



Bonaventure Hall, Friars' Lounge, & St. Francis Courtyard Rental Information

Base Rental Fees

Bonaventure Hall or Friars' Lounge

Days	Full Day	Extra Hour
Monday-Thursday	\$1,000	\$125
Friday-Sunday	\$1,500	\$125

St. Francis Courtyard

Days	Full Day	Extra Hour
Monday-Thursday	\$1,000	\$125
Friday-Sunday	\$1,500	\$125

** Fees subject to change*

Rental Hours

Full Day
9AM to 5PM

General Information

Fees & Deposits

- Upon signing of the contract, fifty percent (50%) of the base 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 base rental fee is due sixty (60) days prior to the event. All rentals for Bonaventure Hall & Friars Lounge are subject to a \$300 non-refundable Reservation Fee.

Cancellation Policy

- If CLIENT cancels with less than a 60-day notice and all applicable fees have been paid, the 50% of the rental fee is forfeited and 100% of security deposit will be forfeited

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 or markeventinsurance.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	mconnells.com
The Bakery Boutique	(805) 570-8317	thebakeryboutiquesb.com

Caterers

Catering Connection	(805) 566-1822	cateringconnect.com
Country Catering	(805) 964-3811	countrycateringcompany.com
El Zarape	(805) 899-2711	elzarapesantabarbara.com
Lorraine Lim Catering	(805) 646-2200	lorrainelimcatering.com
Los Agaves	(805) 770-3670	los-agaves.com
Omni Catering	(805) 564-4200	omnicateringsb.com
Pure Joy Catering	(805) 963-5766	purejoycatering.com
Stanton's Gourmet Catering	(805) 965-4441	stantonsgourmet.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

Rentals

Bright Event Rentals	(805) 566-3566	bright.com
Discount Party Rentals	(805) 963-6064	discountpartyrentals.com
The Tent Merchant Event Rentals	(805) 962-7670	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 the Friars' Lounge or Bonaventure 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 on a Catholic wedding, contact the Parish Office at (805)- 682-4151 ext. 104.

How can I view the Friars' Lounge or Bonaventure Hall?

- Walk-throughs of The Friars' Lounge or Bonaventure Hall are available by appointment Monday through Friday. 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 to submit an online inquiry form. Once the form is received, you will be contacted within 24 hours. 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 The Friars' Lounge or Bonaventure Hall open?

- The Friars' Lounge or Bonaventure Hall is open at 9:00 AM.

What is the latest time an event can run?

- Events must end no later than 5:00 PM, which includes all clean-up and tear down. We suggest that the event end by 4:30pm to give vendors enough time to breakdown and ensure all guests have departed by 5:00pm.

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 delivered 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 is the square footage of the Friars' Lounge and Bonaventure Hall?

- Bonaventure Hall is 1,824 square feet, and the Friars' Lounge is 1,938 square feet.

What are the occupancy limits for the Friars' Lounge and Bonaventure Hall?

- Maximum occupancy is 100. However, for full-service seated events, a reasonable occupancy limit is approximately 70-80, depending on the arrangement of tables and chairs.

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?

- Soft music is allowed but must end by 4:30 PM. A Mission representative may request that the volume of the music be turned down if there are complaints from staff or OMSB guests. 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. Catering companies are allowed. However, they must be fully self-contained. Additionally, propane tanks are not allowed inside the venues.

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

What are the restrictions for use of the outdoor spaces in the courtyard?

- OMSB requires that use of outdoor spaces in the St. Francis Courtyard and its surroundings comply with all applicable policies and procedures. The St. Francis Courtyard is a separate rentable venue and is not included in the rentals of either Bonaventure Hall or the Friars' Lounge unless otherwise arranged. Event activities must be contained within the rented venue and the walkways in front of the venue. 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 non-marring masking tape may be used. 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.

Does OMSB provide parking?

- Parking is available in the main Mission parking lot. Only approved vendors may use Employee/Friars parking.

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 setup, including vendor activities.

Are bathrooms available?

- Yes. Bathrooms are available to all guests in a common area of the courtyard. Please note that these bathrooms are not ADA compatible.