



SANTA BARBARA MARITIME MUSEUM

Facility Rental Information

Main Museum

Available 5pm to midnight
(up to 230 guests seated, 500 standing)

Inclusive Special Event Package
Includes Museum rental fees, tables and chairs (for up to 150), cleaning fee, building supervisor fee, use of 65" plasma screen

Sunday – Thursday	\$1,950
Friday – Saturday	\$2,450



Smaller Event Rates
An hourly rate is available for parties of 60 or fewer. Additional amenities are charged separately. Rates include set up time.

Sunday – Thursday	\$275 / hr.
Friday – Saturday	\$375 / hr.

Non-profit discount: 50% off site rental fees



Catering by



Please contact Shawn Balla, Facility and Events Manager, at 962-8404 ext. 110, or by e-mail at sballa@smmm.org for further information about events at the Santa Barbara Maritime Museum.

The Museum is a popular site for wedding receptions, mitzvahs, corporate mixers, and family events. The following guidelines are intended not only to make planning your special event with us easy, but also to provide rules that will prevent inadvertent damage to exhibits during an event and to ensure the safety of the Museum and its guests.

The Museum can accommodate 230 seated guests with 150 guests on the first floor and 80 guests on the second floor balcony. For a standing reception the building can accommodate 400 guests. These numbers include room for a dance floor and entertainment area.

AVAILABILITY – DAYS & HOURS

- Year-round from close of business until midnight including set-up time, event time and break down time. Summer Hours (Labor Day to Memorial Day) from 10am-5pm and Winter Hours (Memorial Day to Labor Day) 10am - 6pm. Availability subject to change.
- Full-day Rentals: The museum is occasionally available for day-time events requiring closure of the museum for 3 or more hours per day. These require a flat-rate rental fee of \$4,000.

RATES & FEES

• **MAIN MUSEUM**

Option 1 - Inclusive Special Event Package

Includes Museum rental fees, tables and chairs (for up to 150), cleaning fee, building supervisor fee, use of 65” plasma screen (additional charge for presentations requiring technical assistant).

Sunday – Thursday	\$1,950
Friday – Saturday	\$2,450

• **MAIN MUSEUM**

Option 2 - Smaller Event Rates

An hourly rate is available for parties of 60 or fewer. Additional amenities are charged separately. Rates include set up time.

Sunday – Thursday	\$275 / hour
Friday – Saturday	\$375 / hour

Building Supervisor (required for each hour of facility use)	\$20 hour
Tables and chairs (includes set up and tear down)	\$3 per guest
Cleaning (required if food is served)	\$200
Plasma Screen	\$150

Museum Rental Fees (over 60 guests)

Sunday – Thursday	\$1,500
Friday – Saturday	\$2,000

Non-profit organizations receive a 50% discount on rental rates with proof of 501(c) (3) status.

PARKING

- **City of Santa Barbara Public Parking Lot** is available in the Main Harbor Lot. Rates are \$1.50 per hour up to a maximum of \$9.00 per car.
- **Full Valet Service is available.** Valet Service includes all City fees, and in many cases the rate is the same or only slightly higher. We encourage our guests to opt for full valet service. (see “Waterfront Center Valet Parking” rate schedule on last page of Guidelines)
- Valet service must be booked **no later than 2 weeks prior** to event.

ADDITIONAL FEES (if necessary)

- **Events starting earlier than 5:00 PM (6:00 PM Memorial Day to Labor Day):** On occasion, an event may be reserved to start or set up as early as 3:00 PM if Museum Management approves the request. An additional \$250.00 per hour, or any part of an hour, will be charged. **(Please see “Availability,” p. 1 for day-time events of longer duration, full-day closures.)**
- **Events ending later than midnight:** Events lasting longer or ending past midnight will be assessed an additional \$250.00 per hour for any part of an hour.
- **Events on Holidays:** If an event falls on a Federal holiday, an additional fee of \$200.00 will be assessed.
- A fee of \$25.00 will be charged for all returned checks.

RESERVATION AND DEPOSIT

- A deposit of \$500.00 (non-refundable and non-transferable within 90 days of reservation) is required to confirm a reservation and must be received on the day of confirmation to schedule the reservation. \$300.00 for hourly rate events.
 - The deposit will be applied towards the facility rental fees.
- Client must pay the balance of all rental fees no later than 1 week prior to the event.
- A walk-through with all involved parties must be scheduled and completed within two (2) weeks prior to the event.

SECURITY

- Client is responsible for monitoring museum entrance and ensuring that only invited guests are allowed access to the museum. At least one person must be at the front entrance at all times.
- If museum staff is required to assume this responsibility, an additional fee of \$25.00 per hour for the duration of the event will be charged. Arrangements for museum staff must be made no later than 1 week in advance of event.
- Depending on the nature of the event, additional security may be required at a ratio of one security guard for every 75 guests. The client is responsible for hiring of appropriate security personnel.
- A **credit card security deposit** will be held in the amount of \$500.00 and is due 1 week prior to the event. This hold will be released, minus deductions for any damages or incidentals within 10 business days after the event.

RESTRICTIONS

- We are first and foremost a museum and all guests are expected to conduct themselves appropriately. Excessively noisy or rowdy behavior is not acceptable.
- As a museum our exhibits and the artifacts on display are of the utmost importance. Guests are expected to abide by all museum policies, and the event may be terminated if any guests are found to have interfered with exhibits or other displays in the museum.
- Damage to museum property, vandalism or theft of objects from the museum are criminal offenses and will be reported to the authorities and charges filed against any guest found to have engaged in such activities.
- Smoking is restricted to the outside of the building only.
- Guests must be at least 21 years old with a valid I.D. to consume alcoholic beverages on the premises. The event will be terminated if any guests under the age of 21 are found in possession of alcohol.
- For standing receptions, tall cocktail tables are required to be rented, one table per every 20 guests.
- Animals are prohibited on the Museum premises, with the exception of service dogs.
- Lewd conduct and behavior will not be tolerated in the Museum.

CATERERS & RENTAL COMPANIES

- The Museum's preferred caterer is "Pure Joy Catering" telephone: 805-963-5766. Pure Joy Catering can handle all aspects of an event at the Museum.
- You may choose another caterer from the Museum's list of preferred caterers. Please contact the Museum for a list of preferred vendors.
- All caterers must meet the Museum's insurance requirements.
- If you choose to serve alcohol at your event, your caterer must possess a license to serve.

INSURANCE

- **A certificate of insurance is required 3 days in advance of the event in the amount of \$1,000,000 for property damage and bodily injury. The named insured are the Santa Barbara Maritime Museum, Santa Barbara Maritime Museum Board of Directors, Santa Barbara Maritime Museum Employees and the City of Santa Barbara.**
- Your catering company must be insured and possess a license to serve alcohol.
- To obtain a certificate of insurance, you may request a "one-day event rider" on your homeowner's policy from your agent.

To obtain a certificate of insurance on your own, you may do so at the following providers:

- <http://www.privateeventinsurance.com/event-liability-insurance.html>
- <http://www.rvnuccio.com/specialevent.html> -- 1-800-567-2685

Fax copy of insurance certificate to 805-962-7634, ATTN Shawn Balla

DECORATIONS

- Specified areas of the Museum may be decorated to suit the event. The Events Manager must approve all decorations.
- No exhibit or other item in the Museum shall be moved by client without permission of Events Manager. At no time is any area of the Museum to be altered or disturbed in any way that might prove harmful to the Museum or its collections.
- Candles are not permitted inside the Museum.
- Only masking tape and/or plastic zip-ties may be used to secure ribbons, decorations, etc.
- At no time will decorations be permitted on any exhibits.
- Balloons may be used only with prior approval from the Events Manager and **must be anchored to a weighted object BEFORE they are brought into the Museum.**
- Decorations or party favors NOT allowed include:
 - Rice or birdseed
 - Thumbtacks, nails, glue or any type of clear tape
 - Confetti
 - Fog machines
 - Dry ice
 - Popcorn machines
- A walk-through with all involved parties must be scheduled and completed within two (2) weeks prior to the event.

FLORAL GUIDELINES

- For the safety of Museum and exhibits and artifacts we must prohibit the following floral material:
 - Live potted plants
 - Accessories such as bamboo, wood chips or cocoa shells
 - Soil in cut flower or potted plant displays.

MUSIC

- The Museum can accommodate live bands, DJ or recorded entertainment.
- A **DANCE FLOOR** must be rented for any event with musical entertainment.
- The Museum reserves the right to limit the volume prior to or during an event.
- Please contact the Museum for a list of preferred entertainment professionals.

PHOTOGRAPHY

- Photography is allowed inside the Museum for special events.
- However, some exhibits contain artifacts that are light sensitive, and exhibits displaying a **“no flash photography” sign may not be photographed with flash equipment.**

ADDITIONAL RENTALS

- **High Definition Munger Theater:** Located on the second floor of the Museum, sailing from the back wall of the Museum, is a replica of a Wilson Bros. Lumber Schooner containing the High Definition Munger Theater. This Theater can be used for lectures, films, multi-media presentations and additional seating for a sit-down event. Rental fees for the Munger Theater are additional to the Museum rental facility fees.
 - Theater Capacity
 - Theater-style: 88 people (maximum)
 - Dining: 50 people (maximum)
 - Theater Availability
 - The Theater is available the same days and hours to rent as an additional option with a Museum facility rental.
 - The Theater is also available for rent separately for an individual two-hour event.
 - Theater Rental Fees
 - **With a Museum facility rental**, \$150.00 per hour with a 2-hour minimum. Fees include:
 - > Theater rental
 - > Multimedia Technical Support for two (2) hours; additional \$40.00 per hour after the first two hours
 - > Cleaning fee for two (2) hours; additional \$10.00 per hour after the first two hours
 - **Theater rental only**, \$200.00 per hour with a 2-hour minimum. Fees include:
 - > Theater rental
 - > Multimedia Technical Support for two (2) hours; additional \$40.00 per hour after the first two hours
 - > Cleaning fee for two (2) hours; additional \$10.00 per hour after the first two hours
 - A nonrefundable, nontransferable deposit of \$200.00 is required to confirm a reservation and must be received on the day of confirmation to schedule the reservation.
 - The deposit will be applied towards the facility rental fees.
 - Non-profit organizations receive a 25% discount on rental rates with proof of 501(c)(3) status.
 - Multimedia Technical Support
 - \$40.00 per hour after the first two hours
 - Fees and reservation for technical support is due ten (10) days before the event.
 - A walk-through with all involved parties must be scheduled and completed within two (2) weeks prior to the event.

PLEASE NOTE

- The Museum may be installing, moving or changing exhibits at any time. We will try our utmost not to affect your event, but this cannot be guaranteed.
- The Museum does not assume responsibility for guests' automobiles or personal property, whether remaining in the automobile or in the building. Users assume all responsibility for any goods or materials that they bring into the Museum before, during or after any event.
- All deposits for any facility rental or event fee are non-transferable and non-refundable.

WATERFRONT CENTER VALET PARKING

These figures are based on 40 guests to 1 valet staff ratio. Actual costs may vary depending on actual duration of event, staffing expectations, type of event and level of service requested by the client.

Attendees	Valet Staff	Cost/Hr.	3 Hours	4 Hours	5 Hours	6 Hours
0 – 80	1	\$ 37.50	\$ 112.50	\$ 150.00	\$ 175.00	\$ 200.00
80 – 160	2	\$ 75.00	\$ 225.00	\$ 300.00	\$ 350.00	\$ 400.00
160 – 240	3	\$ 112.50	\$ 337.50	\$ 450.00	\$ 525.00	\$ 800.00

For events with more than 240 guests, please inquire with the Museum for Valet Staffing rates.

In the absence of pre-arranged valet service, a fee of \$8.00 per car will be charged.

Self parking is available in the city of Santa Barbara's Main Harbor Lot. Rates are \$1.50 per hour up to a maximum of \$9.00 per car.

We hope that this will answer most of your questions. For more information or to make a facility reservation, please contact Event Coordinator, Shawn Balla, at 805-962-8404 ext. 110, or via e-mail at sballa@sम्म.org.