



Written notification of a change or cancellation of an application or reservation is required and must be mailed to the Irvine Civic Center, e-mailed to [facilityresstaff@cityofirvine.org](mailto:facilityresstaff@cityofirvine.org), or faxed to Facility Reservations at (949) 724-6608. Any cancellations or changes submitted in any form to any City of Irvine Community Center will not be honored.

**CANCELLATION POLICY:**

Cancellations made more than 30 days prior to the event will result in a refund of applicant's deposits and fees, less a 5% processing fee. Cancellations or changes of facility, date, or room made fewer than 30 days before the event will result in the loss of all deposits paid. Any cancellation or change of facility, date or room made fewer than 14 days before the event will result in the loss of all fees paid, including the deposit.

**CHANGES/ADJUSTMENTS:**

One adjustment per application will be processed at no charge. Additional changes or revisions to an application will be assessed a \$30 processing fee per change. These changes include but are not limited to any adjustments to time, number of attendees, etc.

The applicant and/or event contact person must be present at the event and stay for the entire time. They are also the only persons who may request changes to the reservation.

**EARLY ARRIVAL / LATE DEPARTURE:**

A fee, billed to the nearest half hour will be assessed if any member of the applicant's party arrives early or leaves past the reserved time. Fees are charged at time and one-half the applicable room hourly rate. Category II groups will be billed at \$45 per hour or the applicable rate, whichever is higher.

Refunds or credits are not available for early departure from a scheduled reservation or for unused time.

The applicant and the event contact person must have a meeting at the reserved site at least 14 days prior to the event. Caterers should also attend the site meeting. Failure to complete a site meeting could result in cancellation and forfeiture of fees and deposits.

Groups paying on monthly installments must pay by the first day of the previous month. Persons or organizations with outstanding balances may have future events cancelled until payment is received, and the City reserves the right to reject any future applications.

Category II organizations with reservations for larger rooms may be relocated to smaller rooms at the same location, at staff's discretion, should anticipated participation indicate that a smaller room will appropriately accommodate the group's needs.

If the facility and/or equipment are not cleaned or are damaged due to the applicant's use, the deposits paid may be partially or totally forfeited and any additional costs billed to the applicant.

All vendors, displaying or selling items, or those providing a service in relationship to any event being held in Irvine, including those held on city property, must be licensed to conduct their business activity prior to the event.

All clean up must be completed prior to the finish time indicated on the application.

Any deposit remaining will be refunded payable to the applicant in approximately four (4) weeks or refunded directly to the payee or applicant's credit card.

If you would like a complete set of our policies, please visit the City of Irvine web site at [www.cityofirvine.org](http://www.cityofirvine.org).

Failure to comply with any section of the Public Facilities Reservation and Fee Policies requirements or falsification of information is subject to the forfeiture of all deposits and fees paid.