

beach house

WEDDING FAQ

GUESTS – HOW MANY GUESTS MAY I INVITE?

The site is best suited for wedding ceremonies and receptions 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.

CATERING – IS THERE A MINIMUM?

We do not require a food & beverage minimum. All food & 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 beer/wine 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.
- Decor must be approved by Event Services, as it is not allowed to be adhered to furniture or permanent surfaces, 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 and evening events receive two (2) hours. All events receive one (1) hour of load-out.
- Deliveries and pick-ups must take place on the event day during the specified rental period, as onsite storage is not available.

WEDDING COORDINATOR – DO I NEED ONE?

After booking and 4-6 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.

GETTING READY & REHEARSAL - IS THERE A DEDICATED DRESSING ROOM?

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 or outdoor rehearsals may be held in our public spaces at no additional cost.

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.

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.

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 st 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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ONSITE CEREMONY

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: 120

splash pad



Available in our low season of November-April,
in conjunction with rental of indoor space.

Capacity: 130

view deck



Available as part of Sand & Sea Room rental.
With reception in adjoining indoor space, guests would enter directly into reception after ceremony.

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 is no onsite bridal suite. Bridal 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.

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santa monica

CEREMONIES ON THE BEACH

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 and 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.