

CASA LAS PALMAS

RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

CASA LAS PALMAS | 323 EAST CABRILLO BOULEVARD, SANTA BARBARA CA 93101 | (805) 897-1983

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

- An Event Monitor (an employee of the Parks and Recreation Department who oversees events) is on-duty at all events. Check in with the Event Monitor when you arrive and depart, and notify him or her immediately if any problems arise during your event. After your event, the Event 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.
- The patio is included with your rental.
- Do not move plants or paintings.
- For events with minors (under 21 years old) or where alcohol is served, the City reserves the right to require uniformed security or childcare.
- Smoking any tobacco or marijuana product or electronic vaping is prohibited on City property.
- 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.
- You may reserve two parking spaces if they are available on the rental day.
- Your refundable security deposit will be withheld if rules and policies are not followed or damages and excess staff hours occur.

FOOD AND CATERING

- There is no cooking in the building. The kitchenette has a microwave, but no oven or stove top.
- Outdoor barbecuing/cooking is permitted by a licensed caterer only. Barbecues must be positioned safely away from the building, awnings, and trees. Use a plastic tarp or plywood underneath the barbecue. Do not empty coals anywhere in the park.
- Propane burners are not allowed inside; only use electric warmers in the kitchen area and sterno in the ballroom.
- All trash and recycling must be put in garbage bags, tied at the top, and put in the designated area outside the building as instructed by the Event Monitor. Garbage bags are provided.
- Do not adjust the thermostat on the refrigerator; it is set at the proper temperature. You will be billed for any unauthorized adjustment by the caterer that requires repair.
- Self-catering (i.e., food you bring in and clean up) is allowed, but the security deposit will be doubled to ensure proper cleanup.

BEVERAGES AND ALCOHOL

- Alcohol is not permitted at events with many young people (between 13-20 years old). These include, but are not limited to, quinceañeras, bar/bat mitzvahs, teen parties, sweet sixteen, and college sorority or fraternity events. These types of events require hiring two security guards at the renter's expense.
- Alcohol is allowed (except for keg beer) and it may be served for up to five hours per day.
- If alcohol is sold, purchased from your caterer, or included in your entrance fee, you must obtain an alcohol permit from the Alcohol Beverage Control Board (ABC) and display it during the event. Ask for the ABC rules if you have any questions.
- It is illegal to serve alcohol to persons under 21 years old or persons who are visibly intoxicated. Employees of the City of Santa Barbara Parks and Recreation Department have the authority to suspend alcohol service if they observe underage drinking or behaviors associated with excessive intoxication.
- You must provide bucket containers for chilling and storing the alcohol. Do not use the kitchen trash cans for this purpose. Bar mats are provided; buckets must sit on bar mats, not directly on carpet, linoleum or wood.
- You may dispose of ice and water on the plants within the building, on the patios, or on the surrounding grounds of the building.
- Recycling of glass bottles and cans is offered. Put items in bags, tie at the top, and leave in the designated area outside the building as instructed by the Event Monitor.

TABLES, CHAIRS, AND OTHER EQUIPMENT

- Rental price for tables and chairs includes furniture setup and take-down.
- We have an assortment of 6-foot banquet tables, 60-inch round tables, one 48-inch round table, one 36-inch round table, and 65 hotel-style chairs.
- No dance floor is available.
- Linens, dishware, glassware, and silverware are not provided. They need to be rented and brought in during your span of rental time.
- There is a podium, projection screen, public address system, and microphone. A laptop and projector are not provided.

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.
- Do not use nails, staples, thumbtacks or tape with permanent adhesive to decorate the walls.

SETTING UP AND CLEANING UP

- Caterers generally need 1-2 hours of setup time for events at Casa Las Palmas; this is considered as part of your rental time.
- The facility's tables, chairs, etc. will be in place before your start time. Setup may not occur prior to this time.
- Bag, tie, and dispose of any food/beverage trash and recyclables in the dumpsters outside.
- You must leave the kitchen in the same condition as it was found, but vacuuming is not required as the rental fee includes a cleaning service for that.

MUSIC

- Music, bands, and DJs may play until midnight on the weekends and 11pm on weekdays.
- Guests can dance outside on the designated area of the concrete patio or inside the building.
- We suggest music stops one hour prior to the event end time to allow for sufficient clean-up.

Further Information

RENTAL AVAILABILITY

Casa Las Palmas is a popular spot for all special occasions, especially wedding receptions. Saturdays are the most popular rental day of the week. Sundays and Fridays are increasing in popularity, so it helps to plan ahead. Weekday rentals must end at 11pm. Weekend rentals must end at 12am, with cleanup completed by 1:00am.

VIEWING THE VENUE

Casa Las Palmas is available for viewing Monday-Friday, 9am to 5pm unless there is an event at the venue. Please call ahead to check the schedule before visiting.

PARKING

The Garden Street public parking lot is closest to Casa Las Palmas but is not included in the rental price; it is managed by the City's Waterfront Department. Hours of operation are 8AM to 10PM every day. The parking lot has a self-paying system and is patrolled regularly. If you wish to pay for parking for your guests, contact the Waterfront Parking Department at (805) 564-5523. Free street parking is limited in this area.

WEDDING CEREMONIES

Most renters hold their wedding ceremonies on the patio, but if you wish to use the Pavilion, Floral Gate, or Great Meadow, there is an additional fee. You must provide your own chairs as we do not allow Casa Las Palmas chairs to be on the grass.

BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS

You can either put a ten-day tentative hold on your date (no money down) or "confirm and book" the date. Most renters opt for the tentative hold to give them the opportunity to line up other aspects of their event (i.e. ceremony site, checking hotel availability, etc.). Within 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) 897-1983 or Venues@SantaBarbaraCA.gov.

INSURANCE

Insurance is not required for private events since an Event Monitor is present; insurance is required for public special events.

CANCELLATION POLICY

The initial \$300 reservation fee is non-refundable. For cancellations more than 10 business days prior to the event, 100% of the security deposit and 90% of the remaining fees (except the reservation fee) will be refunded.