



**FACILITY RESERVATIONS PACKET
LAKEVIEW & RANCHO SENIOR CENTERS
January 2010 – December 2010**

Laura Murphy, Facility Reservations Specialist (949) 724-6914

E-mail: lmurphy@cityofirvine.org

Thank you for your interest in the **Lakeview and Rancho Senior Centers**. Enclosed in this packet you will find a variety of general information for renting both facilities.

Viewing the Facilities

- Appointments are available to view the facilities and discuss what type of event you are planning and can be arranged by calling 949-724-6914 or e-mail lmurphy@cityofirvine.org.
- Visit the facilities on your own
- Call ahead to verify the center's hours on the day you want to visit
- See staff at the front desk for assistance
- Please be considerate and do not disturb programs or reservations
- The kitchen is unavailable to view Monday – Friday before 2:00 p.m.

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

- Applications and policies are available by visiting the city website at www.cityofirvine.org
- Request for a policy packet and application to be mailed to you
- Verify your category classification and advise you of your permit fees
- 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 30 days prior to your event date.
- Submit 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 you hire to assist you on-site with your event, such as the DJ, Band, Caterer, Party Coordinator, Event Planner and Decorator etc.
- If you have questions regarding business licenses call 949-724-6310 or e-mail businesspermits@cityofirvine.org
- An **Alcohol Permit Fee** and **Bartender or Responsible Beverage Server** are required for all events with alcohol. **Insurance** and **security** may also be required for events.



Applicants/Groups Clean-up Responsibilities

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

Groups are responsible for the following clean up at the end of their event:

- Cleaning of all equipment used
- Cleaning of any counter areas used
- Cleaning and wiping off all tabletops and chairs used
- Clean-up of any floor or carpet areas soiled or dampened
- All wood floors cannot have water left on them. To clean up a spill, mop area and wipe dry immediately.
- Clean-up of the kitchen and all amenities used (i.e., refrigerator, stove, ovens, sinks, etc.)
- Clean-up of restrooms (All trash must be placed in receptacles)
- Clean-up smoking area
- Place all trash in proper receptacles, and then placing trash in to dumpsters during and at the end of the event.
- When removing trash bags please take special care not to allow leaking bags to wet the carpet or floors, as additional clean up will be required.
- Please ask the Facility Reservations Staff for a trash cart to move trash to the dumpster area.
- Removal of all equipment, balloons, supplies, personal articles, displays, etc., immediately following clean -up.
- All supplies left will be discarded.

Cleaning Supplies

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

End Of Event

- At the end of the rental and clean-up time, it is the responsibility of the applicant and or the event contact person to inspect the premises with the Facility Reservations Staff and complete the **CONDITION of FACILITY REPORT**.
- Please make sure you discuss clean up with your caterer or any other person you contract with to help you with your event.
- Clean up must be completed so you do not incur additional charges.



Facility Reservations Rules and Regulations Lakeview & Rancho Senior Centers

The following rules and regulations apply to all persons and groups utilizing the Senior Centers facilities:

Reservation Information

- An **Event Contact** must be selected for every reservation. The event contact person is the person the staff will go to with any questions or concerns during your event. So this person must be accessible to the staff at all times.
- All decorating, food preparation, set-up and clean-up time must be **reserved** by the applicant on their **Reservation Permit**.
- This includes equipment and supplies dropped-off by outside agencies such as caterers, party rentals companies, etc.
- Please note: **CHANGES, ADDITIONS, or CANCELLATIONS** to your permit must be made with **Facility Reservations e-mail facilityresstaff@cityofirvine.org or visit them in person or fax the request to 949-724-6925**. All requests must be request at least **30 Days** prior to your event. All requests must be in writing. Change fee will apply.

Deliveries

- The Community Services staff are not authorized to sign for any deliveries and are not authorized to permit any **DELIVERIES** that vary from your reserved times.
- The Community Services Department cannot be held responsible for any items delivered early or left behind.
- Someone involved with the reservation during the reservation time must accept all deliveries.

Smoking Areas

- **NO SMOKING** is allowed in any of the rooms, Lakeview patio or within 500 feet of the entrances.
- The smoking areas have benches and ashtrays.
- The smoking areas at **LAKEVIEW** are located in the back of the building near the patio & garden.
- The smoking area at **RANCHO** is located on the patio.
- Please note the patio at Rancho Senior Center is a quiet area due to the close proximity of a residential area.

Kitchen

- The **KITCHEN** must be reserved with a room reservation.
- Warming of prepared foods and use of the refrigerator are allowed under the Kitchen Warming Use Fee.
- Preparing food and cooking of raw foods is allowed under the Kitchen Cooking Hourly Fee and requires a caterer, orientation and training by our Food Service Manager, this training must be scheduled at least three weeks before the scheduled event.
- The applicant must provide cooking utensils and supplies.
- Open flames are not permitted.
- Tandori ovens are not permitted.
- Some events may also require Health Department or Fire Department permits.
- Ice is available with a kitchen reservation; please check with your Facility Staff for availability.

Security

- **Security** may be required at events.
- When security is required, we require a minimum of one (1) security guard for every 100 guests.

- Security guards hourly rate will be determined. Check with Facility Reservations on 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 is required.
- Insurance is required.
- All alcohol must be consumed in the reserved area only.

Decoration Policy

- Do not move or remove any equipment such as items on bulletin boards, artwork, pool tables, partitions, plants, etc.
- No tape, nails, staples, push pins, etc will be permitted on the walls, ceilings, windows, doors or furniture of either facility, including the patio area.
- Utilize the provided concealed cable system at Rancho Senior Center.
- The soft wall panels at Lakeview Senior Center are for decorations. Pushpins are permitted to hang 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, additional staff time or room rental fees will be charge for the removal of the balloons.
Rice, confetti, birdseed throwing, and silly string are not allowed.
 - You must discuss your decorations in detail at your site meeting.
 - Any type of candles must be pre-approved. Only certain candle styles are permitted. You must discuss the use of candles at your site meeting.
- Easels are available.
- If you are planning to hang decorations i.e., banners, signs or flags, you must discuss this in detail at your site meeting.
- No one is permitted to climb or stand on tables, chairs or any furniture.
- Entrances, hallways, and exit signs may not be blocked or have any kind of decoration or equipment.

Setups

- **Setups changes** are not permitted during or once your reservation time begins, so you must make sure your setup details are discussed clearly during your site meeting and detailed correctly on your room diagram.
- You may however call or send an e-mail to change your setup up to 48 hours before your event. Please make sure you get a confirmation to your set up changes.

Noise Levels

- Noise levels must be kept to a minimum; sound levels must be adjusted when requested by the Facility Reservations 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.
- Chaperons are required at a 1 to 10 ratio for all events when children are present.

Rancho Senior Center Patio

- The patio area at Rancho Senior Center is a quiet area, no events are allowed on the patio area.

Equipment & Rental Equipment

- Equipment must be reserved prior to or during your site meeting.
- Some equipment may not always be available and some restrictions do apply.
- Orders for linens and balloons must be placed at least two weeks prior to your event. A request less than two-weeks for linens requires a **\$50.00 Service Fee** charged by the linen company.
- All audio, visual equipment, sound systems, microphones, podiums, equipment of any kind needs to be reserved at least two weeks prior to the event, or during your site meeting.
- The Facility Reservations Staff will instruct the applicant on how to operate the equipment and assist with the operation.
- While we try to keep our equipment in good condition, we cannot guarantee availability due to a mechanical difficulty or breakdown.
- Full replacement cost will be charged when equipment is lost or damaged.
- Entrances, hallways, and exit signs may not be blocked or have any kind of decorations or equipment.
- Indoor tables and chairs are available for indoor use only.
- Outdoor tables and chairs are available to rent for outdoor use on the patio and garden.
- The applicant may also provide his or her own tables and chairs.

Billing Information

- Upon arrival time on the day of the event the applicant and the event contact person must initially inspect the premises with the Facility Reservations Staff in charge of the facility and fill out a Condition of Facility Report.
- This report is a checklist to insure the clarity regarding the condition of the facility before and after the event and that your set-up is ready.
- This report is also your **FINAL BILLING** for your event and any early arrivals, late departures, damages, unreserved room charges, and refunds, etc. are recorded on this report and used to complete the final billing.
- **Early Arrivals & Late Departures:** No one may occupy the reserved areas until the beginning of the permit reservation time or stay later without incurring early arrival or late departure charges. Please make sure anyone assisting with your event is aware of your permit reservation start time.
- The applicant accepts responsibility for the actions of all of their guests and participants, and are required to replace or pay for damages to equipment and or property, and for all areas of the facility utilized by the group including the restrooms.
- Your guests may only occupy your reserved area.
- The facility must be cleaned and restored to the exact condition in which it was accepted, as indicated on the **CONDITION OF FACILITY REPORT**.

City of Irvine Community Services Senior Services-Facility Reservations

FACILITY CAPACITIES, DEPOSITS, AND FEES

FACILITY	CAPACITIES				DEPOSIT	HOURLY FEES BY CATEGORIES					
	Banquet	Banquet w/ Dance Area	Theatre	Dance		I	II	III	IV	V	VI
Lakeview Senior Center											
Game Room	38	--	50	100	\$150	NC	\$28	\$46	\$63	\$82	\$106
Homer W.Guimond Studio	--	--	30	--	\$200	NC	\$32	\$52	\$72	\$93	\$114
Meeting Room 1	16	--	21	45	\$120	NC	\$17	\$26	\$37	\$48	\$60
Meeting Room 2	16	--	21	45	\$120	NC	\$17	\$26	\$37	\$48	\$60
Meeting Room	32	--	42	60	\$200	NC	\$32	\$52	\$72	\$93	\$114
MPR 1	31	--	41	60	\$150	NC	\$28	\$46	\$63	\$82	\$106
Clarence Nedom Auditorium	128	112	164	150	\$400	NC	\$47	\$68	\$102	\$135	\$168
MPR 2	31	--	41	60	\$150	NC	\$28	\$46	\$63	\$82	\$106
Auditorium	208	160	246	400	\$500	NC	\$77	\$122	\$169	\$220	\$276
Craftroom 1	28	--	37	80	\$120	NC	\$17	\$26	\$37	\$48	\$60
Craftroom 2	22	--	29	62	\$120	NC	\$17	\$26	\$37	\$48	\$60
Craftroom	50	--	66	142	\$200	NC	\$32	\$52	\$72	\$93	\$114
Pat & Derrel Kay Café	216	216	280	400	\$400	NC	\$77	\$122	\$169	\$220	\$276
Kitchen - Cooking	--	--	--	--	\$300	NC	\$14/use	\$26/use	\$38/use	\$51/use	\$64/use
Kitchen - Heating	--	--	--	--	\$200	NC	\$32/use	\$38/use	\$45/use	\$51/use	\$64/use
*Patio (0-300)	200	200	200	300	\$200	NC	\$32	\$42	\$51	\$66	\$83
*Garden (0-100)	100	50	125	100	\$150	NC	\$6	\$14	\$19	\$26	\$32

***Patio & Garden Rates are per hour with a 3 hour minimum**

Rancho Senior Center											
MPR 1	30	20	50	50	\$150	NC	NC	\$26	\$72	\$93	\$114
MPR 2	75	60	80	80	\$150	NC	NC	\$26	\$72	\$93	\$114
MPR 3	75	60	80	80	\$150	NC	NC	\$26	\$72	\$93	\$114
MPR 2 & 3	150	100	213	250	\$300	NC	NC	\$35	\$102	\$135	\$170
Ballroom	50	20	107	200	\$150	NC	NC	\$26	\$72	\$93	\$114
Kitchen - Cooking	--	--	--	--	\$200	NC	NC	\$14	\$26	\$38	\$51
Kitchen - Heating	--	--	--	--	\$100	NC	NC	\$26/use	\$38/use	\$51/use	\$64/use

All room capacities are based on fire regulations, equipment available and setup.

EXTENDED HOURS FEE: All hours before or after normal operating hours will be billed at **\$45** per hour or the applicable hourly room rate, whichever is higher.

- For Lakeview & Rancho Senior Centers extended hours will apply Monday – Friday between 6:00 p.m. through 8:00 a.m. and all day on Saturday & Sunday.
- Public Reservation hours are Mon-Fri 8:00 a.m.- 6:00 p.m. For hours outside the public reservations times extended hours fee policy will apply.
- Remember to obtain and read the full Facility Reservations Policy.
- Policies & Fees are subject to change. The current policy year is 01/01/10 – 12/31/10.

Rental Equipment Fees

<u>Audio Visual Equipment</u>	<u>Fee</u>
Overhead Projector w/ Screen	\$15
Slide Projector w/ Screen	\$15
27" Television Monitor with VCR or DVD	\$30
32" LCD Television Monitor – Lakeview Only	\$50
C.N.A. & Auditorium Projection System	\$85
• Includes Large Drop Down Screen, DVD, Compact Disc Player, Cassette, Laser Disc, VCR, and LCD	
Musical Sound System (C.N.A. & Auditorium)	
• Compact Disc Player & Cassette	\$30
Portable LCD Projector w/Portable Screen	\$65
• (Providing your own Laptop, DVD, or VCR)	
Portable LCD Projector w/Portable Screen & DVD Only	\$85
Portable LCD Projector w/Portable Screen & VCR Only	\$85
Musical Sound System (Dining Room)	\$30
Musical Sound System (Outdoor – Fender System)	\$30
Wireless Handheld Microphone	\$10
Wireless Lapel Microphone	\$10
 <u>Miscellaneous</u>	
Chaffing Dish with Water Pan, must provide your own sternos	\$10
Waiter Tray	\$2
Waiter Tray Stand	\$1
Cam Cart for Cold or Hot Food Storage – Portable	\$25
Cambro Thermal Drink Container	\$10
Water Pitcher	\$1
Hot Water Pot	\$1
Stage (Portable 6x8)	\$35
Spotlight (Portable)	
Bar (Portable)	\$30
Bar (Portable) with Beverage Glasses	\$100
Dance Floor (12x18)	\$150
Piano (Upright)	\$25
Piano (Baby Grand)	\$35
Mirror Center Piece (12")	\$1
Nacho Cheese Machine (LSC only)	\$50
Popcorn Machine (LSC only)	\$50
Ping Pong Table	\$20
 <u>Outdoor Equipment</u>	
White Folding Chair (300)	\$1.25
Portable Gas Grill with 1-Propane Tank	\$60.00
Outdoor Table 60"Round Table (30)	\$3
Outdoor Table 8' Banquet Table (10)	\$3
Outdoor Table 6' Banquet Table (10)	\$3
Outdoor Table 4' Round(2)	\$3
Outdoor Chair White Resin with Arms (300)	\$0.50
 <u>Linens</u> *Delivery and Maintenance fee may apply	
Linen (For Rounds 85x85)	\$5
Linen (For Banquet 54x114)	\$5
Linen (Dinner Napkin)	\$0.60
Linen (Overlay 61")	\$3

Balloons

11 inch Latex Balloons \$1.00 per Balloon, Ribbon & Helium (**Sales Tax not included**)

Other Balloon Styles are available, cost range for \$1.00 -\$1.20 ea.

Balloons are sold in increments of 10

Rental Equipment with Deposits

*Subject to change for year 2010

Audio Visual Equipment

Deposits may be required if your permit deposit does not cover your rental equipment deposit.

	Deposits
Overhead Projector	\$50
Slide Projector	\$50
Television Monitor/VCR	\$150
Television Monitor/DVD	\$150
Multi-Media (LCD) Projector w/Screen	\$250
VCR Only	\$100
DVD Only	\$100
Television Monitor Only	\$150
Musical Sound System	\$150
Musical Sound System (Outdoor)	\$150