



Santa Barbara

Impact Hub Santa Barbara | Event Information

1117 State Street • 10 E Yanonali Street • 1221 Chapala Street

Event Space Request Process

Thank you for your interest in hosting your event at Impact Hub Santa Barbara! Below is some pricing information and FAQ's for your reference. In order to reserve event space and better serve you, we will send you an event request form. Please submit back to the Impact Hub to Events@impacthubsb.com and we will follow up on the application to discuss details, space availability, event coordination, etc. Requests should be made a month in advance; please allow up to 3 business days to process your request. Requests made with less than 10 business days' notice will be accommodated based on availability.

Once the request is finalized and we are ready to book the event, we will send you an event contract, per the information provided. Please refer to the FAQ on the last page for any immediate questions.

Event Locations

Impact Hub Downtown, 1117 State Street

- Hours of Operation: Monday - Friday, 6 pm - 10 pm; Weekend, 8 am - 10 pm
- ___ Jungle Room - \$225/hr (Capacity 35 Sitting - 50 Standing)
- ___ Outdoor Courtyard - \$250/hr (Capacity 100 Sitting – 150 Standing)
- ___ Atrium and Main Hall - \$450/hr (Capacity 75 Sitting – 150 Standing)
- ___ Entire Venue \$550/hr (Capacity 300)

Impact Hub Funk Zone, 10 E Yanonali Street

- Hours of Operation: Monday - Friday, 6 pm - 10 pm; Weekend, 8 am - 10 pm
- ___ \$250/hr – Breakout Room (Capacity 50)
- ___ \$400/hr – Entire Venue (Capacity 200)

Chapala Downtown Center, 1221 Chapala Street

- Hours of Operation: Monday – Sunday, 8am – 10pm (Capacity 50 Sitting - 80 Standing)
- ___ \$200/hr – up to 4 hrs
- ___ \$500 - 4 hr Half Day - 8am – 12pm; 12:30pm – 4:30pm; 5pm – 9pm
- ___ \$150/additional hr past Half Day booking
- ___ \$1,100 all day - 8 hrs.

*** (Registered 501(c)(3) nonprofit organizations are eligible for a fee discount.) **

IMPACT HUB SANTA BARBARA

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Santa Barbara, CA 93101 | (805) 284-0078 | info@impacthubsb.com | www.impacthubsb.com



Impact Hub Santa Barbara

Event FAQ

Payment: 50% of the rental fee is due upon execution of the event agreement in the form of a deposit to confirm the booking. The other 50% is due 10 days before the scheduled date of the event. An invoice will be generated upon completion of the event contract with the payment schedule.

Cancellation: The full deposit will be returned if prior notice of 60 days is given to the Impact Hub. Within 60 - 10 days before the event, 50% of the deposit will be returned. Cancellation 10 or less days prior to the event will not be refunded.

Audio/Video Technology: Is available for any event. Guest Organizations are responsible for all equipment in the room and agree to replace equipment if it is damaged or removed during or immediately after their usage. Any damage to equipment will be the responsibility of the Guest Organization.

Internet/Wireless Access: Wireless internet is available for guests using the facilities.

Parking: Parking for the Chapala Downtown Center is available in City Lot #5, across the street from the venue. Parking for the Downtown Impact Hub is available behind the venue, in City Lot #4. Parking for the Funk Zone Impact Hub is available in the public train station lot or on the street.

Access: Event Manager or staff will assist Guest Organization with opening and locking of the facility. Partner Organizations will not receive a key or alarm code. Booking times should include setup and breakdown of events. Guest Organizations may be responsible for additional charges if overage time is incurred, billable in 15 minute increments of the posted hourly rate.

Set Up and Break Down of Rooms: Guest Organization are welcome to rearrange the space at Chapala Downtown Center, but are responsible for the return of tables and chairs to their original location. For events at the Impact Hub locations please coordinate set-up and break down with the Events Manager.

Kitchen Use / Catering: All locations offer kitchen access and use. The Impact Hub is happy to provide a list of preferred vendors to help the event organization process. Guest Organization are able to arrange their own catering services, supplies and set up. Removal of all food and trash (placed in the proper receptacles) from the venue is required post event, to avoid a higher cleaning fee.



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The time for setup, cleanup and catering must be included in total time reserved. Perishable food may be stored at the Orfalea Downtown Center up to one day prior to an event in that location and must be arranged ahead of time with Center Manager.

Cleaning: Guest Organization is responsible for keeping the space tidy and generally clean. Please use the Cleaning Checklist to ensure space is left in acceptable condition. Failure to do so may result in a \$250.00 cleaning fee and future use may be declined.

Smoking Policy: Smoking is not permitted inside the building; outside only pursuant to city ordinances.

Zero-Waste Events: All events hosted at Impact Hub locations must be zero-waste. This means that all materials used and disposed of are reusable, recyclable or compostable - Essentially, no trash is sent to the landfill. For a list of approved zero-waste vendors, please ask your Hub staff.

Alcohol Consumption on the Premises: The Guest Organization may provide alcoholic beverages (wine and/or beer only). Guest Organization must provide proof of liability insurance to cover such activities before scheduling meetings/events that include alcoholic beverages. Impact Hub Santa Barbara must be explicitly named as an Additional Insured (AI) on the Guest Organization's liability insurance policy. No events with alcohol service will be approved without this documentation.

Damage: Any damage including, spills should be reported immediately to the Events Manager and is the sole responsibility of the Guest Organization. Groups leaving any space in poor condition may be charged for the cleaning of the facility and may be denied future use. Items found on the premises are to remain on the premises.

Thank you and we look forward to hosting you soon!

-Impact Hub SB Team

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