

# Stella Mare's

*Events by Stella Mare's – 3302 McCaw Ave – Santa Barbara*

## **EVENTS INFORMATION AND POLICIES**

### ***Function Times & Facility Fees***

Daytime functions must end by 4:00 p.m. Evening functions must end by 1:00 a.m. If more time is needed beyond the contracted time, an additional hourly facility fee will apply.

Sales and Event Coordinators are available Tuesday through Saturday from 9:00am – 6:00pm at (805) 969 3415. The office is closed on Sundays and Mondays, but we do service Events 7 days a week, Am and Pm, on site and off site.

A Banquet Manager will oversee your function from beginning to end the day of your event.

### ***Decorations***

All decorations must be approved prior to your event. We do not allow items such as: confetti, birdseed, rice, sand, sparklers, or glitter inside or outside the facility. Rose petals are prohibited for indoor ceremonies, and can only be thrown onto an aisle runner for outdoor ceremonies. However, silk floral petals are allowed.

### ***Rentals***

Equipment & supply rentals are available upon request. Orders must be placed at least (2) weeks prior to event and will be charged accordingly. Please see your event coordinator for specific items and pricing. Subcontracted services can be arranged as well

### ***Entertainment***

Ambiance music is provided at Events by Stella Mare's. A DJ or band is required for any function with a dance floor.

### ***Deposits & Cancellations***

Deposits are non refundable: \$1000.00.

Cancellations received 60 days prior to the event will result in the payment of 50% of the estimated food revenue and 100% of the facility fee. Cancellations received 30 days prior to the event result in payment of 100% of the estimated food revenue and 100% of the facility fee. Cancellation charges are due in full upon such cancellation.

### ***Guarantee***

The final number of guests must be guaranteed 14 days prior to the event. This number is the minimum number for which you will be charged, and is not subject to reduction. Any increase in the number of guests expected will be billed accordingly. Events by Stella Mare's will be prepared for 5% over the guaranteed number of confirmed guests.

### ***Menu Prices are Subject to Change***

Menus prices are subject to change. Pricing is guaranteed only with a signed Event Order.

### ***Wedding Ceremony and Rehearsals***

Ceremony Fee: \$10.00 per person, with a minimum charge of \$1000.00

The fee includes: 1 hour of rehearsal time; White ceremony chairs set-up; ½ hour of additional facility time for the reception.

Ice tea and water service for guests prior to the ceremony.

To ensure a successful wedding with us, we recommend that you schedule a ceremony rehearsal prior to your wedding day. If any additional time is utilized beyond this hour, you will be charged \$100.00 per hour..

We also require that you provide us with the name of your wedding coordinator. We can provide Wedding Coordination services at extra hourly charge.

Events by Stella Mares, Pricing, Policy, and Facility Fees – 07/01/2007

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## EVENTS FACILITY FEES

Facility & set-up Fees include: Exclusive use of the facility, exclusive service staff, tables, chairs, linen, china, silverware, glassware, event set-up and break-down. Facility & set-up Fees do not include: food, beverages, flowers, centerpieces, entertainment, specialty rentals, wedding ceremony setup, valet services and sales tax. Additional equipment and rentals can be arranged. Meal purchase required for all rates.

<i>Events by Stella Mare's</i>		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>AM Facility fee</i>	AM	\$200/ 3 hours	\$200/ 3 hours	\$200/ 3 hours	\$200/ 3 hours	\$200/ 3 hours	\$1500/ 4 hours	\$1500/ 4 hours
<i>Additional hour(s)</i>	AM	\$100/ hour	\$100/ hour	\$100/ hour	\$100/ hour	\$100/ hour	\$400/ hour	\$400/ hour
<i>PM Facility fee</i>	PM	\$500/ 4 hours	\$500/ 4 hours	\$500/ 4 hours	\$500/ 4 hours	\$1200/ 4 hours	\$1500/ 4 hours	\$1500/ 4 hours
<i>Additional hour(s)</i>	PM	\$200/ hour	\$200/ hour	\$200/ hour	\$200/ hour	\$300/ hour	\$400/ hour	\$400/ hour

Additional hours available at extra hourly charge.

Events by Stella Mare's is also available for weekdays all day or half days conferences, meetings and seminars .

Please inquire for pricing and availability.