



PALM PARK BEACH HOUSE

RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

PALM PARK BEACH HOUSE | 236 EAST CABRILLO BOULEVARD, SANTA BARBARA CA 93101 | (805) 564-5418

Thank you for considering Palm Park Beach House for your special event. This list of facility rules and regulations is designed to help your event run smoothly, while being considerate of the surrounding neighborhood and obeying 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 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 grass area between the patio and the beach way path may be used for ceremonies only at no additional cost.
- 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.
- Cooking is not allowed in the venue. The 4-burner gas range and oven is for warming purposes only. There is also a commercial refrigerator, 2-compartment sink, prep tables and trash and recycling cans.
- Only electric warmers and sternos are allowed. Use of propane or gasoline is not allowed inside the venue.
- Do not adjust the thermostat on the refrigerator. It is set at the proper temperature. Any unauthorized adjustment that requires repair will be billed to the renter.
- Outdoor cooking and grilling shall occur outside as long as the BBQ/grill is placed away from the building and trees; protective barriers are placed under the cooking area to catch spills; a fire extinguisher is readily available and hot ashes/coins are 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.
- 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 inside the building or on the patio. 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. Buckets must sit on facility-provided bar mats and not directly on carpet, linoleum or wood.
- 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 must be in the kitchen sinks. Please melt it down and ensure that no broken glass is mixed with the ice.

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.
- The facility's sound system is intended for speeches, slideshows, videos, and presentations. It is not intended to play more than background music or replace a DJ.
- The City does not provide a laptop or other device to use with the TV monitor. Renter is responsible for providing a device that is able to connect to an HDMI port.
- Contract holders shall only use the facility audio and visual for their intended purposes.
- All use of cords/cables must be covered or taped down so they do not create a trip hazard

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 in or around the building 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 City of Santa Barbara Fire Department does not allow sparklers, fireworks, fire pits, beach fires, floating fire lanterns, or gasoline in or around the building.
- Decorative lights may be strung through the trees in the patio. Thick, soft straps or a protective barrier where the lights make contact with the bark is required in order to prevent damage to the trees.
- Failure to follow proper decoration protocol that results in permanent damage to the facility will result in an automatic deduction in the security deposit.

TABLES, CHAIRS, AND OTHER EQUIPMENT

- The rental price includes setup and takedown of facility furniture and equipment such as assorted sizes of tables, chairs, lectern, A-V equipment, etc. Facility equipment provided will be set up prior to the rental start time.
- There is no dance floor at this facility. Most people dance on the outside patio but if you choose to dance inside, a dance floor must be rented and brought in.
- Only one furniture setup is provided in the rental price. Once the room has been set up, additional resets are not offered.
- The renter must provide linens, tableware, decor, additional lighting, and other event items.
- All equipment and decor must be set up and broken down and removed during the contracted 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 rental time. No additional time is provided for this purpose but extra time may be purchased as long as the total rental time does not exceed 10-hours and has been purchased at least 30 days in advance.
- 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.
- It is the responsibility of the renter to bring in any furniture that was set up on the outside patio at the end of the event.
- All trash, recycling, and food scraps must be put in an appropriate bag – black for trash, clear for recycling – wheeled out to the trash enclosure located in the driveway and put into the correct trash or recycling cart. Do not drag bags on the ground, causing liquid to spill from the bags.

PARKING

- Two spaces in the driveway are meant for vendors bringing in a lot of supplies or equipment such as the caterer, DJ or band. Vehicles using these spaces must park within the designated marked areas.
- The Palm Park and Garden Street public parking lots are not included in the rental price. They are managed by the City'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 is limited in this area.

WEDDING CEREMONIES

- The grass area between the patio and the beach way path may be used for ceremonies only at no additional cost. Chairs from the venue may not be placed on the grass.
- The surrounding area may host a variety of events independent of the venue rental. The City cannot guarantee sole use of the general area surrounding the venue.

ADDITIONAL PERTINENT INFORMATION

- 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

- 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.

Further Information

VIEWING THE VENUE

Palm Park Beach House is available for viewing Monday-Friday, 9am-5pm unless there is an event in the building. Please call 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 complete. To confirm a date and begin the reservation process, contact (805) 564-5418 or Venues@SantaBarbaraCA.gov.