



Surprisingly SoCal

**Business Transient (BT) Booking Incentive Program**  
**Valid for bookings signed July 1, 2025 – June 30, 2026 \***

**Purpose:**

To help Irvine hotels solidify new business transient (BT) accounts from neighboring cities or from new businesses moving into Irvine. *The purpose is not to shift BT accounts from one Irvine hotel to another.*

**Companies that qualify for the BT incentive:**

- Do not have an established BT rate/account with any other Irvine hotel and will attest to that in writing.
- Are allowed to accept a booking incentive. Hotel sales/account manager must confirm prior to booking.
- Are committing to a one-year agreement with at least 30 room nights per quarter.

**How To Contract the Incentive:**

1. Confirm that the company can accept booking incentives.
2. Before offering the incentive, the client/company must sign the BT Rate & Incentive Acknowledgement Form attesting that they do not have a BT agreement with any other Irvine hotel.
3. Once the signed acknowledgement form is received, contract BT rate with the incentive noted.
4. Contract should note a quarterly, actualized pickup review with at least 30 room nights per quarter.
5. When the BT contract is definite, send a copy of the acknowledgment form and the fully executed contract to Destination Irvine.

**Quarterly Incentive Disbursement Procedure:**

1. By each contracted due date, review quarterly pick-up versus quarterly minimums:
  - If actualized room nights are below the minimum number, the incentive will not be paid that quarter.
2. At each quarterly contract review, send the Actualized BT Pickup Form to Destination Irvine.
3. Within four weeks of each quarterly contract review period, incentive funds will be distributed to the hotel.

**BT Contracting Verbiage Example with Quarterly Reviews:**

	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
Minimum Room Nights	30	30	30	30
Actualized Pick-Up Review	By April 14	By July 14	By Oct 14	By Jan 14

Destination Irvine is providing a booking incentive based on actualized room nights. Within four weeks of each quarterly contract review, incentive funds will be sent to the hotel according to the incentive structure below. If any quarter’s actualized pick-up is below 30 room nights, the incentive will not be paid.

**BT Quarterly Incentive Structure:**

Quarterly Actualized Room Nights	Quarterly Incentive Amount*
30-50	\$250.00
51-74	\$450.00
75-99	\$650.00
100+	\$850.00

**Send documentation to:**

- Misty Bond [mbond@cityofirvine.org](mailto:mbond@cityofirvine.org);  
 Dave Lucey [dlucey@cityofirvine.org](mailto:dlucey@cityofirvine.org)  
 Charles Behnke [cbehnke@cityofirvine.org](mailto:cbehnke@cityofirvine.org)  
 Ericka Lozada [erlozada@cityofirvine.org](mailto:erlozada@cityofirvine.org).

*\* Subject to change within fiscal year, pending availability of funds. During the contracting or addendum phase, HID reserves the right to adjust the incentive amounts.*