



**ROOM RENTAL RATES**

**OFF-CAMPUS**

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

**\$90/HOUR (2 hour min.)**  
 \$550 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

**\$100/HOUR (2 hour min.)**  
 \$650 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**

**\$20/HOUR (2 hour min.)**  
 \$150 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

**\$60/HOUR (2 hour min.)**  
 \$300 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

**\$120/HOUR (2 hour min.)**  
 \$700 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

**\$60/HOUR (2 hour min.)**

**WEST LOBBY**

Capacity: 150 standing

**\$40/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

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

**KOLL LAWN**

Capacity: \_\_\_ standing

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

**TICKET TERRACE**

Capacity: \_\_\_ standing

**\$60/HOUR (2hr min) \$300/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: \_\_\_\_\_

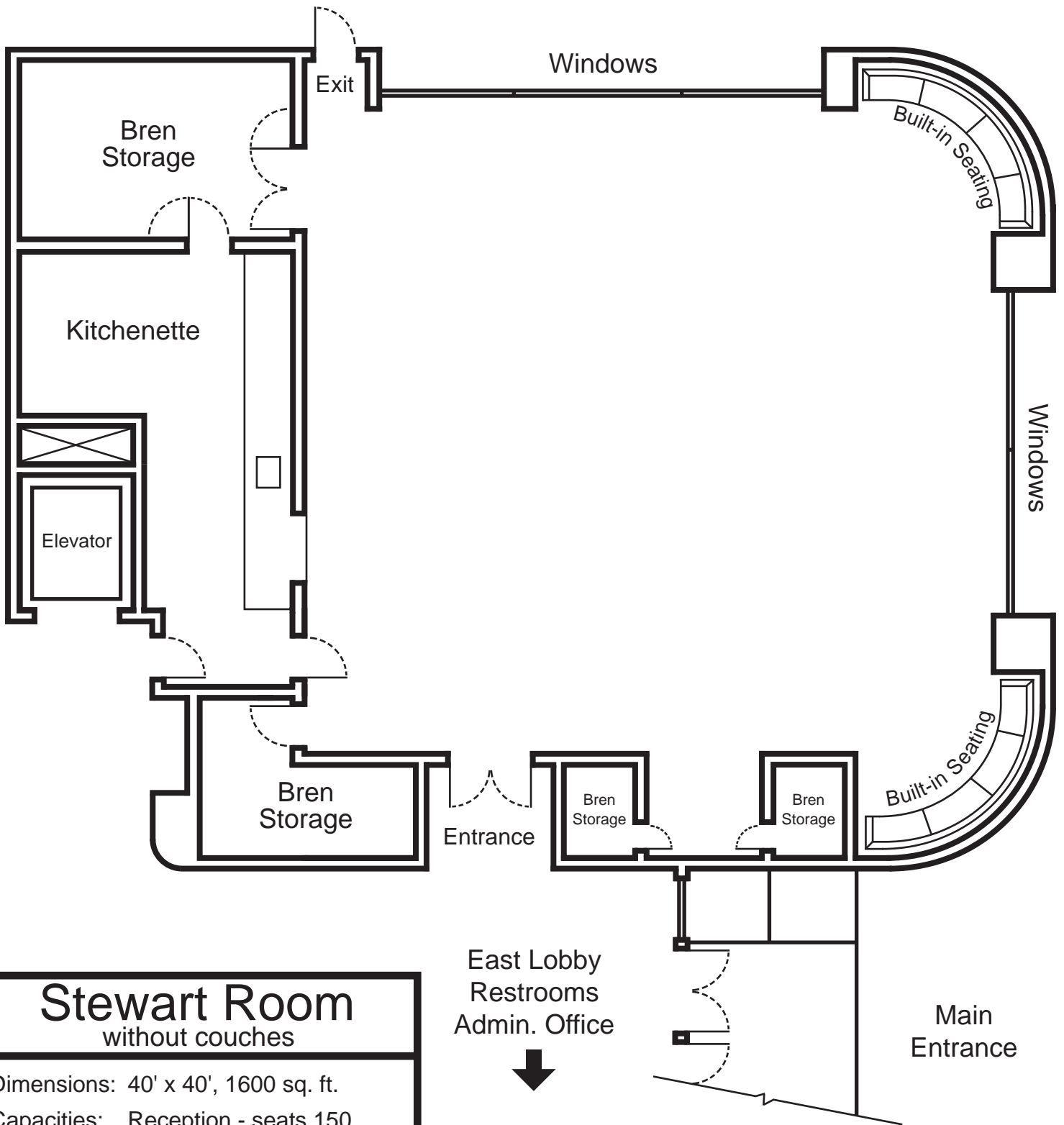
MENU

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

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

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

# Bren Events Center Floorplan



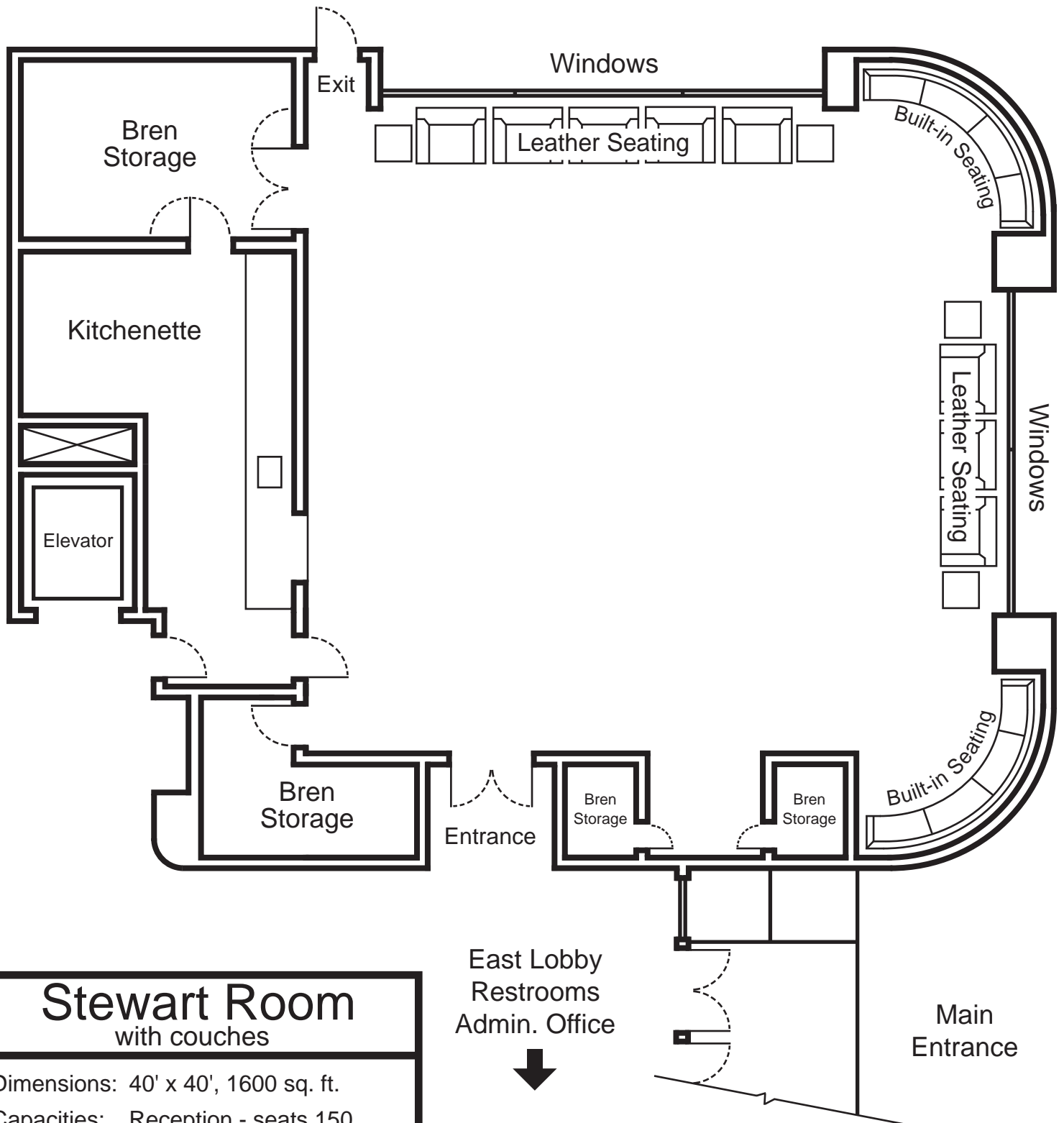
## Stewart Room without couches

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



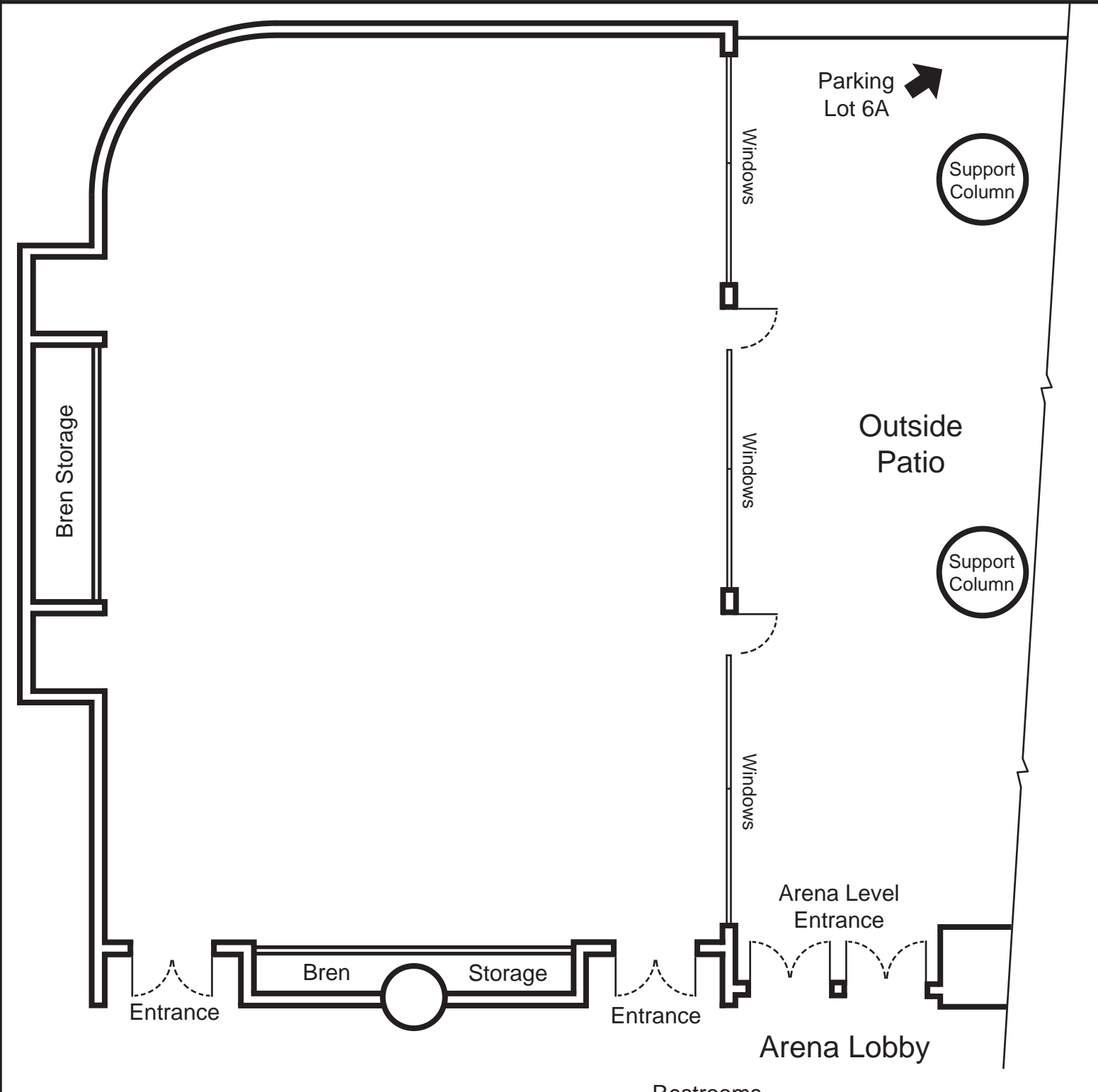
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# Bren Events Center Floorplan

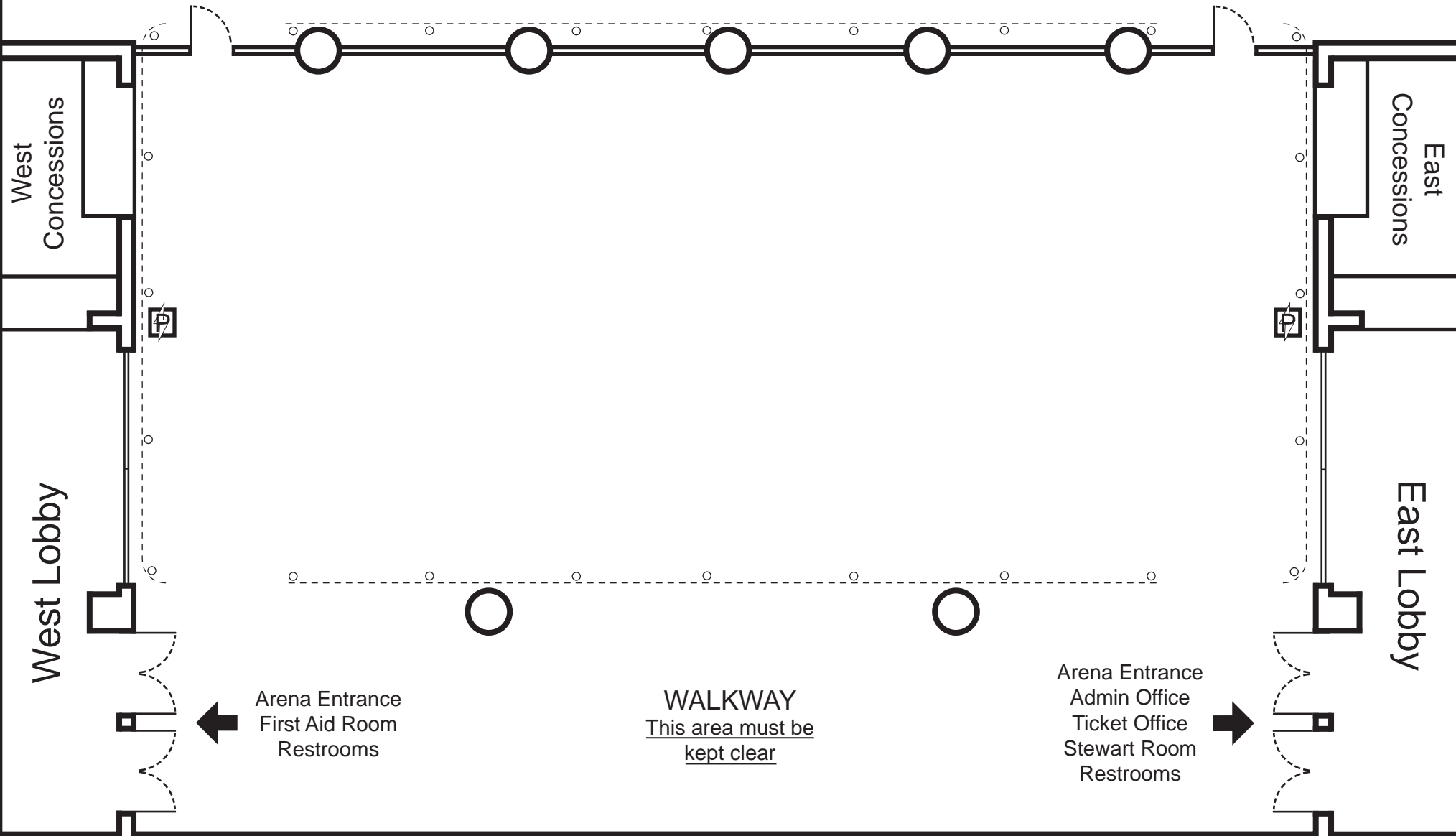


## Koll Room

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

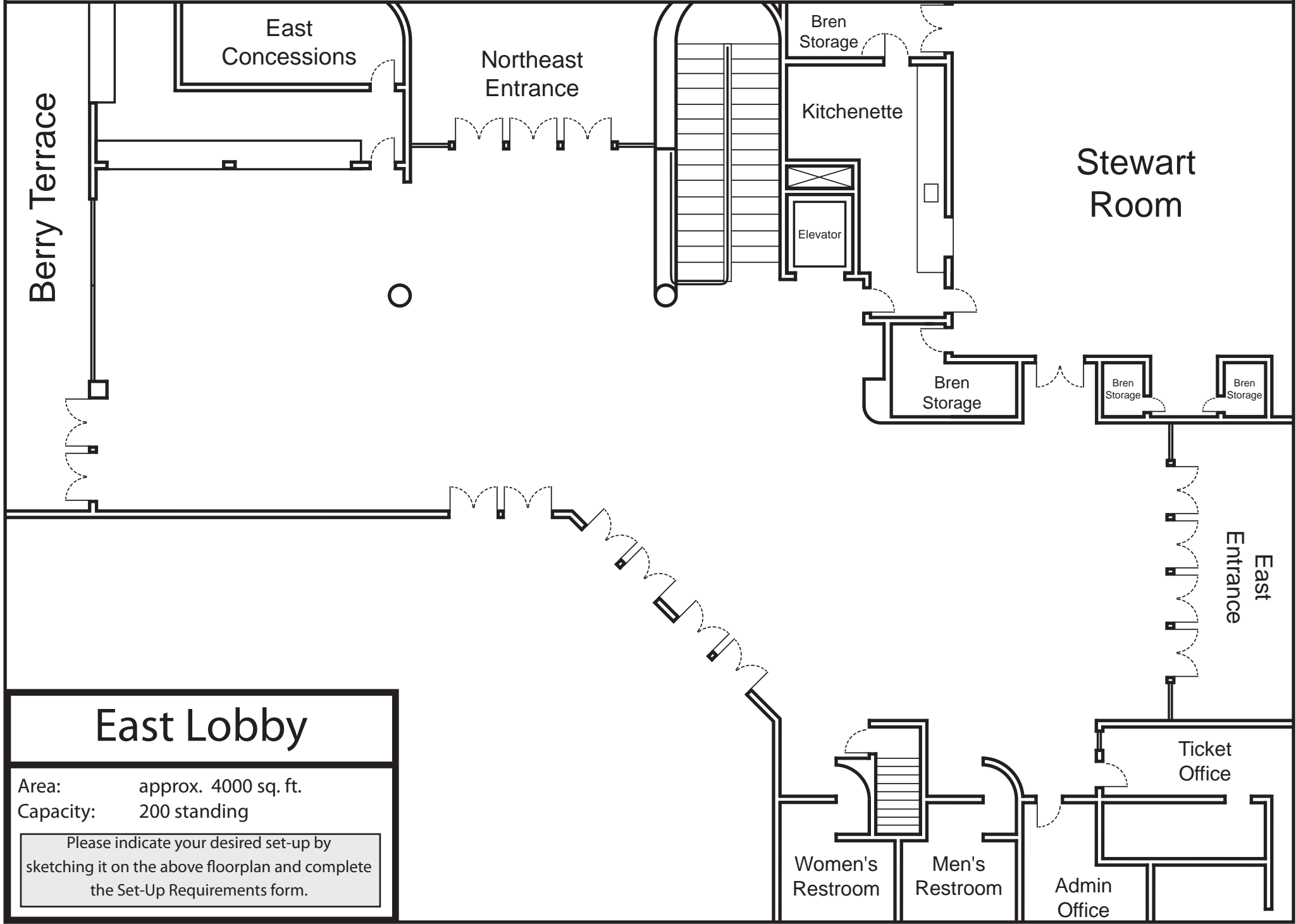


## Berry Terrace

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

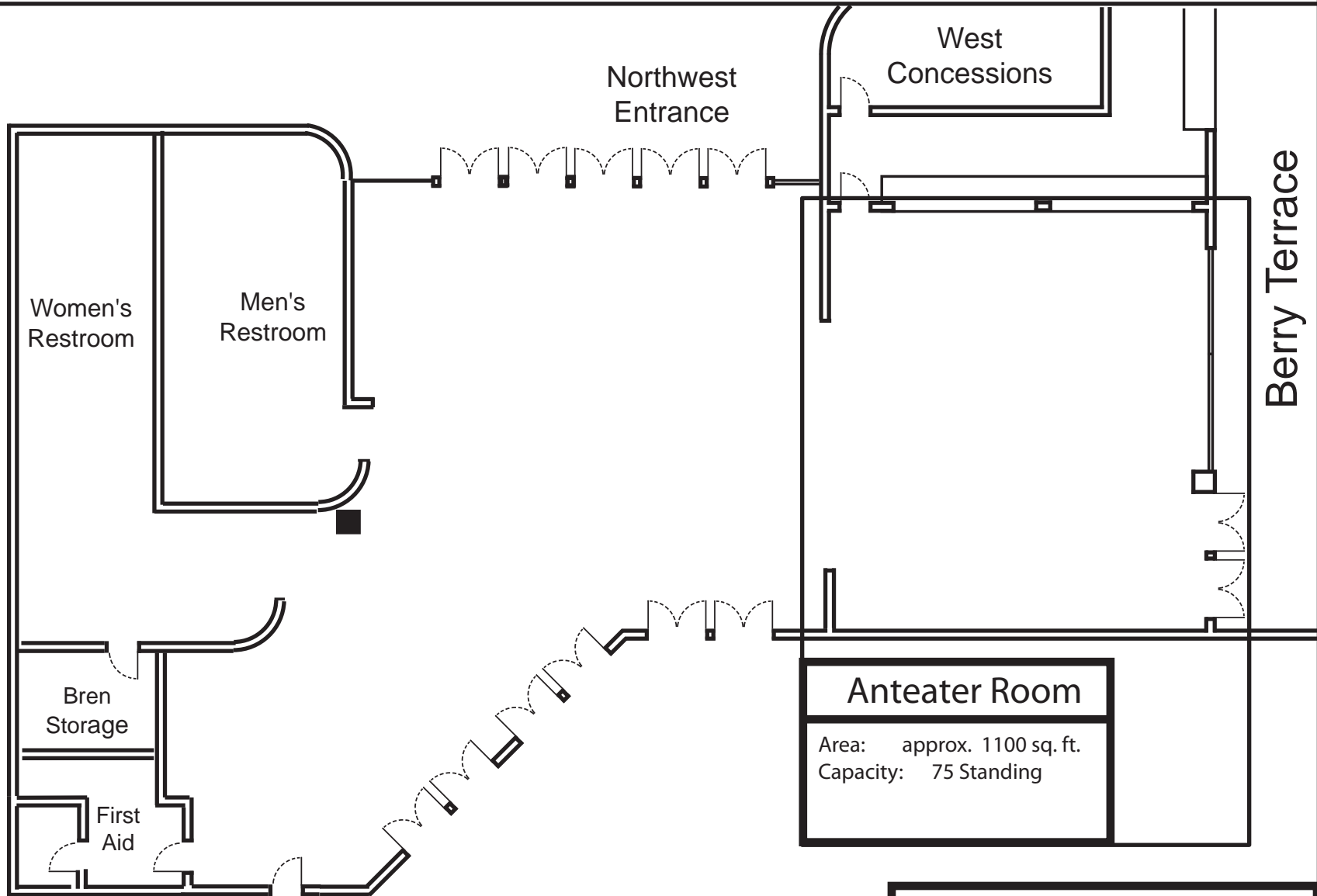


## East Lobby

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.

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: _____          |             |
| _____                    |             |

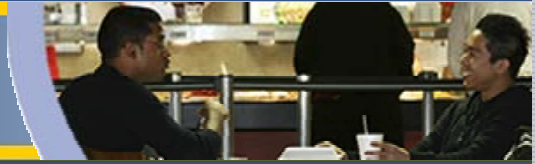
Approval Procedure:

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.



# 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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## 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: \_\_\_\_\_