

# CAROUSEL HOUSE

## RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

**CAROUSEL HOUSE** | 223 EAST CABRILLO BOULEVARD, SANTA BARBARA CA 93101 | (805) 564-5418

Thank you for considering the Carousel House for your special event. This list of rules and regulations is designed to help your event run smoothly, while being considerate of the surrounding neighborhood and obeying all applicable laws.

### *Rules and Regulations*

#### GENERAL

- Weekday rental availability is from 6 AM until 12 AM, with the event ending, music stopping and clean-up starting no later than 11 PM.
- Weekend rental availability is from 6 AM until 1 AM, with the event ending, music stopping and clean-up time starting no later than 12 AM.
- Access into the venue is limited to the contracted beginning and end times.
- Your rental period must include time for setup and breakdown/cleanup. Extra hours beyond the required rental minimum may be purchased in advance, if available, at least 30 days prior to your rental date as long as the total rental time does not exceed 10-hours.
- An Event Monitor (an employee of the Parks and Recreation Department who oversees events) is on-duty at during the contracted rental time. Check-in with the Event Monitor when you arrive and depart, and notify him or her immediately if any problems arise during your event. At the end of your event, the Event Monitor will be available for a walk through the venue.
- Smoking any tobacco or marijuana product or electronic vaping is prohibited in any City building, park, beach, sports field, open space, trail, sidewalk, or paseo.
- Pets are not permitted in the venue with the exception of service animals (i.e. guide dogs or signal dogs) specifically trained to provide assistance to an individual with a disability.
- The outdoor patio is included with the rental.
- The venue must be left in the condition that it was found in. Anything brought in the venue must be removed by the end of the contracted time.

#### FOOD AND CATERING

- You may select your own caterer or choose from one on the vendor reference list.
- There are no cooking facilities inside the venue. Only electric warmers and sterno are allowed. Use of propane or gasoline is not allowed inside the venue.
- Outdoor cooking and grilling shall occur in the driveway beyond the maintenance gate and by the dumpster enclosure. Protective barriers must be placed under the cooking area to catch spills, a fire extinguisher must be readily available and hot ashes/coins must be taken away at the end of the event.
- A doubled security deposit will be applied to events who self-cater or have no professional wait staff cleaning up at the end.
- You or your caterer will need to supply any indoor trash and recycling cans. Garbage bags will be provided.
- The use of food trucks, photo booth or other vehicles that provide services directly from them during the event must have prior approval.

#### BEVERAGES AND ALCOHOL SERVICE

- Alcohol is allowed (except for keg beer), it may be served for up to five hours per day and served to only those 21 years and older.
- Alcohol is not permitted at events celebrating youth. This includes quinceañeras, bar/bat mitzvahs, teen and college sorority/fraternity parties. No exceptions provided.
- Alcohol can only be served within the half walls of the building and outside in the Plaza area. Alcohol is not allowed outside of these areas.
- For events serving alcohol or celebrating youth, the City requires one uniformed, licensed security guard during the last 5 hours of an event, with the cost of this guard charged to the renter.
- An alcohol permit from the Alcohol Beverage Control Board (ABC) is required if alcohol is sold, purchased from your caterer, or included in an entrance fee. ABC requires approval from the venue and SBPD.
- Renters must provide bucket containers for chilling and storing the alcohol.
- City of Santa Barbara Parks and Recreation employees and licensed security guards have the authority to suspend alcohol service if they observe underage drinking or behaviors associated with excessive intoxication.
- Disposal of ice can be in the wood chipped areas outside the Carousel House.

#### ENTERTAINMENT, MUSIC AND AUDIO-VISUAL

- Event entertainment must stop one-hour minimum before the event's end time to allow for sufficient cleanup. Note that more than one hour of time might be needed if decorations are elaborate and take a long time to set up.
- If a band or DJ sets up and plays inside the Carousel House, music is allowed to go until 11pm. If they choose to set up and play outside, music must end by 10pm due to the City's sound ordinance and this venue's proximity to residents.
- There is no sound system, audio-visual equipment or Wi-Fi at this venue.

- All use of cords/cables must be covered or taped down so they do not create a trip hazard.

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## LIGHTING AND DÉCOR

- Candles must be enclosed in a votive or hurricane glass covering. No open, unprotected flames are allowed in the venue.
- Sequins, glitter, confetti, silly string, rice, and birdseed are not allowed inside or outside the venue and use of these items will result in an automatic deduction of the security deposit.
- Use of nails, staples, thumbtacks, or duct tape with permanent adhesive to decorate the walls are not allowed. All decorations must be removed at the end of the event, including anything used to affix the decorations to the walls.
- The ceiling height of this venue is 20' high. Renter must bring in a scissor lift in order to hang anything from the built-in center hook in the ceiling. The scissor lift cannot be dropped off earlier than the beginning of the rental contract and must be picked up the following work day (no later than 9am). The scissor lift must be parked in the far back corner furthest from the gate marked "Maintenance" and close to the wall opposite the dumpster enclosure.

- The scissor lift operator must not drive over the center plate in the Carousel House that covers the electrical receptacle in the ground.
- No lighting or décor may be attached to the roll-up door mechanisms. This includes hooks and wires used to affix specialty lighting. It is the responsibility of the renter to communicate this to their vendors.
- The scissor lift operator must not drive over the center plate in the Carousel House that covers the electrical receptacle in the ground.
- Track lights must not be moved nor should the bulbs in the hanging ceiling lights be replaced.
- The City of Santa Barbara Fire Department does not allow sparklers, fireworks, fire pits, beach fires, floating fire lanterns, or gasoline inside or outside the venue.
- Decorations, including what was used to affix them to the beams or ceiling, must be fully removed at the end of the event.
- Failure to follow proper decoration protocol that results in permanent damage to the facility will result in a deduction in the security deposit.

## TABLES, CHAIRS, AND OTHER EQUIPMENT

- Tables or chairs are not provided at this venue. The renter is responsible for providing these and any other furniture needed.
- The renter must provide linens, tableware, decor, additional lighting, and other event items.
- There are no heating system inside this venue. Heaters may be rented and brought in as renter may bring in own electrical heaters but propane style heaters are not allowed inside.

- All equipment and décor must be broken down and removed by the end of the rental time.
- It is the renter's responsibility to communicate contracted end times with vendors. Failure to do so resulting in the rental time extending past the contracted time will result in an automatic deduction from your security deposit.

## SETUP AND CLEAN UP

- Drop off and pick up of equipment must occur during your contracted rental hours; no overnight storage is permitted.
- Setup and cleanup time should be included in your 10-hour rental time. No additional time is provided for this purpose.
- All pathways surrounding the venue must remain unobstructed for public access and not be blocked or fenced by rental equipment.

- During your last rental hour (minimum), break down and remove all items you or your vendors brought in. Extensive setups should allow more than one hour.
- All trash and recycling must be put in an appropriate bag – black for trash, clear for recycling – wheeled out to the dumpster enclosure located along the access road wall and put into the correct dumpster. Do not drag bags on the ground, causing liquid to spill from the bags.

## PARKING

- Two parking spaces in the access road may be reserved for the event if they are available on the rental day. These are meant for vendors bringing in supplies or equipment such as the event coordinator, DJ or band. The caterer will be allowed to park by the dumpster enclosure beyond the maintenance gate. The Event Monitor will provide parking passes for the access road on the day of the rental.
- The Garden Street and Palm Park public parking lots are not included in the rental price. They are managed by the City of Santa Barbara's Waterfront Department. Hours of operation are 8AM to 10PM every day. Both

lots have self-paying systems and are patrolled regularly. For further information about parking, contact the Waterfront Parking at 805-564-5523.

- Free street parking for guests is limited in the area.
- If hiring shuttles, please advise them not to double-park in front of the venue while passengers disembark. Shuttles can pull into the Garden Street Parking Lot (closest to the venue) or in access road only if it is clear.
- The lane in the access road must remain open at all times for vehicles to come and go.

## USE OF THE PLAZA AREA

- Many people have their ceremony on the grass in front of the Carousel House. This area is included with your rental contract at no additional charge.
- Decorative lights may be strung through the trees in the Plaza. Please use thick, soft straps where the lights make contact with the bark so the wires and lights do not damage the bark.

- See time limit under Entertainment, Music and Audio-Visual if music is played outside.

## ADDITIONAL PERTINENT INFORMATION

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- The contract holder is responsible for the actions of event vendors and event attendees.
- Insurance is not required or provided by the venue for private events. Insurance, however, is required for public special events.
- Failure to submit payment for your rental will result in cancellation of your event.
- Your refundable security deposit will be withheld if rules and policies are not followed, damages occur or you, guests or event vendors stay past the contracted end time.
- The City of Santa Barbara reserves the right to alter these terms and conditions to ensure the safety of event attendees, maintain local health and safety ordinances and uphold the integrity of the venue.
- Failure to not be forthcoming with event details, happenings, and celebration purposes will result in denial of future rental privileges.

## CANCELLATION POLICY

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- 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.

## *Further Information*

### VIEWING THE VENUE

The Carousel House is available for viewing, please contact our office for additional information.

### BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS

You can either put a 10-day tentative hold on your date (no money down) or “confirm and book” the date. Most renters opt for the tentative hold to allow them to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.). Within the ten days, you must either confirm and book or release the date. Once you book, the Parks and Recreation Department will confirm your date and initiate a rental contract. No payment is accepted until this paperwork is complete. To confirm a date and begin the reservation process, contact (805) 564-5418 or [Venues@SantaBarbaraCA.gov](mailto:Venues@SantaBarbaraCA.gov).