

# beach house

## M E E T I N G F A Q

### HOW MANY PEOPLE CAN ATTEND A MEETING?

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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 & LUNCH BE SERVED?

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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 ORGANIZATIONS & GOV'T AGENCIES?

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Non-profit entities with 501(c)3 status and government agencies may receive special rates on a first-come, first-served basis Monday thru 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 / A/V DETAILS?

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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 & Sand & Sea Room, unit available for rent for 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.

### IS INSURANCE REQUIRED?

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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 policies. For certain meetings, at the discretion of Event Services, clients may sign a Waiver of Liability.

### ARE THERE SPECIAL REQUIREMENTS FOR VENDOR DELIVERIES?

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Deliveries and pick-ups must take place on the event day during the specified rental period, as onsite storage is not available.

### HOW DOES GUEST PARKING WORK?

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Seasonal parking rates range from \$8 - \$12 per car. A limited number of parking passes are available for daytime events. Based on the size and scope of event, Event Services may require a parking attendant, whose cost is the responsibility of the client. Clients may pre-pay for guest parking permits or guests may self-pay at the Park & Pay machines located in the lots. While you may pre-pay for parking, please be aware that parking is never guaranteed on our site.

### IS HAPPY HOUR AVAILABLE AFTER A MEETING?

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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.

#### ANNENBERG COMMUNITY BEACH HOUSE

415 Pacific Coast Highway | Santa Monica, CA 90402 | 310.458.4934 | annenbergbeachhouse.com

# beach house

## CAPACITY CHART

### EVENT HOUSE

	Sq Ft	Dimensions	Ceiling	Standing*	Reception*	Theatre	Classroom	U-Shape	Boardroom
Garden Terrace Room	1,978	47 x 40	11'	120	110-120	120	52	40-90	-
Terrace Lounge	733	32 x 20	11'	40	40	40	24	20	18
Club Room	879	18 x 34	11'	40	40	40	30	24	22
Entire Event House	3,590	-	11'	200	-	-	-	-	-

### MARION DAVIES GUEST HOUSE

	Sq Ft	Dimensions	Ceiling	Standing*	Reception*	Theatre	Classroom	U-Shape	Boardroom
Parlor**	703	33 x 20	9'	30	40	40	20	20	18
Dining Room**	396	18 x 22	9'	20	20	24	8	10	8
Guest House Garden**	1,320	49 x 27	-	65-90	90-100	120	40	40	32
Entire 1 <sup>st</sup> Floor + Garden	2,419	-	-	140	100	-	-	-	-
Veranda Rooms, North & South combined	736	22 x 32	8'	50	40	30/rm	24/rm	10/rm	12/rm
Retreat Room	206	13 x 14	8'	10	10	10	8	6	8
Entire Guest House + Garden	3,361	-	-	200	-	-	-	-	-

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

### POOL HOUSE

	Sq Ft	Dimensions	Ceiling	Standing*	Reception*	Theatre	Classroom	U-Shape	Boardroom
Sand & Sea Room	1,836	68 x 27	9'	120	100	132	60	44	40
View Deck	1,519	49 x 31	-	80	60	96	-	-	-
Pool Deck	9,987	204 x 80	-	280	280	-	-	-	-

Please note: The pool can accommodate up to 113 guests

\* Capacity will vary depending on set-up and included elements.

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