



FACILITY RESERVATIONS PACKET Trabuco Center

Thank you for your interest in the **Trabuco Center**. Enclosed in this packet you will find a variety of general information for renting either facility.

Viewing the Facilities

- You may schedule an appointment to view the facilities and discuss the event you are planning by calling 949-724-6911
- Call ahead to verify the center's hours on the day you want to visit

The City of Irvine's Facility Reservations Department will assist you with the following:

- Acquiring applications and policies (also available at www.cityofirvine.org)
- Verifying your category classification and advising you of your permit fees
- Submitting your application, in-person, by fax or mail.
 - **Phone:** 949-724-6620
 - **Fax:** 949-724-6608
 - **Email:** facilityresstaff@cityofirvine.org
 - **Location:** 1 Civic Center Drive, Irvine: 2nd Floor, Community Services

Additional Information

- **Business Licenses** are required for anyone who is hired to assist on-site with your event, such as DJ, Band, Caterer, Party Coordinator, Event Planner, and Decorator etc.
- If you have questions regarding business licenses call 949-724-6310 or email businesspermits@cityofirvine.org
- An **Alcohol Permit Fee and Bartender or Responsible Beverage Server** is required for all events with alcohol. **Insurance and security** may also be required for events.
- Once an application is submitted for processing your date request will be verified and a confirmation will be mailed to you. All Deposits and Fees are due when the application is submitted.
- All Reservations are on a first-come first serve basis and requests should be made at least 30 days prior to your event.



Applicant/Group Clean-up Responsibilities

All cleanups must be accomplished prior to the finish time indicated on the application permit.

You are responsible for the following clean up at the end of your event:

- All equipment used
- All counter areas used
- All tabletops and chairs used
- Any soiled or dampened floor or carpet areas; including vacuuming or mopping as needed
- All wood floors cannot have water left on them. Please mop area and wipe dry immediately.
- Kitchen and all amenities used (i.e. refrigerator, stove, ovens, sinks, etc.)
- Restrooms (all trash must be placed in receptacles)
- Placing all trash in proper receptacles, and then in dumpsters during and at the end of the event,
- Breaking cardboard boxes down prior to being placed in the dumpster
 - When removing trash bags, please take special care not to allow bags to leak on the carpet or floors, as additional cleanup will be required.
 - Please ask the Facility Reservation Staff for a trash cart to move trash to the dumpster area.
- Removing all equipment, balloons, supplies, personal articles, displays, etc., immediately following clean-up.
- Note: all supplies left behind will be discarded

Cleaning Supplies

- A vacuum, mop, broom, and trash bags are available at the facility.
- You must provide any additional cleaning supplies (i.e. towels, cleaning solutions, etc.).

End of Event

- At the conclusion of the permit rental and clean-up time, it is your responsibility to inspect the premises with the facility reservations staff
- Please make sure you discuss clean up responsibilities with your caterer or any other person contracted to help you with your event.
- Additional charges will be incurred if cleanup is not complete.



Facility Reservations Rules and Regulations Trabuco Center

The following rules and regulations apply to all persons and groups utilizing the Senior Center Facilities:

Reservation Information

- An event contact must be determined for each reservation. The event contact must be accessible to Facility Reservation staff at all times for any questions or concerns that arise during the event.
- The reserved time must include all set-ups and clean-up (i.e. decorating, food preparation, etc.). Equipment and supplies provided by outside agencies such as caterers, party rental companies, etc. cannot be dropped off outside of the reservation time.
- Please note: **CHANGES, ADDITIONS OR CANCELLATIONS** to your permit must be made with **Facility Reservations**. You may want to contact them by emailing facilityresstaff@cityofirvine.org or faxing the request to 949-724-6925 or visiting them in person. All requests must be submitted at least **30 Days** prior to your event. All requests must be in writing. A change fee may apply.

Deliveries

- Facility Reservation staff are not authorized to sign for any deliveries
- The event contact or his/her representative is the only person authorized to accept deliveries.
- Deliveries are only allowed during permitted rental times.
- The Community Services Department cannot be held responsible for any items delivered early or left behind.

Smoking Areas

- **No Smoking** is allowed in any of the rooms or within 50 feet of the entrances.

Kitchen

- The **Kitchen** may only be reserved with MPR or MPR A room rental
- Warming of prepared foods and use of the refrigerator/freezer are allowed with the Kitchen Warming Use Fee
- The applicant must provide cooking utensils and supplies.
- Open flames are not permitted.
- Tandoori ovens are not permitted
- Some events may also require Health Department or Fire Department permits
- Ice is only available with a kitchen reservation

Security

- **Security** may be required at events
- When security is required, we require a minimum of one (1) security guard for every 100 guest
- Security guards hourly rates are pre-determined. Check with Facility Reservations for the hourly rate.
- Some events may require Irvine Police Officers; hourly rate will be determined.

Alcohol

- Alcohol is allowed at events when an **Alcohol Permit** has been approved on the reservations permit.
- A serving attendant who has completed a course in **responsible Beverage Service** or a **Certified Bartender** is **required**.
- Security and insurance is required.
- All alcohol must be consumed in the reserved area only.

Decoration Policy

- All decorations must be discussed in detail at the site meeting
- Do not move or remove any equipment such as bulletin boards items, artwork, partitions, plants, etc.
- The use of tape, nails, staples, push pins, etc. is not permitted on the walls, ceilings windows doors or furniture of either facility or patio area.
- The soft wall panels are for decorations. You may use pushpins to hang light weight items on the soft panel walls.
- Balloons must be secured at all times; balloons may not be released in any room or area. If balloons are released in any area, they must be removed. Additional staff time or room rental fees will be applied for retrieval and removal of balloons.
- Throwing rice, confetti or birdseed and the use of silly string are not permitted.
- Any type of candles must be pre-approved. Only certain candle styles are permitted. You must discuss the use of the candles at your site meeting.
- Hanging decorations (i.e. banners, signs or flags) must be discussed in detail during your site meeting.
- Climbing or standing on tables, chairs or any furniture is not permitted. Ladders or step stools are not available through the facility and should be provided by the event contact or a contracted vendor.
- Do not block entrances, hallways, and exit signs and do not place decorations on them.

Setups

- **Changes to setup** are not permitted once your reservation time begins. Please make sure your setup details are thoroughly discussed during your site meeting and are accurately depicted on your room diagram.

Noise Levels

- Noise levels must be kept to a minimum; sound levels must be adjusted when requested by the facility reservation staff
- The doors to the room(s) you have reserved must be closed during your event.

Children

- Children must be supervised at all times; staff is not responsible for unattended children. Children must stay in your reserved area.
- Chaperones are required at a 1 to 10 ratio for all events in which children under the age of 18 are present.

Equipment & Rental Equipment

- Equipment must be reserved prior to or during your site meeting.
- Some equipment may not always be available and some restrictions may apply.
- All audio and visual equipment (i.e. sound systems, microphones, microphones, podiums, etc.) and additional rentable equipment needs to be reserved during your site meeting or at least two weeks prior to the event.
- The Facility Reservations staff will instruct the applicant on how to operate the equipment and assist with the operations
- While we try to keep our equipment in good condition, we cannot guarantee availability due to a mechanical difficulty or malfunction.
- You will be charged the full replacement cost if equipment is lost or damaged
- Indoor tables and chairs are available for indoor use only
- Outdoor tables and chairs are available to rent for outdoor use on the patio
- Applicants may also provide their own tables and chairs

Billing Information

- Upon arrival on the day of the event, the event contact must inspect the premises with the Facility Reservations staff in charge of the facility.
- **Early Arrivals & Late Departures:** No one may occupy the reserved areas until the beginning of the permit reservation time or stay later than the permit reservation end time, without incurring early arrival or late departure charges. Please make sure anyone assisting with your event is aware of your permit reservation start and end time.
- The applicant accepts responsibility for the actions of all of their guests and participants, and is required to replace or pay for damages to equipment and/or property in all areas of the facility utilized by the group (including the restrooms).
- Your guests may only occupy the reserved area.
- The facility must be cleaned and restored to the exact condition in which it was accepted.

Rental Equipment

Audio Visual Equipment

	<u>Fee</u>
MPR Sound System	\$85
• Includes Drop Down Screen, LCD projector, Speaker System, iPod & VGA/HDMI Connection	
Portable LCD Projector	\$45
Speaker System	\$40

Miscellaneous

Cambro Thermal Drink Container (2.5 gal)	\$10 each (2)
Water Container	\$10 each (2)
Stage (Portable) (6x8)	\$50 each (2)

Outdoor Equipment

White Folding Chairs (240)	\$2 each
Outdoor Table 60" Round Table (10)	\$6 each
Outdoor 8' Banquet Table (4)	\$6 each
Cocktail Tables 36" (10)	\$6 each