



# MACKENZIE CENTER

## HOUSE RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

MACKENZIE CENTER | 3111 STATE STREET, SANTA BARBARA CA 93105 | (805) 897-2560

Thank you for considering 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 near a residential area with individual homes, so we ask for your cooperation in keeping noise and disturbances to the neighborhood to a minimum both inside the venue and outside on the patio 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.
- The Parks and Recreation Department reserves the right to require uniformed security for any 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 fireplace at this facility may not be used.
- Parking is included in the rental and is available during the hours of your rental.
- 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

- Cooking is not allowed in the venue. The kitchen has a refrigerator, microwave, and stove with oven (for reheating 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.
- All trash and recycling must be bagged and placed in the dumpster or recycling bin outside, as instructed by the event monitor. Trash bags are provided.
- 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 one (1) security guard at the event's expense.
- Alcohol is limited to beer and wine only and must remain inside the building. 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. Parks and Recreation Department 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 outside on the patio and not directly on the floor of the building.
- 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 carts located in the parking lot as instructed by the event monitor.

## TABLES, CHAIRS, AND OTHER EQUIPMENT

- Our rental price includes tables and chairs. You are responsible for setting up and taking down this furniture.
- We have (8) six-foot banquet tables, (7) 60-inch round tables, and 85 folding chairs.
- 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 projection screen at this facility but you need to provide the microphone and public address system if this equipment is needed.

## DECORATIONS

- No open candle flames are allowed inside the facility. They must be enclosed in a votive or hurricane glass covering.
- No sequins, glitter, confetti, silly string, rice, or birdseed allowed in or around the building.
- Table decorations are allowed. No nails, staples, thumbtacks or tape with permanent adhesive may be used on the walls to hang decorations; only use blue painter's tape for wall decorations. All decorations, including tape, must be removed at the end of the event.
- 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 setup time; setup and clean-up is considered part of your rental time.
- During your last rental half-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.
- Vehicles are not allowed to drive into the park during set-up or clean-up.
- You or your caterer must bag, tie, and dump any food and beverage trash in the garbage dumpsters and recycling carts located in the parking lot.
- You must leave the kitchen in the same condition as it was found; wiping down counter and stove tops or spills in the oven or refrigerator. Clean up any large beverage spills on the floor.
- As a courtesy, we keep a broom, mop and bucket available in the janitorial closet if they are needed for clean-up.

## MUSIC

- No live, amplified bands are permitted, but we do allow amplified music and DJs inside the building only. Acoustic bands (non-amplified) such as mariachis are permitted but must remain inside the building. Music must stop no later than 10:00pm or at least a half hour (1/2) hour prior to the end of the rental 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 10:30PM.
- 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 perimeter of the park along Las Positas Road, State Street and Samarkand Drive 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 to a minimum. Essentially, if our neighbors can hear your music, it's probably too loud.
- 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

MacKenzie Center is open for viewing by appointment only weekdays 9:00AM–5:00PM.

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

Once you have confirmed the availability of a date, you may request a five (5) day tentative hold on the date. This allows you to confirm other aspects of your event (caterer, vendors, etc.) and gives you time to sign all rental documents. To confirm a date and start the rental process, contact Luis Gomez, Facility Coordinator, at (805) 897-2560 or [LGomez@SantaBarbaraCA.gov](mailto:LGomez@SantaBarbaraCA.gov).

You must confirm and book by the end of your five day tentative hold or your event date will be released to other renters. Once the date is booked, and an initial rental contract is developed, you must pay a \$200 non-refundable reservation fee.

### 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, please remember that the initial \$200 reservation fee is non-refundable.

### SECURITY DEPOSIT

A refundable \$200 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.