

# WESTSIDE NEIGHBORHOOD CENTER

## HOUSE RULES AND REGULATIONS FOR YOUR SUCCESSFUL EVENT

THE WESTSIDE NEIGHBORHOOD CENTER | 423 WEST VICTORIA STREET, SANTA BARBARA CA 93101 | (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

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- The Westside Neighborhood Center is located in a residential area surrounded by individual homes and apartments. For that reason, we ask that you and your guests be considerate of our neighbors. We ask your cooperation in keeping noise and disturbances to the neighborhood to a minimum both inside the facility and outside in the adjacent common areas and parking lot. As a renter of a City facility, you are responsible for your own conduct as well as the conduct of your guests and vendors.
- An Event Monitor is on duty at all events. Please check with that individual upon arrival and departure and if any problems should arise. At the end of the event, the Event Monitor will walk through the facility with the renter to ensure that the facility is left as it was found. If any problems should arise during your event, renter should check in with the monitor immediately.
- Renter may not enter earlier than the start of the rental time. Equipment must be dropped off and picked up during the rental span of time.
- No items may be left overnight.
- Plants or paintings are not to be moved.
- We require two (2) uniformed security guards for quinceañeras/sweet sixteen parties and for private parties during the last four hours of event.
- Smoking prohibition: No one shall smoke any tobacco or marijuana product or electronic vaping in any City building, park, beach, sport field, open space, trail, sidewalk or paseo.
- The renter and guests can use the adjacent parking lot during the hours of the event. Parking is limited though, so carpooling is encouraged.
- 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 (i.e., guide dogs or signal dogs).
- Your \$500 security deposit may be withheld if rules and policies are not adhered to or damages and excess staff hours occur.

#### FOOD AND CATERING

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- 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 Facility Coordinator approval. The BBQs/taco carts must be positioned safely away from the building, awnings and trees. A plastic tarp or plywood must be underneath the BBQ/cart. Coals from barbecues are the responsibility of the renter and must be taken away at the end of the event and not emptied anywhere in the parking lots or shrubs.
- Propane burners are not allowed inside the building. Only electric warmers in the kitchen area and sternos in the room are allowed.
- All trash and recycling must be bagged and left outside the building as instructed by the Event Monitor. Trashcan liners are provided.
- Do not adjust the thermostat on the refrigerator. It is set at the proper temperature. Any unauthorized adjustment by the caterer that requires repair of the system will be billed to the renter.

#### BEVERAGES AND ALCOHOL

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- Alcohol is not permitted at events with a large number of young people between the ages of 13-20 years of age. (i.e. quinceañeras, Bat/Bar Mitzvahs, teen parties, sweet 16, college sorority/fraternity events) and are required to hire 2 security guards at the event's expense.
- Alcohol is allowed to be served to adults 21 years of age and older ONLY. Your party will be shut down if this rule is violated.
- Beer and wine are allowed in cans or cups only. No glass containers. 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 must be obtained and displayed during the event. (Ask for the ABC Rules)
- 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.

- Renter 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.
- It is okay to 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. Set-up and take down of furniture is an additional fee.
- We have an assortment of 6 and 8 foot banquet tables, 60 inch round tables, and 175 chairs.
- Linens, dishware, glassware and silverware are not provided. They need to be rented and brought in during your rental time.
- When you book a rental, you will receive a blank floor plan to help you plan and diagram your room set-up.

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

## SETTING UP AND CLEANING UP

- Renters should allow 1-2 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/beverage trash into the large garbage dumpsters located in the parking lot.
- You must leave the multipurpose room, kitchen and area around facility in the same condition as they were found, picking up trash, wiping down counter and stove tops or spills in the oven or refrigerator. Any large beverage spills on the floor should be cleaned up.
- 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 9:30PM or at least (1) 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 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 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/fog machines are not allowed. If extension cords are used, they must be taped down to the floor.

## Further Information

### VIEWING THE VENUE

You may come in to view the facility at any time during our office hours, provided that we don't have an event in progress. We are open Monday through Friday 8:00AM-12:00PM and 1:00- 5:00PM. You can always call ahead of time to make sure the room will be available for viewing. If an activity is going on at the time of your visit, there may be limitations.

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

Once you have confirmed the availability of a date, you can put a "5" 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 Ariana Bilek, Facility Coordinator, at (805) 897-2560 or [ABilek@SantaBarbaraCA.gov](mailto:ABilek@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 \$500 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.