per the City municipal code.
- Only Service Animals are permitted in City facilities.