



# ORTEGA WELCOME HOUSE

632 E. ORTEGA STREET, SANTA BARBARA CA 93103 | (805) 897-2560

## Rules and Regulations

### GENERAL

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- Weekday and weekend rental availability is from 8 a.m. until 10 p.m., with the event ending, music stopping and clean-up starting no later than 9 p.m.
- Per City of Santa Barbara Fire Marshal, the seated capacity is 50 persons.
- The renter is fully responsible for the conduct and actions of **all attendees and vendors**. The City reserves the right to withhold the Security Deposit for any misconduct or if damage occurs.
- The use of any tobacco, marijuana or electronic vaping products is strictly prohibited.
- Only street parking is available
- Children 18 & under must be accompanied by an adult at all times.
- Permitted service dog are allowed to accompany people with disabilities in all areas of the facility.
- City personnel will open and close the facility, based on the written Facility Rental / Use Permit Agreement (event contract). They will remain with the event for the duration.
- NO items (i.e., decorations, props, food / beverages) are allowed to remain on the premises beyond the conclusion of the event.
- ALL individuals and items must vacate the property at the event end time stated in the Facility Rental / Use Permit ("contract").

### FOOD AND CATERING

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- The kitchen is equipped with a stove, oven and microwave. The appliances are for re-heating purposes only, no cooking.
- Only electric warmers and Sternos are allowed. Use of propane or gasoline is not allowed inside the venue.
- Food carts are allowed outside by a licensed caterer only and per authorized City staff personnel. Outdoor cooking shall only occur at a designated location, pre-approved by City personnel. Protective barriers must be placed under the cooking area to catch spills, a fire extinguisher must be readily available and hot ashes / coals must be taken away at the end of the event.

### BEVERAGES AND ALCOHOL

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- Alcohol is **not permitted** at events celebrating youth. This includes, but not limited to, teen birthday parties, quinceañeras, sweet sixteens, high school graduations, and college sorority or fraternity events. **NO exceptions.**
- Renters can use the kitchen refrigerator for the chilling and storing of their beverages. However, coolers must sit on a rubber mat and not directly on the flooring. No kegs allowed.
- Dispose of any excess water in the kitchen sink or surrounding grounds. Please do not place ice on exterior plants or shrubs.
- If alcohol is sold, purchased from your caterer, or included in the event entrance fee, an alcohol permit from the Alcohol Beverage Control Board (ABC) must be obtained and displayed during the event. Furthermore, a licensed security guard(s) may be required by the Santa Barbara Police Department, determined by the ABC permit application.
- It is illegal to serve alcohol to persons under 21 years old or persons who are visibly intoxicated. The City of Santa Barbara have the authority to suspend alcohol service or shut down an event if they observe underage drinking or behaviors associated with excessive intoxication.

## TABLES, CHAIRS, AND OTHER EQUIPMENT

- City personnel is responsible for the set-up & break down of our tables and chairs. There are (8 total) 6' rectangular tables and 50 stackable chairs.
- Renters provide their own tablecloths, chair coverings, dishware, glassware and silverware.
- A blank floor plan is available to design an event set-up.

## DECORATIONS

- The use of smoke / fog machines, sequins, glitter, confetti, silly string, rice, or birdseed is **strictly prohibited**. Only battery operated candles may be used.
- Do not use nails, staples, thumbtacks, duct tape or permanent adhesive to decorate the walls.
- To avoid a trip hazard, extension cords must be tape down to the ground.
- The City of Santa Barbara Fire Department does not allow the use of sparklers, fireworks, fire pits, floating fire lanterns, or gasoline.

## SET-UP & CLEAN-UP

- Plan accordingly, as set-up and clean-up is considered part of the rental time. The entire property (interior / exterior) must be returned in the same manner in which it was accepted.
- During the final hour of a rental, renters must remove ALL items brought onto the property. This includes linens, dishware, glassware, etc.), food, beverages, decorations, gifts, music and audio-visual equipment.
- Renters must bag, tie and place all event trash & recycling in the appropriate trash bins beside the building. Trash bags are provided (see City personnel).
- All tables, kitchen counter tops & appliances must be wiped down. Clean up any spills that occur on the floor or in the refrigerator.
- Vehicles may not drive into the park during set-up or clean-up.
- A broom, mop, and bucket are available in the janitorial closet if needed.

## MUSIC

- Amplified music and DJs are allowed inside only
- Smoke / fog machines are **strictly prohibited**.
- Per City Ordinance (9.16.080 Sound Amplification) music cannot exceed 60 decibels. Failure to comply may result in the forfeiture of Security Deposit and/or noise citation from the Santa Barbara Police Department.
- To avoid a trip hazard, extension cords must be tape down to the ground.

# Further Information

## VIEWING THE VENUE

Call (805) 897-2560 or e-mail [Venues@SantaBarbaraCA.gov](mailto:Venues@SantaBarbaraCA.gov) to make an appointment to tour the facility. Business hours are Mondays through Fridays, 9 a.m. to 5 p.m.

## BOOKING AN EVENT DATE

To make a reservation, simply complete an online Facility Rental / Use Permit Agreement ("contract"). Once reviewed and approved by City personnel, a \$300 **non-refundable** Reservation Fee must be paid in full to secure the venue. Until received, the reservation is not guaranteed.

## PAYMENT AND CANCELLATION POLICY

Upon payment of the **non-refundable** \$300 Reservation Fee, the remaining balance is due four weeks prior to the event date. If the unpaid balance is not received before the deadline, the event will be cancelled. **The non-refundable Reservation Fee will be forfeited and not transferable.**

## SECURITY DEPOSIT

A Security Deposit serves to protect the City if an individual breaks or violates any terms of the Agreement. Furthermore, it may be used to cover damage to or theft of the property.

## INSURANCE

Insurance is not required for private events. Public special event rentals may require insurance or other permits.