

FRANKLIN NEIGHBORHOOD CENTER

RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

FRANKLIN NEIGHBORHOOD CENTER | 1136 EAST MONTECITO STREET, SANTA BARBARA CA 93103 | (805) 897-2560

Thank you for choosing the Franklin Neighborhood Center 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

- This venue is in a residential area among homes and apartments, so please minimize noise and disturbances to the neighborhood, both inside the venue and in the adjacent outdoor areas and parking lot. *You are responsible for your conduct and that of your guests and vendors.*
- An Event Monitor (a City employee who oversees events) will be on-duty for your event and will unlock the venue at your rental start 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. After your event, the Event Monitor will walk through the venue with you to ensure it is left as it was found.
- You may not enter the venue prior to your rental start time. To book additional hours for setup or rehearsal, speak with the Facility Coordinator. Drop off and pick up equipment during your rental hours.
- For private parties, two uniformed security guards are required during the last four hours of the event.
- Renter and guests may use the adjacent parking lot during rental hours.
- Supervise children (under 18) at all times.
- 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.
- Smoking any tobacco or marijuana product or electronic vaping is prohibited on City property.
- Your security deposit may be withheld if rules and policies are not followed, if your music is higher than 60 dBA at the property line (measured by Event Monitor), if damages occur, or if excess staff time is required.

FOOD AND CATERING

- The industrial size kitchen is equipped with a stove, oven, microwave, one available refrigerator, and a four compartment sink. Cooking equipment is for heating purposes only.
- Barbecuing and taco carts are allowed outside by a licensed caterer only and per authorized staff approval. Associated cooking equipment must be positioned safely away from building, awnings, and trees. A plastic tarp or plywood must be underneath cooking equipment. Coals from barbecues are the responsibility of the renter, must be taken away at the end of the event, and must not be emptied anywhere in the parking lots or shrubs.
- Propane burners are not allowed inside the building. Only electric warmers in the kitchen area and sterno-type heaters in the event rooms are allowed.
- Do not adjust the thermostat on the refrigerator. Any unauthorized adjustment requires repair will be billed to the renter.
- The cleaning fee does not cover taking out trash. All trash and recycling is the responsibility of the renter and must be bagged and placed in the dumpster or recycling bin outside, as instructed by the Event Monitor. Trash bags are provided.

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 sorority or fraternity events.
- Beer and wine are allowed in cans or cups, not in glass containers. Beer kegs and hard liquor are not allowed.
- 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 or shut down your event 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.
- Dispose of ice and water on the plants around the building, in the sinks, patio drains, or on the surrounding park grounds.
- We offer containers to recycle bottles and cans. Take bottles and cans to the recycling dumpster in the parking lot as instructed by the Event Monitor.

TABLES, CHAIRS, AND OTHER EQUIPMENT

- The rental price includes 6-foot banquet tables and 125 chairs. Furniture set-up and take-down is offered for an additional fee.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your rental time.
- Blank floor plans are available to help you plan.

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 move plants or paintings.
- Decorations are allowed on tables only. No nails, staples, thumbtacks or tape with permanent adhesive may be used on the walls to hang decorations.
- The City of Santa Barbara Fire Department does not allow sparklers, fireworks, fire pits, floating fire lanterns, or gasoline on-site.
- Extension cords must be taped down to the floor.

SETTING UP AND CLEANING UP

- Allow 1-2 hours set-up time for your event. Set-up and clean-up is considered part of your rental time; the facility cannot open early for set-up or close late for clean-up.
- 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 food and beverage trash in the large dumpsters in the parking lot. Trash can liners are provided.
- You must leave the multi-purpose room and kitchen in the same condition as they were found, wiping counter and stove tops, and cleaning any spills in the oven or refrigerator, or on the floor.
- If you waived the set-up/tear-down fee, place all tables and chairs back in the storage closet.

MUSIC

- Amplified music and DJs are allowed. Amplified bands are limited to 5 musicians (no bandas). Acoustic, non-amplified bands such as mariachi are permitted. Music must stop by 10:00PM and at least one hour prior to ending the event to allow sufficient clean-up time.
- The Event Monitor will observe the sound level of the music during your event. Should the decibel level exceed 60 decibels at any time (when read from the sidewalk across the street from the Center), or if the Event Monitor determines it is too loud, you must turn down the volume immediately. If you do not comply, your party may be shut down without refunding security deposit and rental fees; you may also be subject to a noise citation from the Santa Barbara Police Department. In short: if neighbors can hear your music, it is likely too loud.
- Dancing is allowed only inside the building.
- DJ smoke or fog machines are not allowed.
- Extension cords must be taped down to the floor.
- Renters and guests must leave the facility and parking lot by 11:00PM.

Further Information

VIEWING THE VENUE

The Center is open for viewing most weekdays from 8:00AM–12:00PM and 1:00–5:00PM. Call ahead to avoid viewing limitations from ongoing activities.

BOOKING YOUR EVENT DATE: TENTATIVE HOLDS AND CONFIRMED BOOKINGS

If available, you may request a complimentary 24-hour hold for your date. To officially reserve your date, you must sign the Facility Use Permit Contract and pay the \$200 reservation fee. To confirm a date and begin the rental process, contact (805) 897-2560 or Venues@SantaBarbaraCA.gov.

PAYMENT AND CANCELLATION POLICY

When you submit your application, a minimum of \$200 is due at that time. The balance and security contract are due two weeks prior to the event. For cancelled events, the initial \$200 reservation fee is non-refundable.

SECURITY DEPOSIT

A refundable \$300 security deposit is required to rent the facility. Your security deposit may be withheld if the interior and exterior of the facility are not left in the same condition as found, if damages occur, or if facility rules are not followed.

INSURANCE

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

INFLATABLE BOUNCERS

You may bring an inflatable bouncer or “bouncy castle” to your event. A \$30 permit fee will be added to your rental fees, and you are responsible for all arrangements and costs associated with renting the bouncer. Rules apply:

1. The Center does **not** have electricity available for inflatable bouncers, so you must provide a generator. Place the generator **on top of plywood** so it does not damage the grass underneath. You must inform the bouncer company of this rule and ensure they comply.
2. Only **one** inflatable bouncer is permitted.
3. Staking down the inflatable bouncer is strictly prohibited. All inflatable bouncers must instead be **weighted** down. You are responsible for informing the bouncer company of this rule and ensuring they comply.
4. The Parks and Recreation Department must have a valid copy of the vendor’s insurance certificate, showing minimum coverage of \$1M comprehensive general and \$1M automobile liability, listing “City of Santa Barbara, its officers, employees, and agents” as additional insured. Because of this, you must choose from a list of approved vendors authorized to operate inflatable bouncers in City parks and facilities.