

DATE REC'D _____
TIME REC'D _____
- Office Use Only -

**ROOM RENTAL APPLICATION**

**UCI DEPARTMENTS**

**CLIENT INFORMATION:**

Name of Event: \_\_\_\_\_

Sponsoring Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ ZOT: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**EVENT INFORMATION:**

Date(s) Requested: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Time of Event From: \_\_\_\_\_ To: \_\_\_\_\_ Access Needed: \_\_\_\_\_

Room Requested: Koll Stewart Berry Terrace

Description of Event: \_\_\_\_\_

Alcoholic Beverages Sold or Served\* Yes No Food Service\* Yes No  
*\*Alcohol can only be provided and served by Aramark. \*Application to Serve Food or Beverage is required.*

**BILLING INFORMATION:**

Department to be billed: \_\_\_\_\_

Billing Contact Person: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

University Account Name to be Billed: \_\_\_\_\_ Acct #: \_\_\_\_\_ Fund: \_\_\_\_\_ Sub: \_\_\_\_\_

**TERMS & CONDITIONS:**

1. No reservations will be held until application is returned and approved.
2. In making application for Bren Events Center facilities, the undersigned acknowledges that all activities will be conducted in accordance with pertinent Federal, State, Local and University laws, regulations and policies.
3. Room events are confirmed *two weeks* prior to the event date. Prior to that, room events may be subject to cancellation if the arena is booked for a large event.
4. Clients may cancel up to two weeks prior to their event date and not be charged a rental fee. If the cancellation is received less than two weeks, the client will be charged the rental fee unless the space is rescheduled.
5. All caterers must be UCI approved and have a certificate of insurance on file with UCI Food Services.

**SUBMITTED BY:**

\_\_\_\_\_  
Authorized Department Signature

\_\_\_\_\_  
Print Name Title

\_\_\_\_\_  
Date

### ROOM RENTAL RATES

#### UCI DEPARTMENTS

Rental rate for each space includes set-up, tear down, general cleaning, tables, chairs, table skirting, chalk/dry erase boards, markers, easels, risers and lobby directional signs.

#### KOLL ROOM

Dimensions: 35'x52', 1820 square feet  
 Capacities: Reception 180  
 Lecture 140  
 Classroom 90  
 Dinner 80

**\$45/HOUR (2 hour min.)**  
**\$300 max**

Located on the arena level of the Bren Events Center, the Koll Room is a versatile space that can be used for general meetings, workshops, lectures, rehearsals and dinners. Parking is conveniently located adjacent to the Koll Room and can be reserved for an additional fee.

#### STEWART ROOM

Dimensions: Room: 40'x40', 1600 square feet  
 Capacities: Reception 150  
 Lecture 90  
 Dinner 60

**\$50/HOUR (2 hour min.)**  
**\$350 max**

Located on the concourse level, the quality décor of the Stewart Room lends itself well to elite functions including luncheons, dinners and receptions. Accent features include burgundy leather seating, ficus trees and rosewood tables. A kitchenette is conveniently located adjacent to the Stewart Room and can be utilized for room events serving food.

#### STEWART KITCHEN

**\$15/HOUR (2 hour min.)**  
**\$100 max**

This common kitchen area is located adjacent to the Stewart Room and may be utilized for food storage, preparation and service. Amenities include a refrigerator, microwave oven, sink and ample counter space.

#### ANTEATER ROOM

Dimensions: Room: 34'x30', 1020 square feet  
 Reception 100  
 Lecture 50  
 Dinner 40

**\$40/HOUR (2 hour min.)**  
**\$250 max**

Located in the west lobby, this newly designed space can accommodate a variety of functions including meetings, receptions and banquets.

#### BERRY TERRACE

Dimensions: 56'x80', 4480 square feet  
 Capacities: Reception 400  
 Lecture Standard set-up: 196 Chevron set-up: 230  
 Classroom Standard set-up: 156 Chevron set-up: 140  
 Banquet 100

**\$65/HOUR (2 hour min.)**  
**\$450 max**

This outdoor patio area is located on the concourse level of the Bren Events Center in between the East and West lobbies. The terrace has been recently renovated and is now tented. This area is very versatile and can be used for receptions, luncheons and banquets. It also lends itself well to lectures, workshops and vendor fairs.

#### EAST LOBBY

Capacity: 200 standing

**\$30/HOUR (2 hour min.)**

#### WEST LOBBY

Capacity: 150 standing

**\$20/HOUR (2 hour min.)**

The East and West lobbies may be rented and used for vendor or benefit fairs, book sales, or other general display or information sessions.

#### KOLL TERRACE

Capacity: \_\_\_ standing

**\$15/HOUR (2hr min) \$100/max**

#### KOLL LAWN

Capacity: \_\_\_ standing

**\$15/HOUR (2hr min) \$100/max**

#### TICKET TERRACE

Capacity: \_\_\_ standing

**\$30/HOUR (2hr min) \$200/max**

These outdoor areas may be rented in conjunction with another meeting room or by themselves for receptions and other activities.

*\*Additional fees may apply  
 See other side for variable rates, terms and conditions*

## *Variable rates, terms and conditions*

### **Additional Variable Rates:**

Portable sound system with (2) speakers and up to (4) microphones .....	\$25.00/day
Projection screen & projector.....	\$50.00/day
Overtime rate (applies before 8am and after 10pm) .....	\$100.00/hour
Parking Permits.....	\$7/each
Parking Lot 6A, Option "A" 4pm-8:30pm.....	\$135/day
Parking Lot 6A, Option "B" 7am-3:30pm .....	\$215/day
Parking Lot 6A, Option "C" 7am-8pm.....	\$270/day
Facility Damages .....	\$50/hr labor, 2hr min plus material cost
Telephone installation, new.....	\$100
Telephone installation/existing line .....	\$40
Plants .....	\$10 each
Carpet Berry Terrace .....	\$200 flat rate

### **TERMS AND CONDITIONS:**

#### ***Confirmation Policy***

Room events are confirmed two weeks prior to the event date. Prior to that, room events may be subject to cancellation if the arena is booked for a large event.

#### ***Cancellation Policy***

Clients may cancel up to two weeks prior to their event date for a full refund. If the cancellation is received less than two weeks, a refund will be made if the space is rescheduled.

#### ***Catering***

All caterers must be UCI approved and have a certificate of insurance on file with UCI food services.

BREN EVENTS CENTER

**ROOM RENTAL SET-UP REQUIREMENTS**

EVENT: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_ MOVE-IN: \_\_\_\_\_ MOVE-OUT: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

MEETING AREA

KOLL                      STEWART                      BERRY                      EAST/WEST LOBBY

TYPE OF SET-UP

BANQUET:                      MEETING:                      PRESS:                      RECEPTION:  
LECTURE:                      DINNER:                      DANCE:                      OTHER: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

EQUIPMENT

NUMBER OF CHAIRS: \_\_\_\_\_

NUMBER OF TABLES:

8'X30" \_\_\_\_\_ 6'X30" \_\_\_\_\_ 6'X18" \_\_\_\_\_ 5.5' (Round Tables) \_\_\_\_\_

SKIRTING: YES                      NO

LECTERN: YES                      NO                      WITH MICROPHONE: YES                      NO

SOUND SYSTEM (for sound programs using more than (1) standard microphone): YES                      NO

RISERS: YES                      NO                      HEIGHT: 16"                      24"

PLEASE CHECK: EASEL                      CHALKBOARD                      CORKBOARD                      DRY ERASE BOARD

ELECTRICAL REQUIREMENTS: \_\_\_\_\_

CATERING

CONTACT: \_\_\_\_\_ COMPANY: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

MOVE-IN: \_\_\_\_\_ EQUIPMENT: \_\_\_\_\_

ELECTRICAL REQUIREMENTS: \_\_\_\_\_

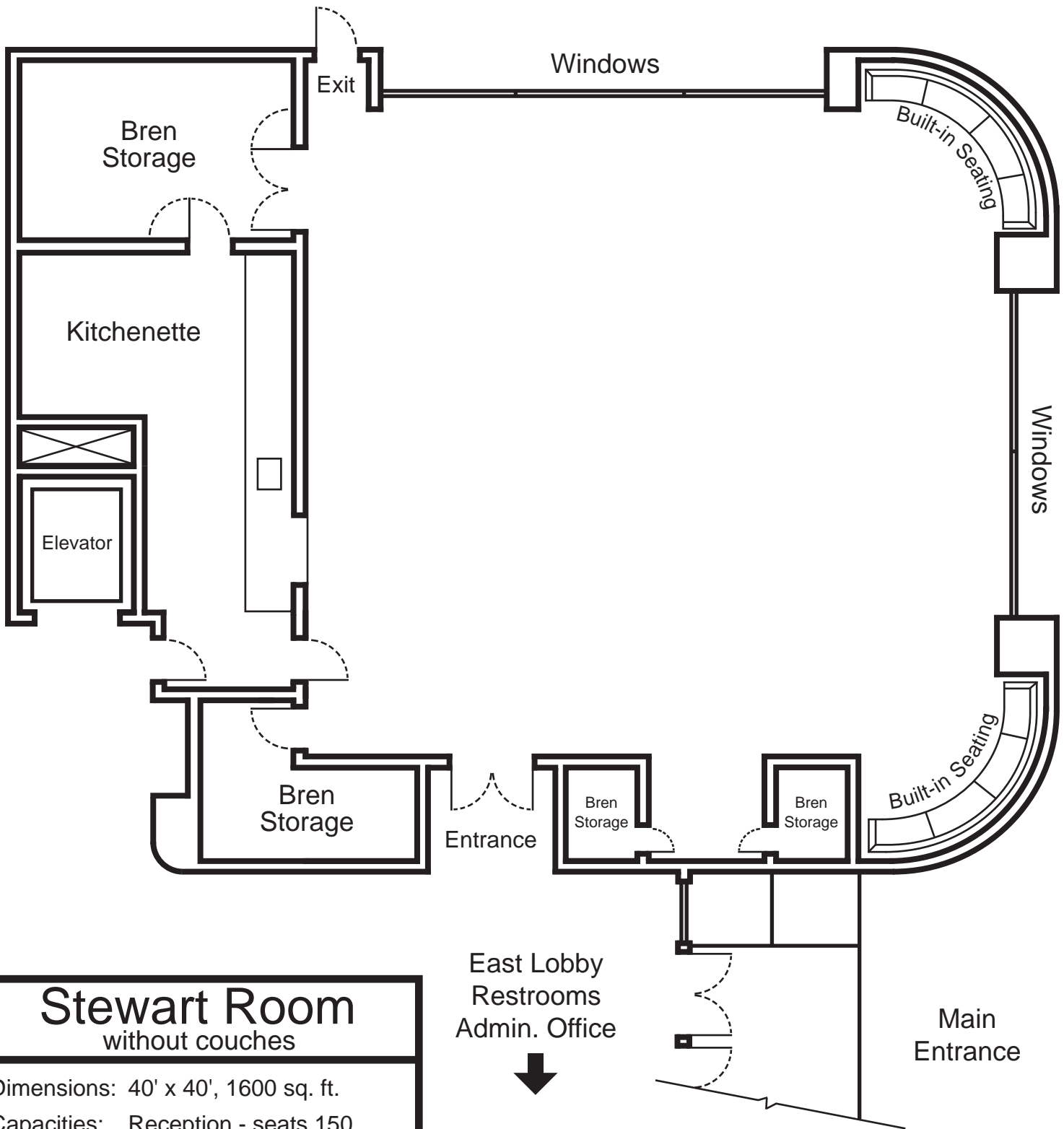
MENU

FOOD: \_\_\_\_\_

BEVERAGE: \_\_\_\_\_

ALCOHOLIC BEVERAGE: YES                      NO                      (Must be provided and served by Aramark)

# Bren Events Center Floorplan



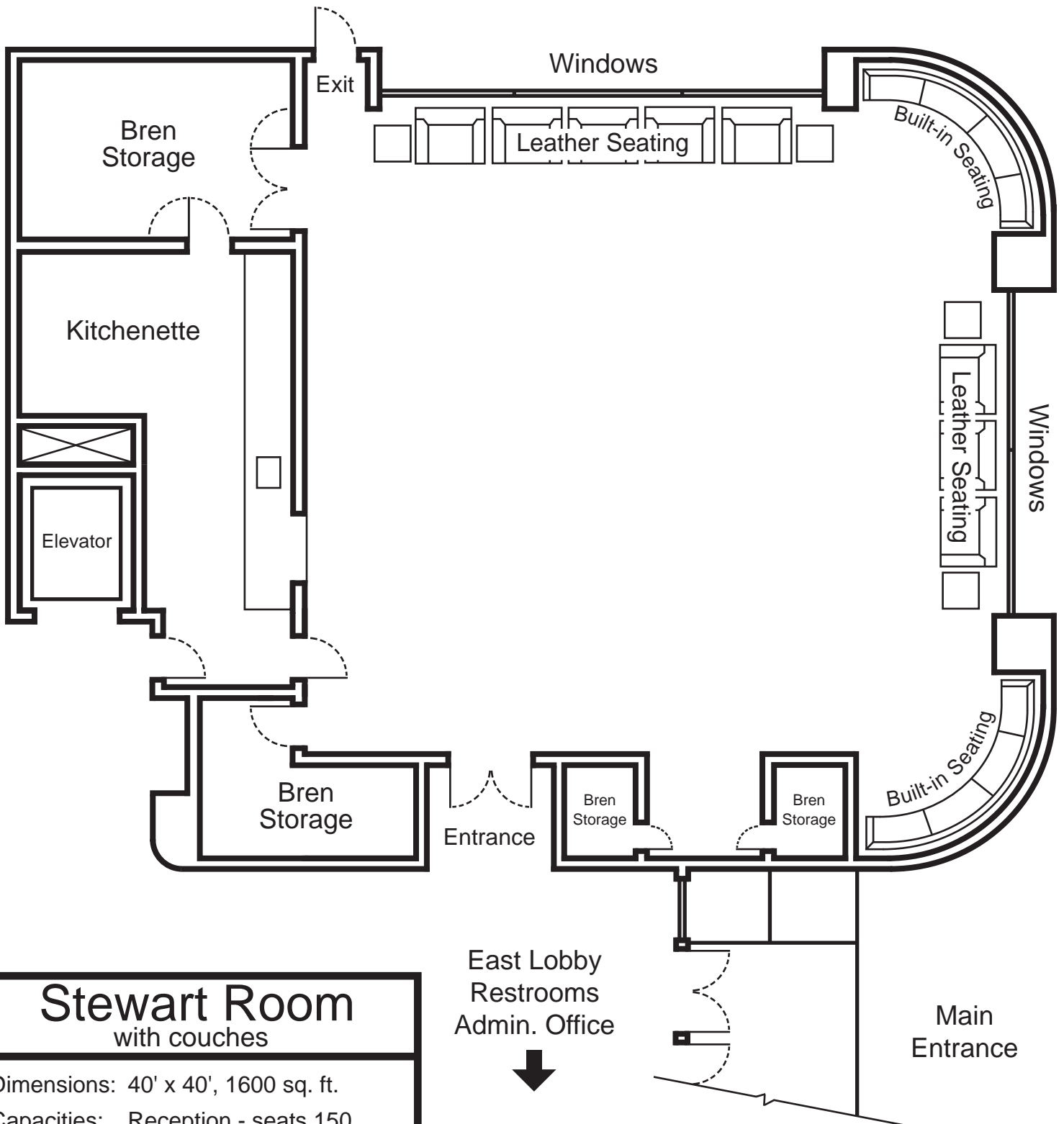
## Stewart Room without couches

Dimensions: 40' x 40', 1600 sq. ft.

Capacities: Reception - seats 150  
Lecture - seats 90  
Classroom - seats 70  
Dinner - seats 60

Please indicate your desired set-up by sketching it on the above floorplan and complete the Set-Up Requirements form.

# Bren Events Center Floorplan



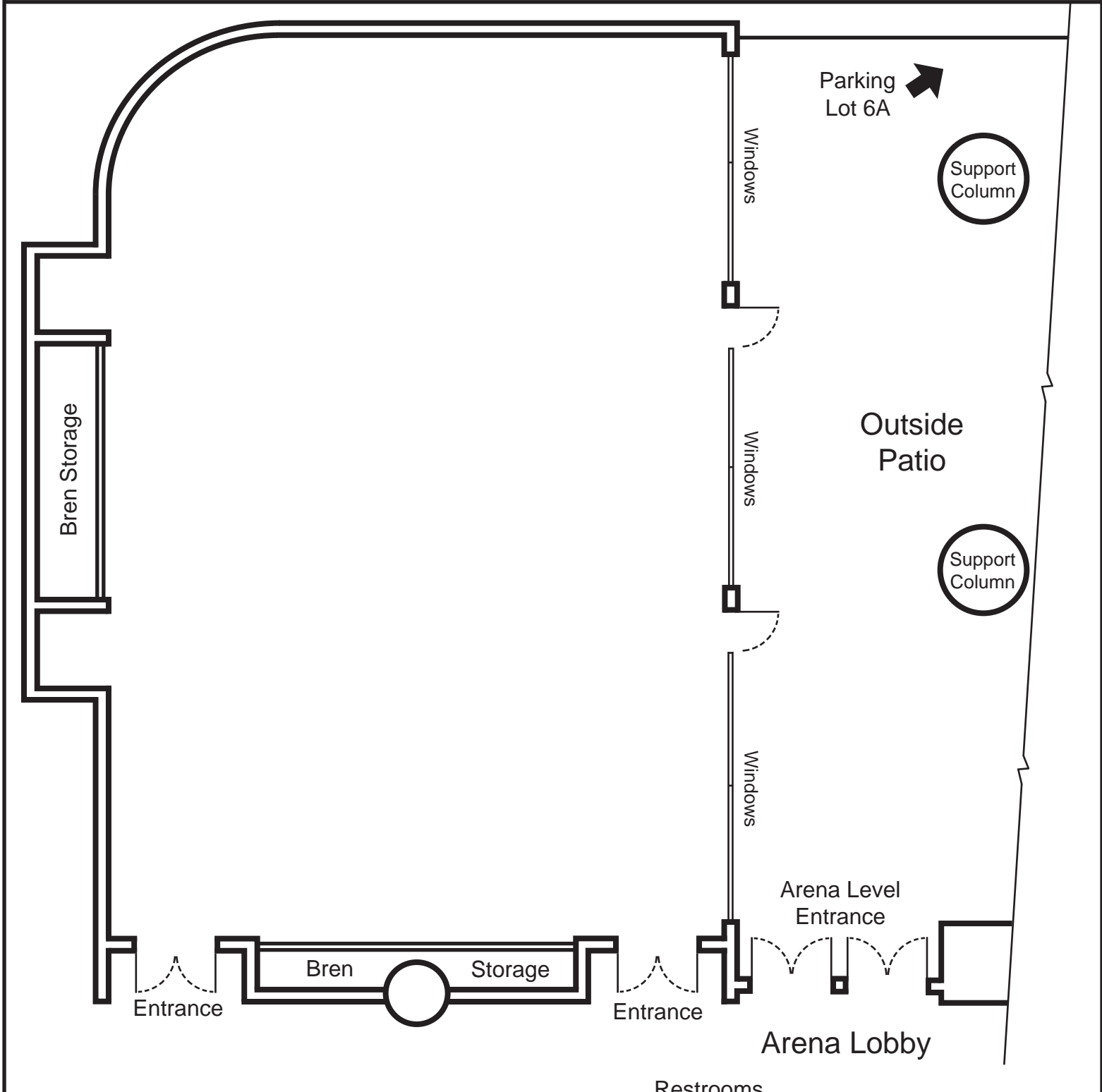
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Lecture - seats 90  
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Dinner - seats 60

Please indicate your desired set-up by sketching it on the above floorplan and complete the Set-Up Requirements form.

# Bren Events Center Floorplan

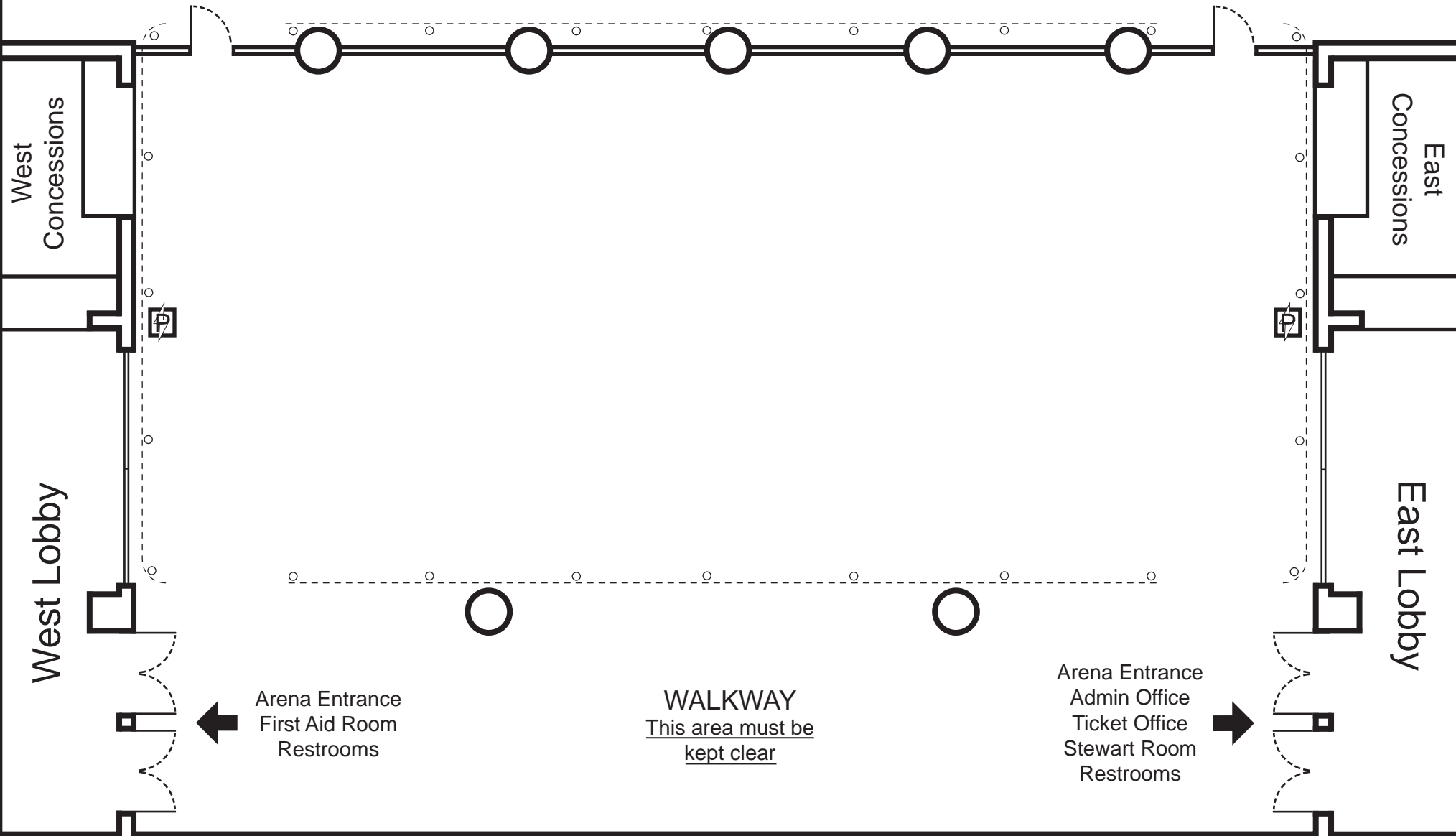


## Koll Room

Dimensions: 35' x 52', 1820 sq. ft.  
 Capacities: Reception - seats 180  
 Lecture - seats 130  
 Classroom - seats 90  
 Dinner - seats 80

Please indicate your desired set-up by sketching it on the above floorplan and complete the Set-Up Requirements form.

# Bren Events Center - Floorplan

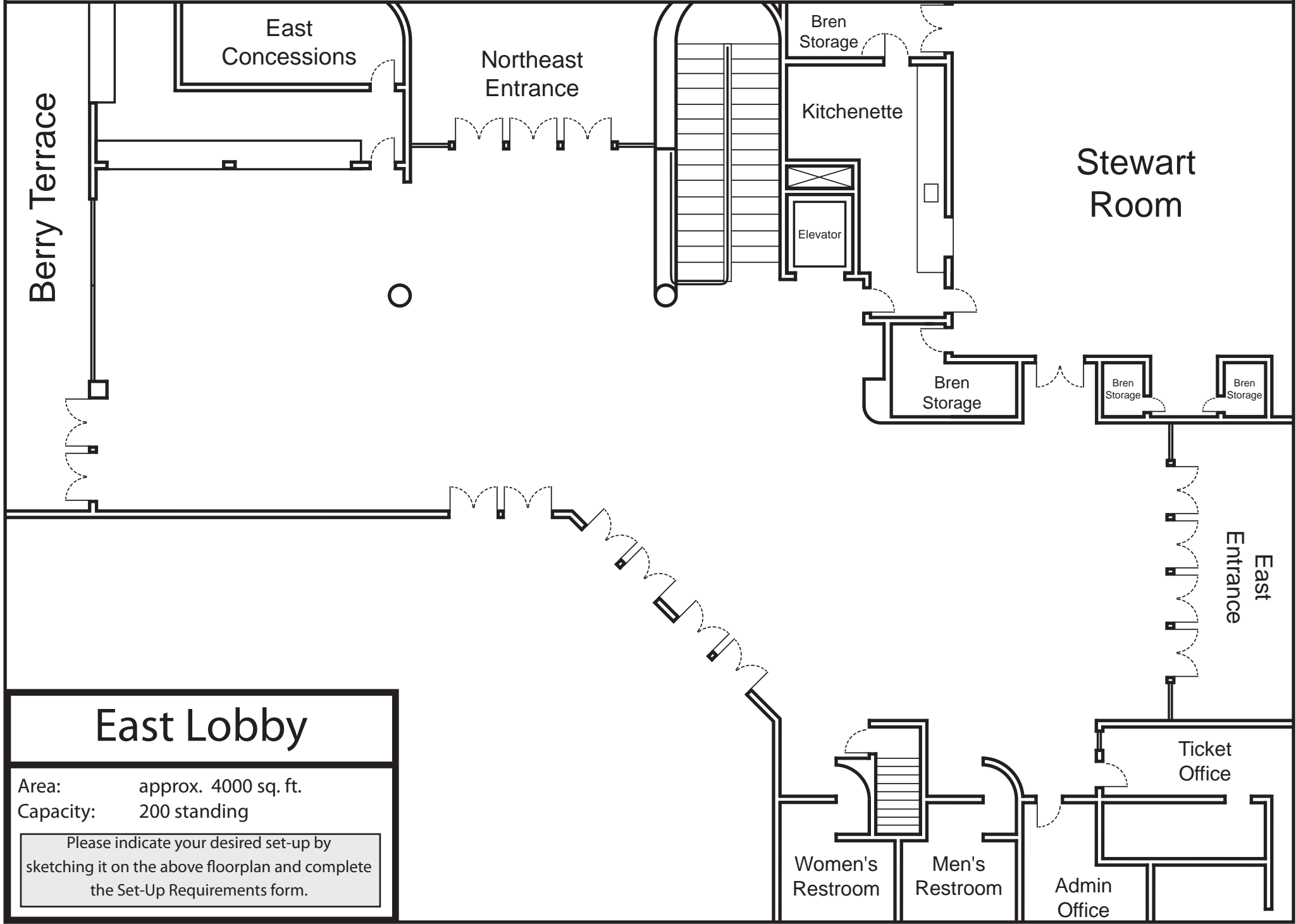


## Berry Terrace

Dimensions: 56' x 80', 4480 sq. ft.  
 Capacities:  
 Reception - seats 400  
 Lecture - seats 200  
 Dinner - seats 100

Please indicate your desired set-up by sketching it on the above floorplan and complete the Set-Up Requirements form.

# Bren Events Center - Floorplan

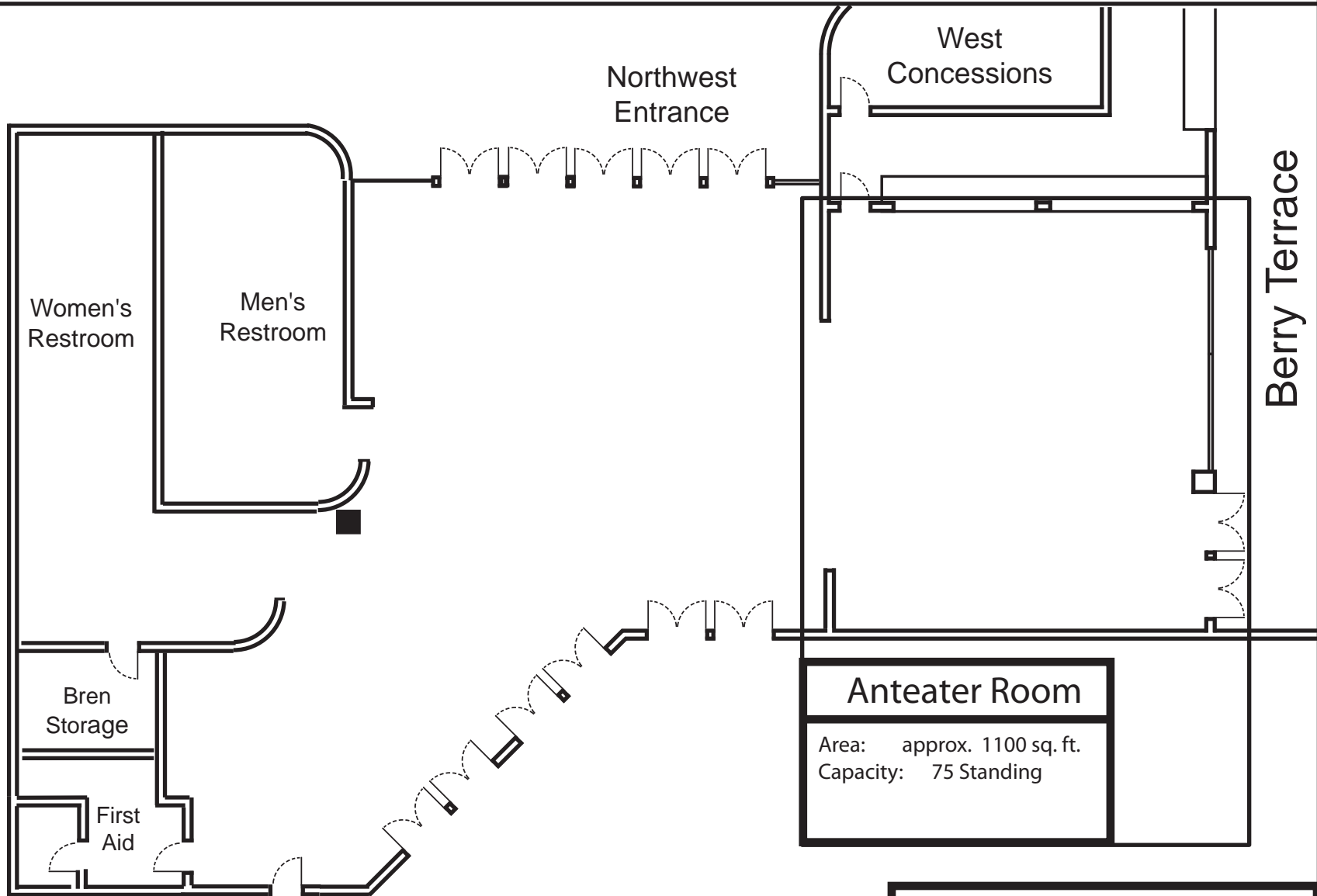


## East Lobby

Area: approx. 4000 sq. ft.  
Capacity: 200 standing

Please indicate your desired set-up by sketching it on the above floorplan and complete the Set-Up Requirements form.

# Bren Events Center - Floorplan



## Anteater Room

Area: approx. 1100 sq. ft.  
Capacity: 75 Standing

## West Lobby

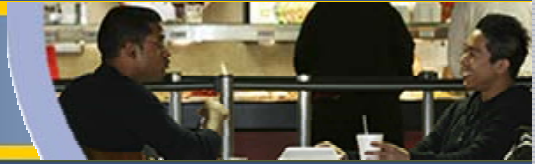
Area: approx. 2500 sq. ft.  
Capacity: 150 standing

Please indicate your desired set-up by sketching it on the above floorplan and complete the Set-Up Requirements form.



# HOSPITALITY & DINING SERVICES

## UNIVERSITY of CALIFORNIA • IRVINE



G318 Student Center, Irvine, CA 92697-3700 : Tel: (949) 824-1492 : Fax: (949) 824-1657

- [H&DS Home](#)
- [Dining Locations](#)
- [Convenience Stores](#)
- [Vending](#)
- [Catering](#)**
- [Employment](#)
- [About Us](#)
- [Resources for Employees](#)
- [Resources for Managers](#)

## On-Campus Catering

**Approved Caterers List** : [Catering Information](#)

**UCI Catering** offers catering services for events housed in the Student Center as well as anywhere on campus. UCI Catering offers a menu with a wide range of foods to select from and staff's talented chefs are able to create special menus to accommodate any occasion. Our online catering management system makes ordering food and beverages easy and accessible. In any situation where planning assistance may be needed, our Event Planners are here to happily provide assistance and offer a more personal catering experience.

Please go to [www.ucicatering.catertrax.com](http://www.ucicatering.catertrax.com) to visit the online catering management system and menu. It is designed to make ordering your food and beverage needs as easy as possible. The UCI Catering team will be happy to assist you at any time with placing your food and beverage orders. Simply call the catering sales office at (949) 824-1423 and an event planner will walk you through the online process, or create a special menu for your event. Follow this link for the printable [Catering Menu](#) to get started.

Below is a list of all alternate caterers who have met UCI requirements and may be used for events occurring prior to the UCI approval expiration date. Caterers whose approval has expired will not appear on the list. The list is updated on the 15th of each month. **Please note that UCI Catering is the *exclusive* caterer for the Student Center Conference Center.**

### On-Campus Approved Caterers

Name	Phone	Expiration
Anthill Pub & Grille	(949) 824-3050	
UCI Catering	(949) 824-1423	
University Club	(949) 824-7960	

### Off-Campus Approved Caterers

Name	Phone	Expiration
Above All Catering, Inc.	(714) 220-1289	08-25-2010
Andre Boudin Bakeries	(949) 222-9111	03-31-2011
Bella's Kitchen	(714) 935-1936	01-13-2011
Bristol Farms - Newport Beach	(949) 760-6514	08-01-2010
Claim Jumper Restaurants	(949) 756-9001	12-01-2010
Corner Bakery - Orange	(714) 939-8410	02-02-2011
Cornerstone Catering	(949) 916-9800	10-15-2010
Country Garden Caterers	(714) 972-9069	09-16-2010
Dominos Pizza	(949) 222-0333	10-04-2010
Gina's Pizza & Pastaria - Irvine	(949) 725-1144	11-30-2010
Hawaiian Express	(714) 293-1576	09-11-2010
Hyatt Regency Irvine/Regency Catering	(949) 225-6644	10-10-2010
Il Fornaio Catering - Irvine	(949) 261-1444	07-19-2010
Jay's Catering	(714) 636-6045	08-16-2010



L&L Hawaiian Barbecue- Culver	(949) 262-9088	07-21-2010
Lett-Uce Cater to You/Frank's Philadelphia	(949) 722-8910	10-17-2010
Meyerhof's	(949) 261-6178	07-19-2010
Newport Rib Company	(949) 631-2110	12-31-2010
Pacific Whey Cafe & Catering	(949) 275-2515	01-02-2011
Panera Bread	(949) 721-8800	08-08-2010
Posh Parties	(714) 556-6480	10-02-2010
Renato's Restaurant and Catering	(714) 839-6678	11-27-2010
Saltwater Catering, Inc.	(800) 555-1212	03-11-2011
Sharky's Woodfired Mexican Grill	(949) 300-9438	11-07-2010
Soiree Catering/Ranch Hands	(714) 754-4405	12-01-2010
Taste Catering, Inc.	(949) 215-7373	08-26-2010
TGIS Catering	(562) 492-9555	09-20-2010
Veggie Grill	(949) 509-0003	07-27-2010
Wolfgang Puck & Catering	(323) 491-1250	09-30-2010
Z-Cater, Inc./ Art of the Party	(714) 434-8001	09-05-2010
Z Pizza - Campus Drive - Irvine	(949) 725-9000	11-17-2010



Contact Us

Hours: Monday to Friday, 8 a.m. to 5 p.m.  
 UCI Hospitality & Dining Services  
 G318 Student Center  
 Tel: (949) 824-1492  
 Fax: (949) 824-1657

Produced by UCI Hospitality & Dining Services, A Division of Student Affairs  
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 Last Modified: 08/05/10

UNIVERSITY OF CALIFORNIA  
APPLICATION TO SERVE FOOD OR BEVERAGE AT A TEMPORARY FOOD SERVICE EVENT

Instructions: Please read "Guidelines for Food Service" on the back of this form. Bring this application to the UCI Bren Events Center for review and approval at least one week prior to the event date. The Bren Events Center may refer you to the Environmental Health and Safety Office for approval of major food items.

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Sponsoring Representative: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

1. Type of Food:      Snack          Breakfast          Lunch          Dinner
2. What will be the menu for the event? (list in detail)  
Food: \_\_\_\_\_  
Beverages: \_\_\_\_\_  
Will the event be catered:      Yes      No      If yes, who is the caterer: \_\_\_\_\_
3. Where will the food be obtained?: \_\_\_\_\_
4. Where will the food be prepared? (see back of last page): \_\_\_\_\_
5. Will refrigeration be required?      Yes      No      If yes, how? (see back of last page): \_\_\_\_\_
6. Will warming be required?      Yes      No      If yes, how? (see back of last page): \_\_\_\_\_
7. Will Food/Beverage be sold?      Yes      No
8. Will alcohol be served at this event?      Yes      No  
If yes, is approval granted?      Yes      No
9. After reading the Guidelines for Food Service on the back of this form, do you have any questions?  
Yes      No      If yes, please contact EH&S at 824-4170.

Approval Signatures:	
Scheduling Office: _____	Date: _____
EH&S Office: _____	Date: _____
Comments: _____	
_____	

- Approval Procedure:
1. Scheduling Office: Please take the form to the UCI Bren Events Center for approval.
  2. EH&S: The Reservations Office may refer you to EH&S for approval for major food items, otherwise, this approval may be granted through the Bren Events Center.

## GUIDELINES FOR FOOD SERVICE

The Environmental Health and Safety Office (EH&S) is concerned with the possible transmission of food related illnesses or food poisoning as a result of improper preparation or handling of certain types of foods - also known as "potentially hazardous foods." Potentially hazardous foods have the potential to support the growth of pathogenic microorganisms of a public health concern. Up to 95% of all food poisonings in the U.S. - in the home and in food service facilities - are due to one specific bacteria, namely Staph aureus. Most microorganisms are destroyed through the cooking or re-heating of food products. However, Staph aureus bacteria, when allowed to multiply, produce a toxin/poison which typical cooking/reheating of a food product cannot destroy. Once the toxin is formed the food product has the potential to induce illness even if COOKED OR RE-HEATED BEFORE SERVING. This problem can be overcome with the use of hygienic food handling practices and proper temperature control as follows:

### Hygienic Handling/Preparation of Food Products

- A. Washing the food preparers hands prior to food preparation, and after: touching the face or hair, going to the restroom/smoke break etc.. A food handler with any type of illness, such as a cold sore, infected cuts, colds, etc. shall not prepare the food products.
- B. Cross Contamination Control: ALL utensils (knives, dishware, etc.), preparation surfaces (e.g. cutting board) and the preparer's hands shall be washed with soap and water AND SANITIZED (e.g. Chlorox bleach) between the preparation of each food item.
- C. Temperature Control: relates to POTENTIALLY HAZARDOUS FOODS ONLY - SEE RIGHT HALF OF PAGE.
- D. Defrosting of POTENTIALLY HAZARDOUS FOODS: Do not let them sit out at room temperature to defrost! Defrost in a microwave, under COLD RUNNING WATER, or in a refrigerator or prepare in the frozen state.
- E. Cooling of Potentially Hazardous Foods: Store large amounts of these food products in shallow containers in the refrigerator so they are cooled/re-heated quickly.
- F. Storage/Display of ALL Food Product Types: Store/Display in clean appropriate containers and cover the container - e.g. with plastic wrap when on display. Unapproved containers are the original container the food product came in or containers not originally designed for food STORAGE.
- G. Handle all food items with a utensil (tongs, etc.) and utilize hand towelettes (e.g. wash and dry) or a jug of water for handwashing on-site for food booths.

## FIRE SAFETY CONCERNS

- H. All food service stands which cook food on-site must have an approved ABC dry chem fire extinguisher available for use ON-SITE.

### TEMPERATURE CONTROL FOR POTENTIALLY HAZARDOUS FOODS

HOT = ABOVE 140 DEGREES FAHRENHEIT

COLD = BELOW 45 DEGREES FAHRENHEIT

MEAT PRODUCTS: Beef, Pork, Lamb, Mutton, Veal, Venison, etc.

FOWL/POULTRY PRODUCTS: Chicken, Turkey, Goose, Duck, Pigeon, etc.

FISH PRODUCTS: All types of fresh or salt-water fin fish.

SEAFOOD PRODUCTS: All types of fresh or salt-water mollusks (squid, octopus etc.) and crustaceans (crab, etc) and shellfish (mussels, clams, oysters, etc.).

ANIMAL BI-PRODUCTS: Gravies made from ANIMAL stock, soups/broth: containing ANIMAL products or made from ANIMAL stock.

MILK PRODUCTS: From any animal which produces milk for human consumption e.g. cow or goat.

EGG PRODUCTS: From any animal which produces eggs for human consumption e.g. chicken or duck eggs.

DAIRY BI-PRODUCTS: All foods which contain milk products or egg products Includes dry (powder) milk/egg concentrates (e.g. dry milk or egg beater's) AFTER water is added to product.

ONCE RICE OR BEANS HAVE BEEN COOKED, THEY CAN SUPPORT THE GROWTH OF BACTERIA IN CERTAIN INSTANCES: THEREFORE, ALL FOOD PRODUCTS CONTAINING COOKED RICE OR BEANS ARE CONSIDERED MAJOR FOOD ITEMS.

All raw meats must be prepared on-site, NO pre-cooking of these food products OFF SITE. Maintain all meats on ice until cooked and on a heat source (above 140 degrees fahrenheit) after cooking and until served.

### PROHIBITED FOODS\*

HOME PREPARED MEATS/CASSEROLES, CREAM-FILLED PASTRIES, CREAM FILLINGS (CUSTARDS, MERINGUES, ETC.).

\*EXCEPTIONS WILL BE CONSIDERED ON A CASE-BY-CASE BASIS; CONSULT WITH EH&S AT 824-4170 OR 824-7101.

**Caterer Information**

To be completed and signed by catering company representative

Firm Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Corporate Tax ID Number/FEIN or if not incorporated, owners Social Security Number:

\_\_\_\_\_

Insurance Company/Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please describe equipment and resources to be used to maintain temperatures (hot and cold) of products to be served, delivered from your kitchen to the University and to hold products once served: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Caterers Responsibilities and Expectations

The University reserves the right to spot check all products being served for appropriate temperature levels, proper storage during transportation, and handling and will refuse any and all products which are handled in a way that do not meet Local, State, and Federal Laws at the Caterer's expense. The University also reserves the right to approve Caterers in good business and financial standing with the University. Caterers not in good standing with the University shall be removed from the Approved Off-Campus Caterers List.

The Caterer is responsible for the prompt removal of all equipment, trash, and left over items and the cleaning of all University provided equipment after each event. In the event the Caterer does not remove the equipment promptly or clean the area, the Caterer may be charged a fee which will be deducted from the payment and will be removed from the Approved Off-Campus Caterer's list.

It is the responsibility of all Approved Off-Campus Caterers to keep all paperwork submitted current at all times. Caterers will be removed from the Approved Off-Campus Caterers List once certificates and inspection reports expire, unless new documents are submitted prior to the expiration date. UCI will not send out reminders of expiration.

As the qualified owner/officer of \_\_\_\_\_

I agree to the following conditions:

1. I agree to defend, indemnify and hold harmless the University of California, its Regents, officers, employees, students, and agents from and against any liability, loss, damages, expense, legal fees, or claims for injury or damage arising out of the performance of the Agreement but only to the extent such liability, loss, expense, legal fees, claims for injury or damages caused by or as a result from the negligent or intentional acts or omissions of the Caterer, its officers, agents, or employees.
2. It shall be the policy of the Caterer to provide equal opportunity for employment for all qualified persons and to prohibit employment discrimination because of national origin, race, marital status, gender, sexual orientation, handicap, disabled veterans, veterans of the Vietnam era, or any other basis prohibited by applicable law.
3. I have reviewed the attached list of expectations for all Approved UCI Caterers and the Caterers Responsibilities and Expectations and I agree to operate within these guidelines.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Received by UCI Food Services: \_\_\_\_\_

Approved:    Yes    No    Reviewed By: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_