

Frequently Asked Questions

Annenberg Community Beach House
415 Pacific Coast Highway
Santa Monica, CA 90402

Phone: (310) 458-4934
Fax: (310) 393-7841
BeachHouseEvents@santamonica.gov

How many people can attend a meeting?

Our event spaces vary in size. The capacity of each space will be determined by your activity and desired set-up. The Event Services team can help you determine what space is right for your event. Please reference the included capacity chart.

Can breakfast and lunch be served?

Yes, breakfast and lunch can be served by one of the Beach House approved caterers. Clients may not serve home-prepared, outside purchased, or take-out prepared food or snacks at the Beach House. Before booking, please contact an approved caterer directly for menu pricing. All catered meetings must have catering staff in attendance during the meeting. Daytime meetings with 20 or fewer attendees may have the caterer drop off an order and do not require catering staff in attendance.

Are there special rates for non-profit organization & government agencies?

Non-profit entities with 501(c)3 status and government agencies may receive special rates on a first-come, first-served basis Monday through Friday, 8:00am-5:00pm. Documentation required. Limited discounts may be available for evening events. Discounts are not available during July and August.

What does rental include / AV details?

Rental includes exclusive use of the permitted space for the specified time period, Beach House furnishings, custodial services, labor for set-up and break-down, complimentary Wi-Fi, and a dedicated Event Services representative onsite at all times during your event. Projector, screen, and basic audio are available for A/V needs (built-in in Event House rooms and Sand & Sea Room, monitor display in Guest House). Please note that we do not have an A/V tech onsite, and encourage clients to hire an outside vendor for A/V needs beyond a simple presentation.

If additional access to the space is desired prior to the permitted time for any reason, including extra set-up time, the space may be rented for an additional time period. Clients are required to use Beach House furniture. Furniture from outside rental companies at the Beach House is not permitted. Items such as dance floors, outdoor heaters, linens, china, flatware, glassware or other items related to food service may be rented by you or your caterer from outside vendors.

Is happy hour available after a meeting?

Yes, happy hour or a beer/wine reception can be served by one of the Beach House approved caterers after a meeting. Beach House caterers must supply and serve all beverages, including beer, wine, soju, and champagne. Hard alcohol is not permitted. Beer/wine must be served indoors, as service is prohibited outdoors. Self-served alcohol is not permitted. Guests are welcome to enjoy beer/wine in outdoor areas that have been rented for your event. Alcoholic beverages are not permitted on the beach or outside of the Beach House property. Glassware is not permitted in the pool area, Sand & Sea Room or on the View Deck. For your guests' safety, approved security staff must be present for beer/wine service, and service must end 30 minutes prior to rental end time.

Meeting Planner - Do I need one?

After booking and 3-4 months in advance of your event day, a venue coordinator will be assigned to you to help with venue logistics such as floor plan, parking, insurance, and security. While not required, some clients find it helpful to hire a meeting planning professional to act as a liaison between vendors, as well as handle theme, decor, and timeline.

Music - What is allowed ?

Acoustic music and amplified speaking is permitted outdoors. The Beach House only allows amplified music, including amplified singing, to be positioned inside buildings. Please note: dancing is not permitted inside the Marion Davies Guest House.

Security - What is required?

For your guests' safety, approved security staff is required for youth events (2 guard minimum) as well as for beer/wine service (1 guard minimum.). For events taking place on the pool deck, a minimum of 2-3 lifeguards is required.

Guest Parking - How does it work?

Seasonal parking rates range from \$8 - \$12 per car. Depending on the time of year, guests may self-pay or clients may pre-pay for guest parking. A limited number of parking passes are available for daytime events. Pre-paid parking is valid 30 minutes before event time. Parking is not guaranteed. Based on the size and scope of event, Event Services may require a parking attendant, whose cost is the responsibility of the client. While valet is unavailable, a parking attendant may be hired to hand out parking passes at an additional cost.

Are there other event charges?

Depending on the scope and complexity of your event, clients may incur additional charges for:

- Security - It may be determined that your event requires security for the safety of your guests and to ensure that activities do not impact neighbors.
- Lifeguards - Required if your event includes the Pool/Pool Deck.
- Parking Attendants - Required for evening events, or for daytime events with a large number of attendees.
- Ceremony fee - A fee of \$450.00 is charged for ceremonies taking place on the Beach House site that require furniture changeover.

Is insurance required?

Yes. For social events and meetings, clients are required to provide a certificate of insurance and an original endorsement naming the City as additional insured. Insurance may be purchased through Event Services, or clients may use their business or homeowner policies. For certain meetings, at the discretion of Event Services, clients may sign a Waiver of Liability.

Are there special requirements for vendor deliveries?

Deliveries and pick-ups must take place on the event day during the hours specified in the permit. Deliveries for morning meetings may not arrive before 7am, unless otherwise specified in the permit. Onsite storage is not available.

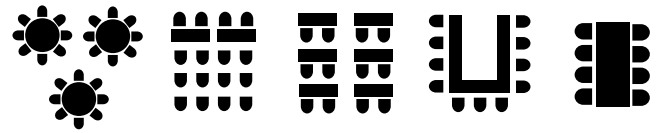
Capacity Chart

Annenberg Community Beach House

AT SANTA MONICA STATE BEACH

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Event House

	Sq Ft	Dimensions	Ceiling	Reception	Theater	Classroom	U-Shape	Boardroom
Garden Terrace Room	1,978	47x40	11'	120	120	52	40-90	-
Terrace Lounge	733	32x20	11'	40	40	24	20	18
Club Room	879	18x34	11'	40	40	30	24	22

Marion Davies Guest House

	Sq Ft	Dimensions	Ceiling	Reception	Theater	Classroom	U-Shape	Boardroom
Parlor**	703	33 x 20	9'	40	-	-	-	-
Dining Room**	396	18 x 22	9'	20	-	-	-	-
Guest House Garden**	1,320	49 x 27	-	90	120	40	40	32
Veranda Rooms	736	22 x 32	8'	40	30/rm	24/rm	10/rm	12/rm

** Available only as part of 1st Floor + Garden Rental

Pool House

	Sq Ft	Dimensions	Ceiling	Reception	Theater	Classroom	U-Shape	Boardroom
Sand & Sea Room	1,836	68x27	9'	100	120	60	44	40
View Deck	1,519	49x31	-	-	-	-	-	-
Pool Deck	9,987	204x80	-	280	-	-	-	-

Please note: The pool can accommodate up to 113 guests

Approved Caterers

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Back on the Beach Cafe

Fred Deni
(310) 393-8282
beachcook@aol.com
www.backonthebeachcafe.com
Glatt kosher available

Bite Catering Couture

Elizabeth Goel
(310) 975-5451
elizabeth@bitecatering.net
www.bitecatering.net

Border Grill

Taylor Mochizuki
(213) 542-1102
taylor.mochizuki@bordergrill.com
www.bordergrill.com

Contemporary Catering

Clint Upchurch
(310) 558-8190
info@contemporarycatering.com
www.contemporarycatering.com

Fundamental Events

Lauren Morales
(310) 463-3113
lauren.morales@fundamental-la.com
www.fundamental-events.com

LA Creative Catering

Ethan Roberts
(310) 877-1847
ethan@lacreativecatering.com
www.lacreativecatering.com

Love Catering

Athena Hur
(626) 476-9888
athena@lovecateringinc.com
www.lovecateringinc.com

Made by Meg Catering

Meg Walker
(310) 376-8600
meg@mbmcatering.com
www.mbmcatering.com

Marmalade Cafe & Catering

Lindsay Arnold
(310) 828-3808
lindsay@marmaladecafe.com
www.marmaladecafe.com

Schaffer

Stephanie Blagaich
(310) 452-2255
stephanie@schafferla.com
www.schafferla.com

Taste & Company

Cynthia Mamukari
(310) 701-4627
cmamukari@tasteandcompany.com
www.tasteandcompany.com

Thyme Cafe & Market

Marie Byrne
(310) 399-8800
marie@thymecafeandmarket.com
www.thymecafeandmarket.com

Vucacious Catering

Kim Vu
(310) 853-8005
kimvu@vucacious.com
www.vucacious.com

XUNTOS

McKinzie Bridges
(607) 259-3075
mckinzie@barxuntos.com
www.barxuntos.com

Please contact caterers for menus and pricing.