

# 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

## Guests - How many guests may I invite?

The site is best suited for celebrations of 120 people or fewer. Our largest room (the Garden Terrace Room) can comfortably accommodate a maximum of 110-120 guests. It is possible to accommodate a slightly higher guest count if a portion of guests are seated outside or in an adjacent room. Please note: youth events are not permitted inside the Marion Davies Guest House and require one (1) adult chaperone for every ten (10) youths in attendance.

## Catering - Is there a minimum?

We do not require a food & beverage minimum. All food and beverage, including beer/wine service, must be provided and served by one of our approved caterers. Catering fees are separate from the facility rental charges. Please contact the caterers directly for their menu options and pricing prior to booking.

## Bar Service - What is permitted?

As you consider the beverage menu for your event, please note:

- Beach House caterers must supply and serve all beverages, including beer, wine, soju, and champagne. Self-served alcohol is not permitted.
- Hard alcohol is not permitted. Discovery of hard alcohol will result in immediate event termination and automatic forfeit of all monies paid.
- Beer/wine must be served indoors. Beer/wine service is prohibited outdoors.
- Guests are welcome to enjoy beer/wine in outdoor areas that have been rented for your event. Alcoholic beverages are not permitted in public areas.
- For your guests' safety, approved security staff must be present for bar service, and service must end 30 minutes prior to event end time.

## Décor - Any restrictions?

As you consider décor for your event, please note:

- The Beach House provides all furniture, including all tables and chairs. Furniture from outside rental companies is not permitted.
- Décor is not allowed to be adhered to permanent surfaces or furniture, including tables, chairs, or walls. Candles are permitted when secured in glass housings that extend a minimum of two inches past the height of the flame. Candles are not permitted in restrooms. Glass is not permitted in the pool area, Sand & Sea Room or on the View Deck.
- Signage must be approved by Event Services.
- The use of fog machines, rice, confetti, glitter, sequins, silly string, flower petals, sparklers or birdseed is not permitted.
- All exterior lighting must face down, no up lighting of trees, buildings or structures is allowed.
- Balloons and lanterns may be used as indoor decorations only.
- Pop-up tents, canopies, and tenting may be allowed with the written permission of Event Services.
- Daytime events receive one (1) hour of set-up time. Evening events receive two (2) hours of set-up time. All events receive one (1) hour of load-out time.

## 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 allowed inside the Marion Davies Guest House.

### **Wedding Coordinator – Do I need one?**

After booking and 3-4 months in advance of your wedding 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, many clients find it helpful to hire a wedding coordinator to act as a liaison between their family, friends, and vendors, as well as handle personal wishes, timeline, and décor. Dedicated dressing rooms are not included with venue rental. Pending availability, additional space may be rented to be used as a dressing space. Pending availability, additional space may be rented for rehearsals or outdoor rehearsals may be held in our public spaces at no additional cost.

### **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 are required.

### **Guest Parking – How does it work?**

Shuttling or taxi drop-off is strongly suggested, as the parking lot is a public beach lot. 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. Pre-paid parking is valid 30 minutes before event time. Parking is not guaranteed. While valet is unavailable, a parking attendant may be hired to hand out parking passes at an additional cost.

### **What does the rental include?**

Your 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.

If additional access to the space is desired prior to the permitted time for any reason, including extra set-up time for rehearsals, 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.

### **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.
- 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 – \$450.00 for ceremonies taking place on the Beach House site that requires furniture set-up turnover.

### **Is insurance required?**

Yes. 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.

### **Are there special requirements for vendor deliveries?**

Deliveries and pick-ups must take place on event day during the hours specified in the permit. Onsite storage is not available.

# Onsite Ceremony

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### Guest House Garden

Available as part of 1st Floor & Garden rental. Ceremony in Garden, cocktail hour on 1st Floor of House. Garden flipped to reception space, or alternate space rented.

**Capacity: 90**



### Splash Pad

Available in our low season of November-February. Rented in conjunction with rental of indoor space.

**Capacity: 110**



### View Deck

Available as part of Sand & Sea Room rental.

With reception in adjoining indoor space, guests would enter directly into reception after ceremony.

Not available mid-June through Labor Day.

**Capacity: 96**

- Rental must comply with onsite guidelines of no amplified music or alcohol beverage service outside.
- All areas are outdoors and uncovered. Tenting may be permitted with written consent from management.
- There is a \$450 ceremony fee for any ceremony held on site that requires furniture set-up turnover.

Please note: there are no onsite changing rooms. Wedding parties may choose to rent one of our smaller interior spaces at an additional cost, pending availability.

For information on ceremonies on the beach, please reference the next page.

# Ceremonies on the Beach

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### Do's & don'ts for saying "I do" at Santa Monica State Beach & Palisades Park

With sweeping ocean views and proximity to hotels and restaurants, Palisades Park and Santa Monica State Beach are popular settings for weddings.

- The City of Santa Monica does not issue permits for wedding ceremonies at Santa Monica State Beach or Palisades Park
- Locations are first-come, first-serve, and you must have less than 150 participants on site
- Palisades Park is best suited for smaller weddings due to its narrow configuration, high level of daily use & limited parking
- At each site, users must obey all beach and park laws

#### Okay:

- Tables, chairs, runners and small archways
- Canopies under 400 square feet
- Stages under 30" high
- Amplified sound between 8 am – 10 pm  
We do ask that you be considerate of neighbors and other park/beach visitors. Sound is subject to the noise ordinance and Santa Monica Police can ask the sound to be turned down or off if complaints are received from the surrounding public.
- Generators are not recommended. If a generator is a must, it needs to be battery powered

#### Not Okay:

- Structures that would require Building & Safety Permits or Fire Permits
- Tents with side panels
- Vehicles on park turf or pathways, sand, bike path or Ocean Front Walk
- Staking anything into turf or attaching anything to trees, shrubs, facilities & other amenities
- Blocking sidewalks or pedestrian pathways
- Fires, cooking, alcohol, glass containers and smoking



If you have any questions, please contact the City of Santa Monica Community & Cultural Services Department at (310) 458-8573

### Beach Ceremony + Beach House Reception

If you are planning a ceremony on the beach near the Annenberg Beach House, please note the following:

- Ceremonies must take place on an area West of the bike path
- All organization would need to take place independent of the site
- The Beach House is not able to reserve an area of the sand, nor provide furniture for the ceremony
- Pending availability, site-issued pre-purchased parking passes for your guests will begin 30 minutes prior to the reception start time. Parking for your ceremony will need to be arranged independently and, as the Beach House is on a public beach lot, can often be a challenge.

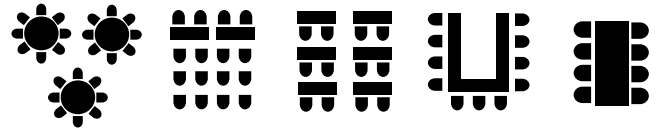
# Capacity Chart

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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.