

CASA LAS PALMAS

VENUE DETAILS AND IMPORTANT INFORMATION

GENERAL

- Maximum capacity for the venue is 65. This capacity is for standing room only and does not include other items such as buffet tables, a bar, DJ, etc.
- The venue patio overlooks the Chase Palm Park Great Meadow, which is not included in this rental.
- 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.
- Wedding ceremonies can be accommodated on the grass of the Great Meadow for an additional charge.
- This venue has central heating and air conditioning.
- There are separate single stall men's and ladies' rooms in the venue.
- This venue does not include any AV equipment or WIFI access.
- The white barriers surrounding the back patio cannot be removed.

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 90 days prior to the event date.
- The initial \$300 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 in the venue. The prep kitchen contains a commercial refrigerator, 2-compartment sink and trash and recycling cans.
- There is no freezer at this location.
- Interior bars must use a bar mat to protect the carpet and flooring.
- Outdoor cooking and grilling may occur in a pre-approved location. Open flames and grills must be located a minimum of 15 feet from all trees and structures per City fire code.
- Generators may be used on the patio at this facility.
- This location is not ideal for food trucks or trailers serving guests directly from their vehicles as the adjacent roundabout must remain unobstructed at all times. Food trucks and trailers may not park on the surrounding pathways or meadow.
- Exterior outlets on the patio 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.
- The refundable security deposit will be doubled for those who choose not to hire professional services for post-event cleaning.

BEVERAGES AND 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 venue and enclosed patio.
- 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.
- This facility does not provide AV equipment or WIFI access.

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.
- Affixing decor or other items to the venue walls and windows is prohibited. Freestanding décor is an approved alternative.
- Existing paintings and potted plants may not be moved.
- 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.

VENUE FURNITURE AND EQUIPMENT

- The rental price includes the use, setup and takedown of facility tables, chairs and lectern (if requested). A list of available items will be provided.
- 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.
- The renter must provide easels, linens, tableware, decor, additional lighting, and other event items.
- There is no dance floor at this facility. Most events choose to dance on the outside patio.

BREAKDOWN AND CLEAN UP

- Breakdown and pick-up of equipment must occur during your contracted rental period; no overnight storage is permitted.
- All trash and recycling must be placed inside the onsite trash and recycling by the end time of your rental. 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

- Vendors may unload and load equipment from the adjacent roundabout. Vehicles may not remain parked here per City fire code.
- The entrance to the parking lot cannot be closed as it accommodates park and playground visitors.
- The parking spaces in the small, adjacent 6-space lot may be used by your vendors and guests with mobility challenges. If available, City staff will provide parking passes on the day of the event.
- The Garden Street and Palm Park public parking lots located at the intersection of Garden Street and Cabrillo Blvd. 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 public parking is available along Cabrillo Blvd. On-street parking is available on a first-come, first-served basis unless advanced arrangements are made with the Public Works Department. Please contact the Public Works Counter at 805-4563-5396 or pwcounter@santabarbaraca.gov to inquire about a Parking Restriction Waiver Permit.
- If hiring shuttles, please ensure they can successfully navigate the turn at the roundabout. Otherwise, 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

- 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 facility.

