



## Private Event Rental Information

### Rates

Space	Capacity	Event Time	Rental Rate
<b><u>Museum Rental</u></b> Includes access to main floor and mezzanine. If capacity is greater than indicated here, please inquire about pricing.	( 100 seated) / (250 reception )	Four-hour time block (only from 6:00 to 10:00 p.m.)	Monday through Sunday: \$6,000
<b><u>Upper Patio</u></b>	(35 seated) / (50 standing)	Four-hour time block (only from 5:00 to 9:00 p.m.)	\$1,000
<b><u>Crow's Nest</u></b>	(12 seated) / (25 reception)	Four-hour time block (only from 5:00 to 9:00 p.m.)	\$1,000
<b><u>Munger Theater</u></b>	(60 theater-style seating/reception)	Six-hour time block (from 8:00 a.m. to 9:00 p.m.)	\$500 (Or \$75 per hour for any part of an hour.)

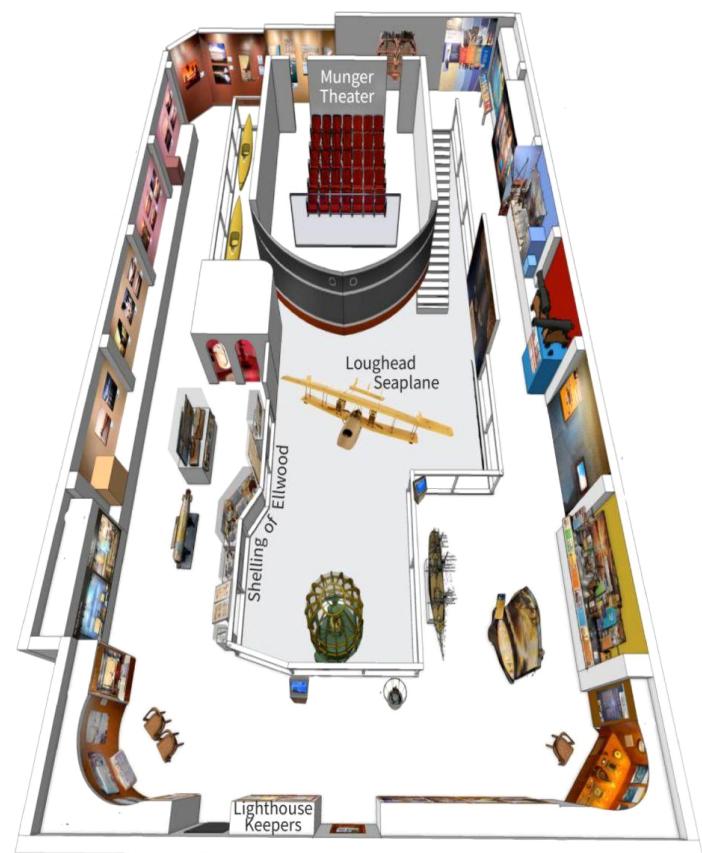
### Event Guidelines:

- Set-up time must be agreed upon ahead of time and not conflict with museum operating hours.
- Amplified sound/music, up to 90 decibels, must conclude by 10:00 p.m. due to Santa Barbara Waterfront noise ordinance. Sound check may take place after 5:00 p.m.
- Attendance guarantee is due five business days prior to the event date. Actual attendance exceeding 10 percent over the guarantee will be assessed at a \$20/person surcharge. Actual attendance on the evening of the event may not exceed more than 20 percent of the guarantee.
- All rentals require an SBMM Navigators Circle membership or Corporate membership to secure the event date. [Learn more about membership options.](#)
- An additional non-refundable deposit of 50 percent of the rental fee is also required to secure an event date. The deposit will be applied toward the total amount of the venue rental.

First Floor



Second Floor



The above diagrams depict the layout of the museum. Guests who rent out the entire museum will have access to both the first and mezzanine floors. Most exhibits depicted on these diagrams are in a permanent position and cannot be moved.

## **Equipment Rental Fees**

Standard equipment includes rounds of 10 with black folding chairs up to the event's guarantee.

TABLES	
60" Round Table	\$18
6' or 8' Banquet Table	\$15
30" Cocktail Table (30" Round)	\$15
42" Highboy Table (30" Round)	\$15
CHAIRS	
Black Padded Folding Chairs	\$4

## **Catering & Beverage Services**

### **Catering Services**

Catering services must be contracted by the client directly using one of SBMM's approved caterers. No other outside food is allowed. Once the caterer has been confirmed, SBMM's operations manager will contact the caterer to confirm set-up and load-in details.

Food cannot be prepared inside the museum, therefore the museum can arrange for the rental of the Waterfront Community Room, which is a room adjacent to the museum for prep and scullery needs. Subject to availability. Use of the Community Room for caterers will require an additional fee of \$400.

### **Beverage Services**

All alcoholic beverages are to be provided by a professional beverage company. No outside alcohol beverages are allowed. No homemade non-alcoholic or alcoholic beverages are allowed. All events serving alcohol require food, with a mix of heavy appetizers or a meal, to be served during the event. For events with under-aged guests, please notify SBMM's operations manager. Arrangements must be confirmed a minimum 30 days prior to the event date.

## **Catering Policies**

1. Deliveries cannot be made through the front doors of the museum. Access is provided only through the museum's back loading dock doors or the entrance to the Community Room.
2. Caterers and staff may park in any of the City Waterfront parking lots with one catering vehicle parked in the alley behind (spot marked SBMM) the museum during events if arranged for previously with the museum. The cost for this parking space is \$40.
3. Nothing can be brought into the museum until it is closed to the public. Nothing may be left behind after the event.
4. Exhibits must be moved by museum staff members only.
5. **Set-up of an event and breakdown, as well as clean-up, is the responsibility of the caterer. SBMM facility assistants will assist but should not be considered event staff.**
6. Caterers and staff must not approach neighboring restaurants to borrow anything or use their facilities in any way.
7. Doors to the loading dock must be kept closed as much as possible during an event unless directed otherwise by a museum staff member or facility assistant.
8. All trash and recycling must be bagged, tied, and taken out to the far dumpsters outside. If caterers or staff need help locating the dumpsters, a facility assistant can assist.
9. Caterers and staff may use the men's and women's restrooms outside the Community Room door. Other restrooms are in the building in the museum's lobby area.
10. **If the Community Room is used, tables and chairs must be thoroughly cleaned and wiped down. Floor should be swept and mopped, if necessary. All trash must be removed and NOT left in the trash cans inside. Before leaving SBMM, the caterer must walk through the museum with the SBMM operations manager or designated SBMM representative to make sure everything has been cleaned and all policies were followed.**

## **Audio Visual/Electrical & IT Services**

### **AUDIO VISUAL/ELECTRICAL SERVICES**

- Use of SBMM's in-house audio-visual equipment is available for an additional \$500 fee. Offerings include use of the first floor presentation wall, the second floor theater, and built-in PA system.
- No additional electrical work or rigging may be performed by anyone other than those vendors listed on SBMM's approved vendor list. Clients wishing to use an alternative company for lighting or electrical rigging must receive explicit consent from SBMM's operations manager.

### **SOUND AMPLIFICATION REGULATIONS**

- Sound curfew is 10:00 p.m. All amplified sound must cease by 10:00 p.m. in accordance with the Santa Barbara Waterfront's noise ordinances.
- Due to the fragile nature of some of the museum's exhibits, all sound levels are limited to a max of 90 decibels.

## **Vendor Arrival/Departure Services & Logistics**

### **LOAD-IN/LOAD-OUT**

- Load-In: All décor, seating, floral, entertainment, audiovisual, catering, and other vendor-supplied items must have load-in coordinated and scheduled with SBMM's operations manager. Deliveries and load-in are limited to the day of the event unless explicit approval is granted by the operations manager.
- Access to the museum is performed via the use of SBMM's front entrance (with museum permission), loading dock, stairs, and passenger elevator. SBMM staff utilize the passenger elevator to move equipment from the first floor to the second floor.
- Client **must** provide personnel to move event equipment on/off the elevator and around the museum.
- Load-Out: At conclusion of the event, all equipment load-out must be concluded by the agreed upon event end, or arrangements made for load-out the following day. Contact SBMM's operations manager for additional information.
- An additional \$400 per hour, for any part of an hour, will be charged if any of the foregoing persons or items arrive before or remain at the Location beyond the time agreed upon.

### **SHIPPING AND RECEIVING**

- No event materials should be shipped to the museum address.
- SBMM does not have a shipping and receiving department or storage for event materials.
- Museum staff will not take delivery of or acknowledge C.O.D. shipments.

### **CERTIFICATE OF INSURANCE**

- A certificate of insurance, at no cost to the Santa Barbara Maritime Museum, is required from clients, vendors, and sub-contractors due no later than 30 days prior to the event.

## **PARKING**

- Parking is available free of charge in 90-minute lots around the harbor. The 90 minute restriction is in place 9 a.m. - 6 p.m. every day.
- Additionally, pay parking is available in the main harbor parking lot. Paid parking cannot be validated. A single vehicle (22 feet and under) can park for \$3.50 per hour or \$20.00 maximum for the day. Check out this [map of the main harbor parking lot](#).

**A designated parking space near the museum can be arranged for a caterer at an additional cost of \$40.**

For reserved parking, clients will need to reach out to the Santa Barbara Waterfront Parking Department directly. Please contact Nataly Sarabia by calling (805) 897-1965 or emailing [nsarabia@SantaBarbaraCA.gov](mailto:nsarabia@SantaBarbaraCA.gov).

## **Facility Information**

### **SMOKING**

- SBMM is a non-smoking facility and California law requires that all indoor areas are non-smoking. Smoking is not allowed on the Fourth Floor Crow's Nest or anywhere in or around the Santa Barbara Harbor.

### **PROHIBITED ITEMS:**

- No open-flame or performance food stations.
- At no time are decorations permitted on any museum exhibits or fixtures.
- Cut flowers are allowed, but not soil or sand.
- No open flame candles, glitter, confetti, rice, birdseed, balloons, thumbtacks, nails, glue, clear tape, fog machines, dry ice, live potted plants, popcorn machines, feathers, bamboo, woodchips, or cocoa shells.

## **SBMM Contact**

Faith Ellington-Baker  
**Operations Manager**  
(805) 456-8746 | [fellington-baker@sbmm.org](mailto:fellington-baker@sbmm.org)  
113 Harbor Way, Suite 190 Santa Barbara, CA 93109