

Irvine Reservation Guidelines

- Irvine must be booked 3 weeks in advance of the event date
 - Payment source must be confirmed 5 business in advance of the event date
- **The client must have a budget of at least \$3500 to reserve Main Hall**
- Main Hall is a union building, and the following is required labor and non-negotiable:
 - Electricians
 - University Facilities & Real Estate Services (FRES)
 - IATSE Union Technicians
 - Through Visual Sound
 - Guards/Ushers
 - The number of personnel assigned is non-negotiable; Public Safety and other campus partners may require additional labor depending on the scale of the event or the profile of attendees
 - Ex: major political candidates, heads of state, famous musicians, etc.
 - Whatever security labor assigned will be the responsibility of the client to pay
 - Additional security can be ordered to check bags upon request
- Any use of Main Hall requires a minimum of **1 electrician, 2 union AV technicians billed at 4-hour minimum, and a guard billed at 4-hour minimum**
- Technology, including recording, must be reserved through our partnered vendor, Visual Sound
- If outside Audio-Visual services and labor are brought in for special circumstances, shadow labor through Visual Sound must also be scheduled and **an exclusivity fee may be applicable**
 - This is upon approval with Visual Sound
 - ULSE will act as a liaison to connect the client with Visual Sound
- **No untied balloons, no glitter, no food, and no confetti in Main Hall**
 - If you would like to serve food in the surrounding rooms (Cafe 58, the lobby, or Amado) catering must be discussed and confirmed **during the initial coordination discussions or in your application**
- Events in Main Hall must have a walkthrough
 - Visual Sounds, catering, and other relevant vendors should be in attendance
- The cap on the space is 1200 people
 - Guest count must be solidified 2 weeks out as additional labor may need to be ordered
- Any event in Irvine will have at least 2-hours of housekeeping regardless of food being served in the surrounding rooms
 - This is to maintain the bathrooms, trashcans, and general cleanliness of the building during events
- If there is an event in Amado or Cafe 58, there can be no event on Main Hall and vice versa due to potential sound bleeds
 - If there is an event in Main Hall, there can be no events in Emily Sachs as it is located directly above the stage and will cause a sound bleed
- A reservation in Irvine does not include use of the parking lot
 - Use of the loading dock must be communicated prior with your event coordinator
 - The loading dock is only used for load-in and pick-up, not for parking
 - Availability of the loading dock is not guaranteed
- ULSE does not provide tickets for Irvine Main Hall; that is the responsibility of the hosting organization

- Contact your event coordinator about assistance with signage
- Events in Irvine Main Hall must use the Spruce St. Front doors closest to Houston Hall
 - Clients must manage guest traffic so that the egress between Houston Hall and Irvine is not blocked
- Please contact your coordinator for all deliveries/drop-offs/storage accommodations 2 weeks prior to the event
 - Please note that some storage accommodations may be subject to additional costs
- For registered student organizations: the Irvine Main Hall screen and projector **IS NOT included in the complementary student AV**