



COMMUNITY SERVICES  
 Facility Reservations

# SPECIALTY FACILITIES EQUIPMENT RENTAL FORM

PERMIT#: \_\_\_\_\_ FACILITY NAME: \_\_\_\_\_

This form is designed to add rental equipment as a user of the City of Irvine facilities and to assist City staff in accommodating your needs. Please visit the website at [cityofirvine.org/reservations](http://cityofirvine.org/reservations) to read and review the full reservations policy.

## CURRENT EVENT INFORMATION

GROUP NAME		EVENT NAME							
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RESERVATION DATE	DAY OF THE WEEK	START TIME	END TIME						
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RESERVED AREA(S) OR ROOM(S)									
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RESERVED AREA(S) OR ROOM(S)									
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SPECIAL FACILITES EQUIPMENT	COST (Each)	QTY	BOMMER	HARVARD	IRVINE CIVIC CENTER	LAKEVIEW	RANCHO	SWEET SHADE	TRABUCO
BAR (Portable)	\$100					X			
BEVERAGE CONTAINERS	\$10				X	X	X		X
COMMERCIAL GAS BBQ	\$40		X						
DANCE FLOOR	\$300					X			
DRY ERASE BOARD (White Board Portable)	\$30					X	X		X
GAS FIRE PIT	\$40		X						
LCD PROJECTOR (Portable) WITH SCREEN	\$75			X	X	X	X	X	X
MICROPHONE (Wired)	\$10					X	X	X	X
MICROPHONE (Wireless)	\$10				X	X		X	X
MICROPHONE LAPEL (Wireless)	\$10					X			X
PIANO	\$35					X	X		
POPCORN MACHINE	\$60					X			
PROJECTION SYSTEM	\$85		X		X	X			
SOUND SYSTEM	\$40		X	X	X	X	X	X	X
SPECIALTY TABLES (Indoor/Outdoor)	\$6				X	X	X	X	X
SPECIALTY CHAIRS	\$2				X	X		X	X
STAGE SPOTLIGHT	\$30				X				
TELEVISION MONITOR	\$50				X	X	X	X	X
WARMING OVEN (Portable)	\$25		X			X			
CONVENIENCE FEE**		**(For transactions over \$20: \$2.50 for credit/debit; \$1.00 for cash/check)							
<b>TOTAL COST</b>									

**I have read and understand the City of Irvine Public Reservation and Fee Policy. I also understand the information discussed relating to this event and that payment for equipment rentals is due immediately.**

APPLICANT / EVENT CONTACT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	PAID ON SITE: <input type="checkbox"/> YES <input type="checkbox"/> NO	ENTERED ON: _____
	CS SITE APPROVAL: _____	DATE: _____