

# FRANKLIN NEIGHBORHOOD CENTER

## HOUSE 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 our building for your special event. This list of house rules and regulations is designed to help your event run smoothly while ensuring that we also stay respectful of the surrounding neighborhood and obey all applicable laws.

### *Rules and Regulations*

#### GENERAL

- Your event venue is located in a residential area surrounded by individual homes and apartments, so we ask for your cooperation in keeping noise and disturbances to the neighborhood to a minimum both inside the venue and outside in the adjacent common areas and parking lot. You are responsible for your own conduct as well as the conduct of your guests and vendors.
- An event monitor (an employee of the Parks and Recreation Department who oversees events) is on duty at all events. Please check in with your event monitor upon your arrival and departure, and notify them immediately if any problems arise during your event. After your event, your event monitor will walk through with you to ensure that the venue is left as it was found.
- You may not enter the venue earlier than the start of your rental time. Equipment must be dropped off and picked up during the span of time agreed upon for your rental. No items may be left overnight.
- We require two (2) uniformed security guards for quinceañeras or sweet sixteen parties and for private parties during the last four hours of the event.
- Smoking prohibition: No one shall smoke any tobacco product inside a public building, or in an outdoor area within 20 feet of a main exit, entrance, or operable window of a public building.
- The renter and guests can use the adjacent parking lot during the hours of the event.
- Children under the age of 17 must be supervised by parents or other adults at all times.
- Dogs, cats, birds, and other pets are not allowed in any indoor facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability.
- Your security deposit may be withheld if rules and policies are not adhered, if damages occur during your event, or if excess staff time is required because of your event.

#### 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.

#### BEVERAGES AND ALCOHOL

- Alcohol is not permitted at events with a large number of young people between the ages of 13-20 years of age. These include (but are not limited to) quinceañeras, bar or bat mitzvahs, teen parties, sweet sixteen, and college sorority or fraternity events. These types of events are required to hire two (2) security guards at event's expense.
- Beer and wine are allowed in cans or cups only. No glass containers. Beer kegs and hard liquor are not allowed.
- Alcohol is limited to beer and wine only. No beer kegs and hard liquor are not allowed. If alcohol is sold, purchased from your caterer or included in your entrance fee, an alcohol permit from the Alcohol Beverage Control Board (ABC) must be obtained and displayed during the event (ask for the ABC rules if you have any questions).
- It is unlawful to serve alcohol to minors or persons who are visibly intoxicated. The City of Santa Barbara Parks and Recreation employees have the authority to suspend the service of alcohol and or shut down your party if they observe minors drinking on the premises or if behaviors associated with the excessive intoxication are observed on the premises.
- You must provide appropriate bucket containers for chilling and storing the alcohol and/or kitchen refrigerator. Do not use the facility's trash cans for this purpose. Bucket containers must sit on bar mats and not directly on carpet, linoleum or wood. Bar mats are provided.
- You may dispose of ice and water on the plants around the building, in the sinks and/or patio drains or on the surrounding park grounds.
- We offer containers to recycle bottles and cans. The renter is responsible for taking bottles and cans to the recycling dumpster located in the parking lot as instructed by the building monitor.

## TABLES, CHAIRS, AND OTHER EQUIPMENT

- Our rental price includes tables and chairs. We can help you with set-up and take-down of furniture for an additional fee.
- We have an assortment of six- and eight-foot banquet tables, 60-inch round tables, and 125 chairs.
- 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

- No open candle flames are allowed inside the facility. They must be enclosed in a votive or hurricane glass covering.
- No silly string, sequins, glitter, confetti, rice or birdseed is allowed in or around the building.
- Plants or paintings already in the venue must not be moved.
- 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.
- If extension cords are used, they must be taped down to the floor.

## SETTING UP AND CLEANING UP

- Renters should allow one to two hours set up time for your event; set up and clean-up is considered part of your rental time.
- During your last rental hour, you are expected to move out any items brought in by you or your vendors. 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.
- You or your caterer must bag, tie and dump any food and beverage trash into the large garbage dumpsters located in the parking lot. Trashcan liners are provided.
- You must leave the multipurpose room and kitchen in the same condition as they were found, wiping down counter and stove tops or spills in the oven or refrigerator. Clean up any large beverage spills on the floor.
- All tables and chairs removed from storage must be placed back in the storage closet.

## MUSIC

- Amplified music and DJs are permitted, but no live amplified bands are allowed. Acoustic bands (non-amplified) such as Mariachis are permitted. Music must stop no later than 10:00PM and at least one hour prior to the end of the event to allow for sufficient clean-up time.
- Renters and their guests must be out of the facility and the adjoining parking lot no later than 11:00PM.
- DJs are limited to two (2) 200 watt 15-inch speaker cabinets only.
- We will carefully monitor the sound level of the music throughout your event. Should the decibel level exceed 60 decibels at any time when read from the sidewalk across the street from the Neighborhood Center or the assigned event monitor determines that your music is too loud, you or your DJ will be asked to turn your music volume down immediately. If you or your DJ refuse to comply, your party may be shut down with security deposit and rental fees not refunded. You may also be subject to a noise citation from the Santa Barbara Police Department if you fail to comply with keeping the noise level at the required sound volume. Essentially, if our neighbors can hear your music, it's probably too loud.
- Dancing must occur inside the building.
- DJ smoke or fog machines are not allowed.
- If extension cords are used, they must be taped down to the floor.

## *Further Information*

### VIEWING THE VENUE

The Franklin Neighborhood Center is open for viewing most weekdays from 8:00AM–12:00PM and 1:00–5:00PM. If an activity is going on at the time of your visit, there may be limitations, so please feel free to call ahead.

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

Once you have confirmed the availability of a date, you can put a five-day tentative hold on the date. This allows you to confirm other aspects of your event (i.e., caterer, vendors, etc.) and to come to the facility and sign all the documents. At the end of the 5 days, you must either confirm and book, or the date will be released. Once the date is booked, and an initial rental contract is generated, you must pay a \$200 non-refundable reservation fee. To confirm a date and start the rental paperwork process, contact Luis Gomez, Facility Coordinator, at (805) 897-2560 or [LGomez@SantaBarbaraCA.gov](mailto:LGomez@SantaBarbaraCA.gov).

### PAYMENT AND CANCELLATION POLICY

When you submit your application, a minimum of \$200 is due at that time. The rest of the balance and security contract are due two weeks prior to the event. If you choose to cancel your event, 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 and regulations are not followed.

### INSURANCE

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

## **INFLATABLE BOUNCERS (“BOUNCY CASTLES”)**

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

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