

# HISTORIC CARRILLO BALLROOM

## RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

**HISTORIC CARRILLO BALLROOM** | 100 EAST CARRILLO STREET, SANTA BARBARA CA 93101 | (805) 897-2519

Thank you for considering our venue 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

- A facility monitor (an employee of the Parks and Recreation Department who oversees events) is on duty at all events. Check in with the facility monitor when you arrive and depart, and notify him or her immediately if any problems arise during your event. After your event, the facility monitor will walk through the venue with you to ensure it is left as it was found.
- Do not enter prior to your rental start time.
- Drop off and pick up equipment during your rental hours; absolutely no items may be left overnight.
- Do not move paintings and artwork.
- For events with minors (under 21 years old) or where alcohol is served, the City reserves the right to require uniformed security or childcare.
- Ensure children are well-supervised throughout your event.
- Dogs, cats, birds, and other pets are not permitted, except for service animals (i.e. guide dogs or signal dogs) specifically trained to provide assistance to an individual with a disability.
- The facility has no control over special events occurring downtown or on-street parking availability.
- If using the rear courtyard, maintain a walkway from the Anacapa sidewalk to the handicap entrance of the adjacent 924 Anacapa Street building.
- Rental rates are subject to change and are usually adjusted each September.

### PARKING

- There are two City parking lots—Lot 8 and Lot 9—within one block of the venue. These lots allow 75 minutes of free parking, with a charge of \$2.50 per hour (or partial hour) thereafter.
- For exact locations of all downtown City parking lots, refer to: [www.SantaBarbaraCA.gov/DTP](http://www.SantaBarbaraCA.gov/DTP).

### PUBLIC EVENTS

- A health permit from the County of Santa Barbara is required if the event is open to the public and food or beverages are served.
- As soon as possible, contact: Environmental Health Specialist at Santa Barbara County Public Health Department, at (805) 681-4900.

### BALLROOM DANCE FLOOR

- **The ballroom has a unique floor system requiring great care.**
- Under no circumstances should any items be dragged across the floor; all materials must be carried or placed on wheeled carts to move across the floor. This applies to all floors in the facility and should be communicated with caterers, bands, DJs, and all others setting up.
- Spilled food and beverages must be cleaned immediately; please also inform your caterer of this requirement.
- **No tape of any kind is permitted for use on hardwood floors, as it removes the floor finish.**

### FOOD AND CATERING

- There are no cooking facilities on the premises.
- Outdoor barbecuing is permitted by professional catering companies in the rear courtyard if arranged during booking and insurance is provided naming the City of Santa Barbara and “924 Anacapa Investors LP” as additionally insured. Tarps must be placed under barbecues to prevent stains on the brick deck and hot coals must not be discarded in the dumpsters.
- Propane burners are not allowed inside the facility. Only electric warmers and sternos are allowed.
- All trash and recycling must be contained in garbage bags, tied at the top, and put in the dumpsters next to the Carrillo Ballroom, adjacent to the Carrillo St. Gym. Garbage bags are provided by the facility.
- Do not adjust the thermostat on the refrigerator.
- Self-catering is allowed only for events accommodating less than 200 guests. However, without professional catering staff to manage food service and trash removal, your security deposit may increase and cleaning fees will increase.

## BEVERAGES AND ALCOHOL

- Alcohol is allowed for approved, permitted events at the Carrillo Recreation Center.
- If alcohol is sold, you must obtain and display a permit from the Alcohol Beverage Control (ABC) board during the event.
- An ABC permit is also required if alcohol is included with the price of admission, or if alcohol is purchased from a caterer or bartending service. Please call ABC at (805) 289-0100 for more information.
- Alcohol is not allowed at events meant for young people between the ages of 13 - 20 years of age.
- Kegs must be transported with a dolly to avoid touching the brick, wood, carpet or linoleum surfaces. Kegs must be placed in tubs, and tubs must sit on bar mats.
- Bring bucket containers for chilling and storing alcohol and other beverages. Do not use the kitchen trash cans for this. Bucket containers must sit on bar mats, not directly on carpet, linoleum or wood.
- Clean ice and cold water can be placed in the planter beds at the end of the event. Dispose of dirty ice and beverages in the sewer (kitchen sink or toilets).
- Take bottles, cans, and other recyclables to the blue recycling dumpster located behind the Carrillo Ballroom adjacent to the Carrillo St. Gym. Break down/collapse cardboard boxes before placing them in the recycle bin.
- Alcohol can only be served for five consecutive hours maximum and must be contained within the venue and front patio.

## TABLES, CHAIRS, AND OTHER EQUIPMENT

- The rental price for tables and chairs includes set-up and take-down.
- Linens, dishware, glassware, and silverware are not provided. They need to be rented and brought in during your span of rental time.
- The table and chair setup fee grants access to the following amenities:
  - 350 padded stacking banquet chairs (gold/red fabric pattern with oil rubbed bronze frame)
  - 30 60"-round tables (although 10 chairs can fit at a table, we *highly* recommend a 9-chair maximum per table, with 8 chairs being ideal)
  - Two 48"-round tables
  - 50 maroon plastic folding chairs (do not use padded chairs outdoors)
  - 76 black plastic stacking chairs located on the Ballroom balcony (maximum balcony capacity)
  - 12 30"-round pedestal tables, either seated or standing height
  - 27 2½' x 6'-rectangular banquet tables
  - One heavy-duty 3'-square card table
  - Two 2' x 4' tables
  - One portable bar
  - 47" flat-screen TV with integrated DVD player
  - 8 3-foot long plastic cord covers
  - Two heavy-duty black easels (can attach standard paper pads for notetaking)
  - Two 70"-square projection screens (projector and computer not provided)
  - WiFi available throughout the Carrillo Recreation Center

## DECORATIONS

- Open candle flames are not allowed. Candles must be enclosed in a votive or hurricane glass covering.
- Sequins, glitter, confetti, silly string, rice, and birdseed are not allowed inside or outside the building.
- Do not use nails, staples, thumbtacks, or tape with permanent adhesive to decorate the walls. Use only masking tape, painters tape or **Command Adhesive** clips.
- If using a ladder, someone must hold the ladder steady from the ground. Ladders are not provided at the facility.
- Do not attach anything to the hanging light fixtures.
- Balloons are not recommended in the ballroom. They often escape and can become tangled in the chandeliers, requiring City staff to untangle them at a minimum cost of \$200.
- Do not discard decoration materials in the planter beds.

## SETTING UP AND CLEANING UP

- Caterers generally need 2-3 hours of setup time for events at the Carrillo Recreation Center; this is considered as part of your rental time.
- Tables, chairs, etc. will be in place before your rental time starts if you purchased this service in advance. Do not begin setup prior to this time.
- During your last rental hour, remove all items you or your vendors brought in. This includes party rentals (linens, dishware, glassware, etc.), food, beverage, decorations, gifts, music and audio-visual equipment, and anything else specifically used for your event.
- Bag, tie and dispose of all trash and recycling in the dumpsters behind the ballroom. Break down/collapse cardboard boxes before placing them in the recycle bin.
- You must leave the kitchen in the same condition you found it, but vacuuming is not required as the rental fee includes a cleaning service for that.

## MUSIC

- Music, bands, and/or DJs are permitted until midnight. One hour before the event ends, stop music and begin take-down of tables and chairs to allow sufficient clean-up time.
- No amplified music is allowed in the rear courtyard.
- In rooms with carpet or linoleum floors (**not hardwood floors**), tape down extension cords with wide painters/masking tape or use our plastic cord covers to prevent trip hazards. On wood floors, secure extension cords with plastic cord covers.

# Further Information

### RENTAL AVAILABILITY

The Historic Carrillo Ballroom is a popular spot for public events and private celebrations. Saturdays are the most popular day of the week—please plan in advance and call (805) 897-2519 to discuss availability.

## **VIEWING THE VENUE**

The Historic Carrillo Ballroom is open for viewing Monday-Friday, 9am to 5pm unless there is an event in the building. Please call ahead to check the schedule before visiting.

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

You can either put a “10-day tentative hold” for the date (no money down) or “confirm and book” the date. Most people 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 10 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 completed. To confirm a date and begin the rental paperwork process, call (805) 897-1983 or email [Venues@SantaBarbaraCA.gov](mailto:Venues@SantaBarbaraCA.gov).

## **INSURANCE**

Insurance is not required for private events since a facility monitor is present; insurance is required for public special events.

## **DAMAGES**

The permit holder is responsible to pay for any damages caused by guests and service providers such as bands, caterers, florists, and decorators, including damages that exceed the deposit amount.

## **CANCELLATION POLICY**

For cancellations more than 30 days before the event, you will receive 90% of refundable reservation fees and any other fees paid, except for the non-refundable reservation fee that will be retained entirely.

Your security deposit will be returned within 10 business days after your event. If the facility was compromised, if the permit application was found to contain false or misleading information, or if the applicant exceeded the stated use and limits of the permit, funds will be deducted from the deposits, as deemed appropriate by facility staff.