



Lobero Theatre Courtyard and Rehearsal Hall Rental Information January 1, 2008

To inquire about Courtyard availability, contact:

David Asbell, Executive Director (805 966-4946 x 601)
Marianne Clark, Foundation Administrator (805) 966-4946 x 611

For site inspection, to set up rental delivery or to make any other inquiries regarding the Courtyard:
Wendy Tarasick Hospitality/ Reception Coordinator (805) 966-4946 x 620 / (805) 886-9466 (cell)

Courtyard rental fees:

With rental of theatre \$250.00

Without rental of theatre \$400.00

The Lobero Courtyard is located behind the Lobero Theatre. It has gates on either side, one on Anacapa Street and one off the City-owned parking lot behind the theatre.

The courtyard is a wonderful location for pre-show and post-show patron and artist/cast receptions. The courtyard has a capacity of 200 people cocktail style (with limited cocktail tables), or 150 seated for dinner. **These numbers are not flexible**, as they are pre-determined by the Fire Department.

The Rehearsal hall is located directly off of the Courtyard. It can be used for smaller gatherings of 25-30 people, or as a staging area/kitchen for caterers.

The front of the Lobero Theatre brick and grass area is also available for rental at the rates listed above. Please note: alcohol consumption is allowed on the **brick area only**

Security / cleaning deposit

A \$200 deposit is required for all courtyard rentals not associated with the rental of the theatre. This deposit is refundable if facility is left in good condition.

Reception coordinator

Our Reception Coordinator is required to be at all events, at a rate of \$28.00 per hour. Additional staff may be required, depending on size of event.

Viewing

Although you can get a cursory view of the Courtyard through the gates on Anacapa Street, it is recommend that you make an appointment Wendy Tarasick our Hospitality/ Reception Coordinator for a more complete viewing. (see numbers above)

Additional amenities

Tent

By early 2008 we expect to have a tent available for renters use in the Courtyard. The fee for set up and removal has yet to be determined. Once this tent is acquired, it will be the **only** tent that can be used in the Lobero Courtyard as per the City of Santa Barbara's Historic Landmarks Commission

Mushroom heaters (six available)

\$25.00 per hour of use of all six heaters (this charge is for maintaining heaters and propane tanks). When tent is in use, a forced air heater is available at the same hourly rate.

Tables

The Lobero has a few tables that you are welcome to use at no extra charge:

Four 8-foot banquets

Six 6-foot banquets

Five 30-inch round cocktail tables that can be used tall (42") or at café height.

Table cloths are required if food is served.

Umbrellas

The Lobero has Forest Green umbrellas that may be used at no extra charge:

Six 9-foot

Two 11-foot

*Please note: These umbrellas are for protection from the sun. They are not to be used for protection against rain in lieu of a tent.

Linens, glassware

These items are not provided by the Lobero and need to be rented in. Usually your caterer can facilitate this or we can make a recommendation for local party rental stores. Since we have no storage in the facility, your rentals items need to be delivered and picked up in a timely manner.

Audio Equipment

The Lobero does have a limited amount of audio equipment available for Courtyard use. Amplified music is allowed outside in courtyard. Please note: The Lobero Theatre is a union house, and has a collective bargaining agreement with the local stagehands union. Use and set-up of audio equipment may require a crew call, in which case associated hourly fees apply. Please contact Todd Jared to discuss any equipment needs at (805) 966-4946 ext. 614 or (805) 637-0215 (cell).

Catering

You can use any caterer of choice as long as they follow our facility guidelines. We **DO NOT** have a commercial kitchen. (The Lobero kitchen area is not part of the courtyard or rehearsal hall rental). You will need to rent any required kitchen equipment. Please contact the Reception Coordinator with regards to any kitchen equipment rental. BBQ must be done outside (we will tell you where depending on size) and coals must not be emptied anywhere on premises.

Alcohol

All forms of alcohol are allowed in the Lobero Courtyard. The Lobero has a cocktail bar set up (ask us about pricing for providing bar and bartender). If you bring your own bartender they must be at least 21 years of age. We reserve the right to card/ask for ID from anyone at your event with an alcoholic beverage.

We have bins for chilling beverages. The Lobero ice machine is for concessions only and not available for renters' use.

Do not dump ice and/or liquids on plants in courtyard or surrounding grounds. Dump all ice in the sink or around drain.

Decorations

Most groups do not decorate beyond table settings (i.e. linens, floral centerpieces and candles.) However, if you do choose to decorate more than this, you may not nail, staple, thumbtack or tape your decorations to the walls. As for candles, the flame **MUST** be enclosed in a votive cup with a pinched neck or hurricane glass covering.

No sequins, glitter, confetti, silly string, rice or birdseed allowed in or around grounds.

If extension cords are used they must be taped down. If ladders are to be used to hang decorations, ask the Reception Coordinator for assistance.

Supervising Children

Children must be supervised by an adult **AT ALL TIMES**. Children should not be permitted to play on the retainer wall or in the courtyard landscaping. Damage caused by such activity may be charged back to the renter.

Clean up

You are expected to move out any items brought in by you or your vendors. This includes all rentals (linens, dishware, glassware, etc.) food, beverage, decorations and anything else specifically used for your event. You or your caterer must bag, tie and dump any food /beverage trash in the dumpster or recycling bins off the courtyard. We provide garbage cans and some trash liners.

We reserve the right to double the security/clean up fee for all self-catered events (i.e. food and clean-up provided by family or friends.)

Security Guards

Depending on the type of event planned, we reserve the right to require security, especially if alcohol is served.

Insurance

If you are renting the Theatre, the courtyard is covered in your event insurance package.

If your courtyard rental is not associated with an event on stage, you will need to provide insurance for the courtyard event. Contact our Foundation Administrator if you need information about where to acquire single-event insurance

Requirements: A Certificate of Liability Insurance is required showing the amount of coverage carried, term, and stipulation that the Lobero Theatre Foundation is included as an additional insured. Minimum coverage required by the Lobero Theatre is \$1,000,000 combined single limit bodily injury and property damage coverage. Further, if alcohol is to be served during the event, the Lobero requires General Liability Coverage with Host Liquor Liability coverage of \$1,000,000 per occurrence.