

UCI Research Park
VENUE Conference Center
5301 California Avenue, Suite 120, 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 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.

Conference Room Information:

Venue - 119 persons maximum * Occupancy depends on room layout

- Exclusive use of Cypress and Olive Room, Preception Room and Patio
- AV and Conveniences of both Olive and Cypress Room
- Patio has shaded lounge style seating with built in heaters
- Preception Room has lounge seating, a high table and bar/counter space
- Tri-fold doors leading to adjacent patio and can be opened upon request

Cypress - 70 persons maximum * Occupancy depends on room layout

- Exclusive use of Cypress Room, shared use of Preception Room and Patio
- 20 - 4' tables, 70 chairs * tables seat 2, Podium, portable white board
- Two-90" monitors, One-Ceiling Projector 133" screen, HDMI/VGA, 2 microphones

Olive - 49 persons maximum * Occupancy depends on room layout

- Exclusive use of Olive, shared use of Preception Room and Patio
- 10 - 4' tables, 49 chairs * tables seat 2, Wall-to Wall Whiteboard
- One 90" monitor, HDMI/VGA, 2 microphones

Complimentary WiFi: Guest@UCIRP * accept terms and conditions

Complimentary Parking: Available in the adjacent parking lots

Catering:

Herb and Ranch is the preferred caterer.

All coordination for food/beverages must be coordinated and paid directly to Herb and Ranch.

Contact: Phone: 949.316.4491 Email: info@herbandranch.com Website: herbandranch.com

Invoicing:

Internal Customers: Will be billed back to your account via Angus Reservation Invoicing

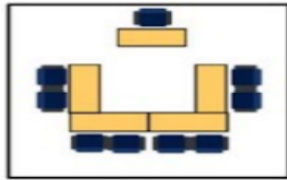
External Customers: Payment must be submitted no later than the Event start date and must be in the form of a check. If payment is not received The Irvine Company LLC may, at its option, deem the Event to be canceled, in which case cancellation charges will apply.

Rates:

A 20% discount is applied to venue hourly fee when Herb and Ranch provides food/beverage for events that occur during business hours.

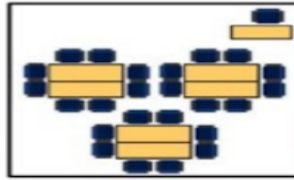
Community Ambassador: Kelly Montour 949.641.3137 kelly.montour@abm.com
UCIRP CRC 949.748.8300 ucirp@irvinecompany.com

Conference Room Layouts



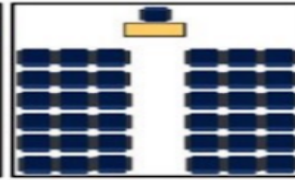
U-Shape / Horseshoe

Max Capacity
Olive - 20 Seats
Cypress - 26 Seats



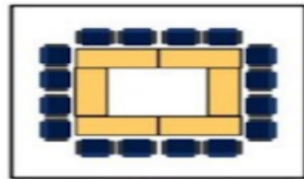
Cabaret/ Parquet

Max Capacity
Olive - 24
Cypress - 42



Auditorium / Theater

Max Capacity - 119
Olive - 49
Cypress - 70



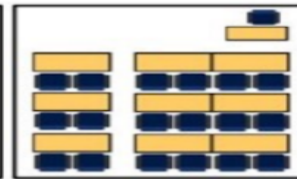
Conference / Square

Max Capacity
Olive - 20 Seats
Cypress - 32 Seats



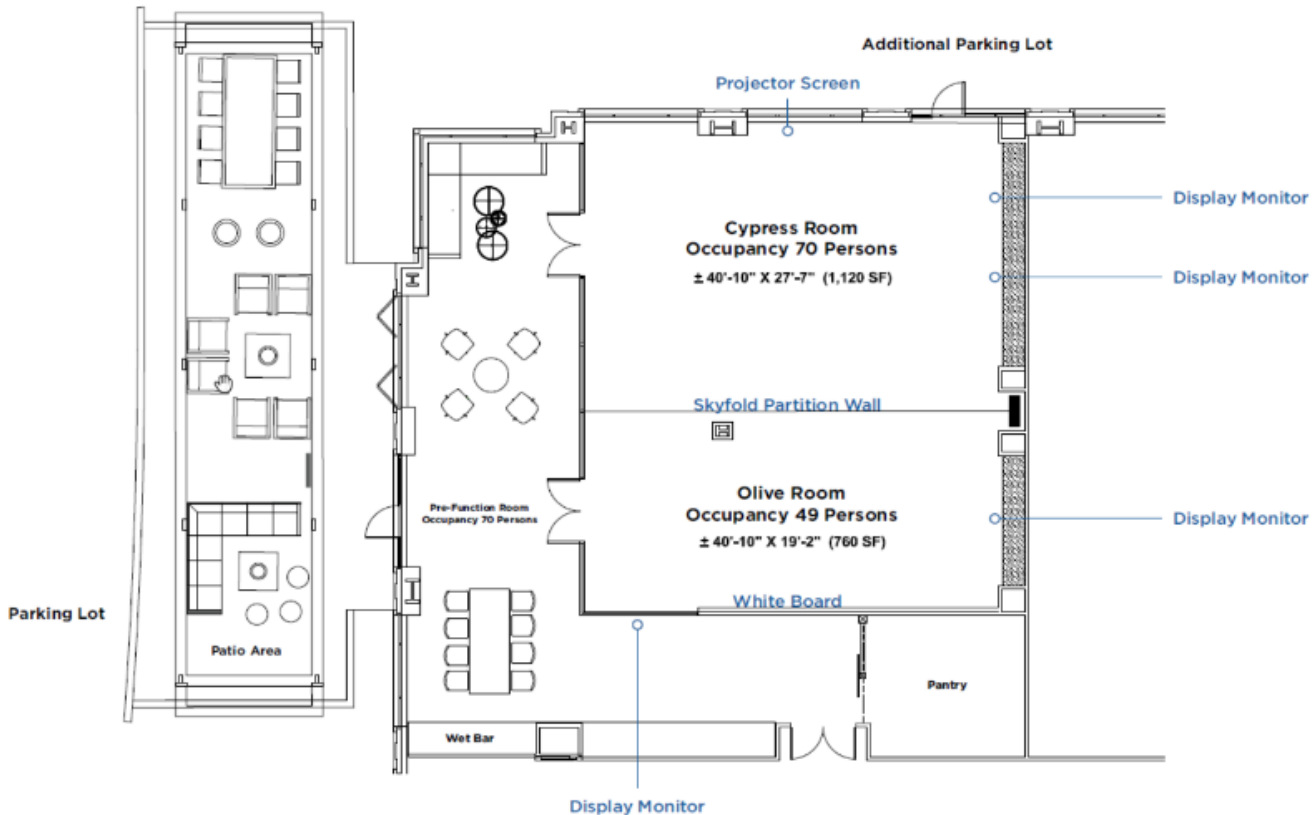
Boardroom

Max Capacity
Olive - 20
Cypress - 32



Training/Classroom

Max Capacity - 82
Olive - 22
Cypress - 48



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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: _____

_____ Presentation _____ Video Conferencing _____ Phone Call Other: _____

Requested Location: _____ VENUE _____ CYPRESS ROOM _____ OLIVE ROOM

Conference Room Layout *See diagram for occup/layout max. Chairs will face monitors unless requested otherwise

_____ Training / Classroom _____ Auditorium / Theater _____ Cabaret / Parquet

_____ U-Shape / Horseshoe _____ Conference / Square _____ Board Room

What type of Laptop computer will you be using for your meeting?

_____ Apple / Mac _____ Standard Lap Top _____ Other _____

Select as needed the Audio / Video Technology for the event:

_____ Microphone _____ HDMI Cables _____ Laser Pointer / Clicker _____ Power Supply Cords

Reservation Fee:

Customer	Venue (Cypress+Olive)	Cypress	Olive
Internal	\$180.00 / hr **	\$100.00 / hr **	\$80.00 / hr **
External Business Hours	\$300.00 / hr **	\$160.00 / hr**	\$140.00 / hr**
After Hours	\$300.00 / hr **	N/A	N/A

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

Additional services and Fees will apply for After hour 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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