



# Serra Hall

## Rental Information

### Base Rental Fees

Days	Full Day	Half Day
Monday-Thursday	\$1,500	\$900
Friday-Sunday	\$2,500	\$1,500

*\* Fees subject to change*

### Rental Hours

Full Day	Half Day (5 Hours)
9AM to 10PM	9AM to 2PM/5PM to 10PM

### General Information

#### Fees & Deposits

- Upon signing of the contract, fifty percent (50%) of the rental fee plus a refundable security deposit equal to fifty percent (50%) of the rental fee are due. The remaining fifty percent (50%) of the rental fee is due thirty (30) days prior to the event.

#### Cancellation Policy

- If CLIENT cancels with less than a 30-day notice and all applicable fees have been paid, the entire rental fee is forfeited and the security deposit will be refunded. If CLIENT cancels with less than a 30-day notice and has not paid the remaining fifty percent (50%) of the rental fee, the fees paid at the time of the signing of the contract—fifty percent (50%) of the base rental fee and security deposit—are forfeited. If CLIENT cancels with at least a 30-day notice, all fees paid at the time of the signing of the contract will be refunded.

#### Insurance

- The applicant must provide a Certificate of Liability Insurance in the amount of \$2,000,000 (aggregate) and \$1,000,000 (incident), with Old Mission Santa Barbara named as the coinsured. This can be obtained at an additional cost from third-party providers, such as [wedsafe.com](http://wedsafe.com) or [markeleventinsurance.com](http://markeleventinsurance.com). Before purchasing a policy, please contact the Venue Rental Coordinator at (805) 682-4713 x154 for additional information. The policy is due no later than thirty (30) days prior to your event.

# List of Vendors

## Bakery/Specialty Vendors

Christine Dahl Pastries	(805) 569-5889	santabarbaracakes.com
Crush Cakes	(805) 963-9353	crushcakes.com
McConnell's Fine Ice Cream	(805) 963-8813	mcconnells.com
Sweet Arlene's	(805) 373-7373	sweetarleens.com
The Bakery Boutique	(805) 570-8317	thebakeryboutiquesb.com
Your Cake Baker - Wayne Kjar	(805) 845-5519	yourcakebaker.com

## Caterers

Catering Connection	(805) 566-1822	cateringconnect.com
Country Catering	(805) 964-3811	countrycateringcompany.com
Feast & Fest	(805) 628-1535	feastandfestsb.com
Lorraine Lim Catering	(805) 646-2200	lorrainelimcatering.com
Pure Joy Catering	(805) 963-5766	purejoycatering.com
Via Maestra 42	(805) 569-6522	viamaestra42.com

## Bar Service

Straight Up Cocktail Service	(805) 895-4097	straightupcocktail.com
Top Shelf Event Staffing & Bar Rental	(805) 450-5660	topshelfsb.com

## Lighting/Photography/Video

Bycheery Photography	info@bycherryphotography.com	bycherryphotography.com
Rewind Photography	(805) 768-4888	rewindphotography.com
SPARK Creative Events (Lighting)	(805) 201-6262	sparkcreativeevents.com
Vintage Modern Wedding Films	vintageweddingfilms@gmail.com	freundvintage.com

## DJs/Music

DJ Hecktic	(805) 259-8277	djhecktik.com
Ybarra Music	(805) 403-6375	ybarramusic.com

## Rentals

Classic Party Rentals	(805) 566-3566	classicpartyrentals.com
Discount Party Rentals	(805) 962-7670	discountpartyrentals.com
The Tent Merchant Event Rentals	(805) 963-6064	thetentmerchant.com
Town & Country Event Rentals	(805) 770-3300	townandcountryeventrentals.com
Ventura Rentals Party Center	(805) 644-4496	venturarental.com



# Frequently Asked Questions

Is it possible to have a wedding ceremony at Serra Hall?

- No. OMSB only allows receptions. Catholic weddings are only permitted in the church. All other weddings can be performed at an off-site location, such as the Rose Garden, Courthouse, etc. For information regarding a Catholic wedding, contact the parish office at (805) 682-4151.

How can I view Serra Hall?

- Walk-throughs of Serra Hall are available by appointment Monday through Friday, and on weekends by special arrangement. For more information, please contact the Venue Rental Coordinator at (805) 682-4713 x154.

How many walk-throughs are allowed prior to my event?

- OMSB allows one initial site visit plus one follow-up site visit prior to your event. This includes any site visits by coordinators and vendors.

How can I check availability or hold a date?

- To check availability, please visit [www.santabarbaramission.org/venues](http://www.santabarbaramission.org/venues) to submit an online inquiry form. Once the form is received, you will be contacted as a follow up. Dates are reserved with a completed contract and initial payment.

What if the date I'm interested in is already booked?

- Upon request, we can add your name to a waiting list.

What time is Serra Hall open?

- Serra Hall is open at 9:00 AM, unless at alternated time is approved by special arrangement.

What is the latest time an event can run?

- Out of respect to our surrounding neighbors, events must end no later than 10:00 PM, which includes all clean up and tear down.

How early can my event vendors access the site?

- 9:00 AM. Rental times must include both set up and tear down, so please plan your event with sufficient time to allow your vendors to perform their work.

What is the policy for delivery of party supplies?

- Party supplies may be devlievered any time after the stated start time. In addition, you or an authorized person must be present at all times to coordinate deliveries and vendor activities.

May I use candles?

- Yes. Candles with fuel cells are allowed but must be enclosed in protective containers, such as hurricane glass coverings.

# Frequently Asked Questions—continued

What are the dimensions and square footage of the main hall area?

- The main hall area is 66'x34' and is 2,213 square feet.

What are the occupancy limits for Serra Hall?

- Maximum occupancy is 350. However, for full-service seated events, the occupancy limit is approximately 150-175, depending on the arrangement of tables and chairs. Set-ups with a dance floor will accommodate approximately 100 guests.

Does OMSB provide any tables, chairs, or event supplies for rentals?

- Yes. Please check with the Venue Rental Coordinator for details.

What does the base rental rate include?

- Tables and chairs are included. If CLIENT elects to use OMSB tables and chairs, CLIENT may request to have OMSB staff perform the set-up and tear down of the tables and chairs. However, if CLIENT chooses not to use OMSB tables and chairs, it is the responsibility of the CLIENT to perform the set-up and tear down.

Does OMSB require security?

- OMSB does not provide security services. However, OMSB reserves the right to require security be provided at the CLIENT's expense, if needed.

Are there any restrictions on music?

- Amplified and acoustic music are allowed. All performances must adhere to local noise ordinances and must end by 10:00 PM. A Mission representative may request that the volume of the music be turned down if there are complaints from neighbors. We suggest that music stop one hour prior to the end of the event to allow for proper clean up time.

May I serve alcohol?

- Yes. Only beer, wine, and champagne, and it must be served by a person 21 years of age or older who is responsible for its service. If alcohol is to be sold at the event, a liquor license must be purchased from the Department of Alcoholic Beverage Control and displayed at the bar. Additionally, alcohol is not allowed at events with attendance by a large number of people between 13 and 20 years of age.

Are kitchen facilities available for cooking?

- No. The kitchen at Serra Hall can only be used for warming food and for staging. A commercial refrigerator is available for keeping food cold. Additionally, propane tanks are not allowed inside the building.

Can I use vendors not on the approved list?

- Yes. Clients are required to provide OMSB with the names and contacts for the vendors chosen at least 30 days prior to the event date.

# Frequently Asked Questions—continued

Does OMSB provide parking?

- On-street parking is available.

What are the restrictions for use of the outdoor spaces at Serra Hall?

- OMSB requires that use of outdoor spaces at Serra Hall and its surroundings comply with all applicable policies and procedures. Event activities must be contained within the main hall, rear patio, and service driveway. Guests are not permitted to access other areas of the property without prior authorization.

What limitations are there for hanging decorations and alterations to property (interior and exterior)?

- Attaching to or modifying any structure, hanging lights, or placing stakes into the ground are not permitted. For wall-mounted decorations, only masking tape may be used. For outdoor lighting, free-standing poles are permitted. Use of additional outdoor furniture and equipment must be noted on the Seating & Amenities Request form and provided no later than ten (10) days prior to the start of the event. Additional furniture intended for outdoor use must be kept within designated spaces and must receive prior approval.

What if my guests and vendors arrive early?

- No one associated with your event is permitted to be on the property until the time you have requested the facility to be opened per the contract.

Are animals allowed?

- Yes. Only service animals (i.e. guide dogs or signal dogs) individually trained to provide assistance to an individual with a disability are allowed.

Will someone associated with OMSB be available to assist us on the day of the event?

- No. OMSB representatives are available only for OMSB-related activities, such as opening/closing procedures and answering questions regarding the facility and procedures. OMSB representatives are not authorized to assist with activities related to the CLIENT'S set-up, including vendor activities.