



## **Frequently Asked Questions – The Duck Club**

### **Q: Who is eligible to use the Duck Club?**

**A:** You must be a resident in one of the IRWD service areas: Irvine, portions of Lake Forest, Portola Hills, Foothill Ranch, Newport Coast, Tustin Ranch, Newport Beach (Santa Ana Heights), Costa Mesa (Santa Ana Heights), Orange and portions of unincorporated Orange County; or a non-profit and non-religious organization within the IRWD service area.

### **Q: Is there a fee to use the facility?**

**A:** No, as long as you are within the eligibility criteria that is listed on the meeting room application.

### **Q: Are fund raisers allowed at the Duck Club? May I charge admission for my event?**

**A:** Fund raising and charging of admission is NOT allowed. All organizations must be non-profit.

### **Q: Can I serve alcoholic beverages at my event?**

**A:** Yes, alcohol liability insurance policy for \$1 million is required. The certificate must include the following:

1. Applicant (individual or organization) reserving the Duck Club must be listed as the policy holder
2. Listing Irvine Ranch Water District as an additional insurer (including our Sand Canyon address) on the ACORD Certificate



3. Purpose or explanation of the event must be included in the Description of Operations on the ACORD Certificate

4. A copy of your ACORD Certificate must be sent to us at least one week prior to your reservation. A copy must be with you at the Duck Club, as security will make random checks. If alcohol is being used and you don't have your ACORD certificate, your event will be immediately terminated.

**Q: How can I view the facility?**

**A:** We offer a few options to view the Duck Club:

1. Images are available on our website at

<https://www.irwd.com/community/meeting-rooms-information>

2. Video of the meeting room is available at

<https://www.youtube.com/watch?v=jWLhaxuB5I0>

We do not offer private tours. To avoid disturbing a scheduled event, please do attempt to visit the Duck Club outside of your reserved time. We request that you give our scheduled users the same courtesy you would expect during your event.

**Q: What amenities are available?**

**A:** The following several amenities are available: A full kitchen including double sinks, microwave oven, full-sized refrigerator, coffee maker, 8-range stove and oven, 15 8-foot tables and 90 chairs. There is also air conditioning/heating and an outdoor gas barbecue.



**Q: Is there audio/visual equipment available?**

**A:** The projector and screen are available to connect with your personal device via ScreenBeam or HDMI (cable connectors are on the wall). Please raise the projector screen when you are finished using it.

**Q: What type of events are allowed at the facility?**

**A:** The Duck Club can accommodate approved private parties such as family events and non-profit group organizations that are within the IRWD service area. However, there are limitations to these events.

**Q: What is the size of the room?**

**A:** The front room is 15 ft. long x 29 ft. wide. The rear room is 38 ft. long x 36 ft. wide.

**Q: What is the capacity of the Duck Club?**

**A:** Up to 75 guests allowed when including tables and chairs in your setup; 75-100 guests are allowed for standing room only.

**Q: How do I access the barbecue grills?**

**A:** A key is required to access the gas barbecue grill. Contact the Community Relations Department for more information. Charcoal or any other heat source is not allowed at the Duck Club or the San Joaquin Marsh Wildlife Sanctuary.

**Q: What hours am I allowed to use the facility?**

**A:** We provide available blocked times; for daytime reservations, you can request anytime between 8 a.m. and 2 p.m. and for evening reservations anytime



between 3 p.m. and 10 p.m. A one-hour window will be implemented between reservations.

Evening events must be vacated by 10 p.m. This means the room must be cleaned, all trash taken to the dumpster in the parking lot and the doors locked at that time. No exceptions will be granted.

**Q: How often may I use the Duck Club?**

**A:** Once a month throughout the year. You cannot combine monthly meetings with other available facilities.

**Q: Once my application has been approved for use of the Duck Club, how do I obtain access to the facility?**

**A:** A key card and instructions are emailed to you once your reservation has been confirmed. The key card provides access to the facility. Should you have access issues with your key card, contact Community Relations at 949-453-5599 during business hours of 8 a.m. to 5 p.m. (excluding dark Fridays and holidays). For after-hours, contact Security Patrol at 714-315-4427