



CAROUSEL HOUSE & PLAZA

VENUE DETAILS AND IMPORTANT INFORMATION

GENERAL

- Maximum capacity for the venue is 180. This capacity is for standing room only and does not include other items such as tables, a bar, DJ equipment, etc.
- The following amenities are not located within this venue: furniture, restrooms, running water, sinks, heat, air conditioning, interior trash and recycling receptacles, sound system and WIFI.
- 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.
 - Extra hours may be purchased to accommodate lighting installations by an insured lighting vendor with an existing agreement with the City of Santa Barbara Parks and Recreation Department.
- Weather back-up spaces are not provided for outdoor event space.
- The closest public restrooms are approximately 300 feet to the East within Chase Palm Park. Renters generally choose to bring in dedicated portable restrooms for their events at this venue.

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.
- 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 60 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 is not allowed inside this venue. Use of open flames, propane or gasoline inside the venue is strictly prohibited. Sterno canisters are allowed for warming purposes only.
- Outdoor cooking and grilling may occur in the area beyond the maintenance gate beyond the roundabout. Electricity access is available in this location. There is limited lighting in this location. Caterers are encouraged to bring additional lighting.
- Caterers must supply their own water and handwashing stations for events held in this venue.
- This location is not ideal for food trucks or trailers serving guests directly from their vehicles as they may not be placed within the plaza area or adjacent to the venue.
- Interior outlets inside the Carousel house are not intended to power cooking or heating equipment. Use of venue outlets for these purposes may result in a power surge affecting available electricity that may not be repaired during the rental.
- Generators may be used at this facility.
- The refundable security deposit will be doubled for all rentals who choose to not 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. There are no exceptions to this.
- Alcohol must be served and consumed within the perimeter of the Plaza and Carousel House. Alcohol is prohibited within the park, access road, roundabout, etc.
- Alcohol can only be served for five consecutive hours maximum and must be contained within the walls of the Carousel House and in the Plaza area.
- 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.
- 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

- 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.

DÉCOR

- 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.
- Decor affixed to the ceiling hooks must be pre-approved by the Facility Coordinator. If approved, installation must be performed by a licensed, insured vendor.
- Items may not be attached to the roll-up door mechanisms.
- Affixing decor or other items to the venue walls and windows is prohibited. Freestanding décor is an approved alternative.
- Light strands placed on the trees and landscaping must be pre-approved by the Facility Coordinator and may only be installed by a licensed and insured vendor.
- 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.

FURNITURE, RESTROOMS AND OTHER EQUIPMENT

- Furniture, interior trash and recycling receptacles, extension cords and all other types of equipment are not included with this rental. The renter is responsible for providing these items at their own cost.
- You will be provided with complimentary access to online software to design the layout for your event.
- Propane style heaters are not allowed inside the venue.
- The closest onsite public restroom is approximately 300 feet to the East within Chase Palm Park.
- Portable restroom trailers may be rented and placed within the adjacent roundabout, close to the entrance to the plaza. An in-ground water access point is available for restroom trailers.

BREAKDOWN AND CLEAN UP

- Breakdown and pick-up of equipment must occur during your contracted rental hours; no overnight storage is permitted except for approved scissor lifts.
- Alcohol, food, grease, ashes, ice, etc. may not be disposed of in storm drains, landscaping, the adjacent creek, etc.
- All trash and recycling must be placed inside the onsite dumpsters by the end time of your rental. Refuse that does not fit within the dumpsters 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

- A few parking spaces along the adjacent access road may be available for use during your rental. These spaces are intended for vendors and guests with mobility challenges. If available, parking passes for these spots will be provided on the day of the rental.
- The Garden Street and Palm Park 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 for more information.
- Free on- street parking for guests is limited in the area.
- If hiring shuttles, please make arrangements for drop off and pick up in an adjacent Waterfront Parking Lot for safety purposes.
- Per City Fire Code the adjacent access road must always remain unobstructed with 20 feet width of clearance.

ADDITIONAL INFORMATION

- 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 rental period. 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.
- Only Service animals are permitted within the Carousel House.
- Smoking and vaping is prohibited on all surrounding parkland and City property per the City municipal code.