

UCI Research Park
The Commons
5301 California Avenue, Irvine CA 92617

Hours of Operation: Business Hours: Monday - Friday: 7:00am - 5:00pm **
After Business Hours: Monday - Friday: 5:00pm - 10:00pm
Saturday and Sunday: 7:00am - 10:00pm

** To accommodate our UCIRP and Herb and Ranch customers, use of The Commons between the hours of 11am - 2pm must exceed 75 persons and be reserved for 8 hours.

To Place a Reservation:

Internal Customers can place a reservation via Angus by the Office/Facilities Manager

External Customers can complete the attached form and send it to kelly.montour@abm.com.

Upon receipt, our Community Ambassador will contact you to place the reservation in our system.

The Commons

- **50' Bar with Counter Seating Area** (seats 18): 18 bar stools, two sinks, two counter ice compartments, one kegerator, two 90" Cable TVs, electric heaters in canopy
- **Open Seating Area** (seats 32): two 8' 6-person tables, one hi-6' 8 person table, three cafe 4 person tables
- **Two Media Lounge Style Seating Areas** (seats 12): two 90" monitors (Cable/AV capability), couches and coffee tables
- **Perimeter Seating** (seats 24): twelve 2 person cafe seating, four two person cushion seating
- **Lawn Area** Includes open grass area with nighttime Bogo Lighting
- **Trail** (to UCI Ecological Nature Preserve) two shaded 6 person table benches, swinging pods
 - Note: Multiple sun shaded seating areas; however, the canopy is not weather proof.
 - Existing Furniture is not permitted to be moved. Additional rental equipment is allowed.

Features:

- **(2) BBQs:** BBQs are gas operated and available upon request only.
- **Kegerator:** Available upon request only.
- **(2) Fire Pits:** Each fire pit has its own timer on the wall adjacent to the fire pit. The red button is an Emergency SHUT OFF. Pressing this button will immediately shut off the fire pit and disable access until an onsite engineer is able to reset it.
- **Pool Table:** Includes two pool sticks and pool balls
- **Ping Pong Table:** Includes two ping pong paddles and balls
- **Games:** Includes 2 Bag Toss sets, Connect 4
- **WiFi:** Complimentary WiFi at Guest@UCIRP *accept terms and conditions
- **Restrooms:** Restrooms are located inside 5301 California.
- **Parking:** Complimentary Parking is available in the adjacent parking lots.
- **Caterer:** Herb and Ranch is the preferred caterer. All coordination for food/beverages must be coordinated and paid directly to Herb and Ranch. Website: herbandranch.com
- **Alcohol:** proof of liquor or host liability is required from your company or the third party vendor
- A signed **entry permit** is required prior to your reservation being approved.
- **Third Party Vendor:** Vendors must provide a certificate of insurance and be listed on the entry permit. You are responsible to ensure 3rd Party Vendors protects The Commons concrete and furniture from any staining or damages.
- **Outside Rentals:** Rental equipment is permitted. Equipment can be delivered 4 hours prior to the event and must be removed within 2 hours after the event. Existing furniture is NOT permitted to be moved.

Community Ambassador: Kelly Montour 949.641.3137 kelly.montour@abm.com
UCIRP CRC 949.748.8300 ucirp@irvinecompany.com

Responsible Company Name for Entry Permit: (must match insurance)

Name: _____

Address: _____

Phone Number: _____ Email: _____

Event Coordinator Name _____ Email: _____

Event Date _____ **Number of Attendees:** _____

Set Up Start: _____ **Set Up Stop:** _____ **Event Start:** _____ **Event Stop:** _____

Event Name: _____

Purpose / Activities Planned: _____

List Third Party Vendors (e.g. rentals, caterers) _____

Will alcohol be served? By Host Vendor ****Proof of Liquor/Host Liability Required**

Select the Features Needed:

Monitors Bar BBQs Kegerator Fire Pits
 Pool Table Ping Pong Table Games Lawn Area

What type of laptop computer will you be using for your event:

None Apple / Mac Standard Laptop Other _____

Select the AV equipment that is needed for your event::

Wireless Microphone (1) Handheld Microphone (1) HDMI Cables 6' or 12'

Reservation Fee:

Customer		The Commons (not avail Mon-Fri 11am-2pm)
Internal	Business Hours	\$100.00 / hr **
	After Hours (Mon-Fri)	\$100.00 / hr **
	Sat - Sun	4 hr Flat Rate: \$965.00 includes Jan/Sec/AV 8 hr Flat Rate: \$1930.00 includes Jan/Sec/AV
External	Business Hours	\$300.00 / hr **
	After Hours, Sat-Sun	4 hr Flat Rate: \$1765.00 includes Jan/Sec/AV 8 hr Flat Rate \$3530.00 includes Jan/Sec/AV

** 20% discount on hourly venue rate when Herb and Ranch provides food/beverage

** Additional services and Fees will apply for large events as follows:

Janitorial: (4 Hours / \$ 195.00 or 8 Hours / \$390.00)

Includes one janitor. Janitorial requires a minimum of 1 hour after the event to empty trash receptacles, take to trash enclosures, stock restrooms and wipe down surfaces and return chairs to original positions.

Security: (4 Hours / \$ 140.00 or 8 Hours / \$280.00)

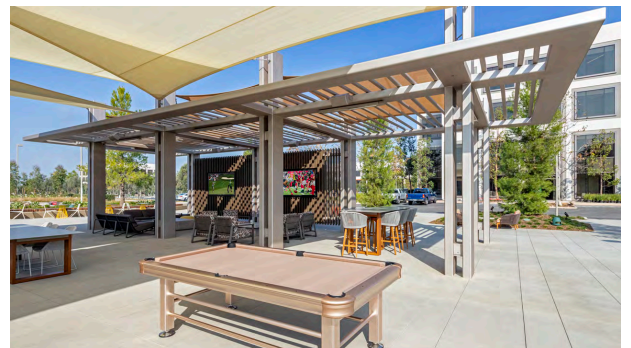
Includes one security rover. Security requires a minimum of 1 hour after the event to return all equipment and secure the premises after the event.

After Hours AV/Admin: (4 Hours / \$ 230.00 or 8 Hours / \$460.00)

Includes one AV admin to assist with Venue/Commons property AV only.

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The Commons @ UCIRP - Layout

