



## **Duck Club Frequently Asked Questions**

### **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, however you must be within the eligibility criteria that is listed on the Terms and Conditions in addition to being a resident in one of the IRWD service areas.

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

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

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

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

1. Applicant's (individual or organization) name 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)



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

4. A copy of your ACORD Certificate must be sent to us at least one week prior to your reservation. Bring a copy to the Duck Club, security will make random checks. If alcohol is being served without insurance, 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>

Private tours are not available. Do not 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: Are animals allowed?**

**A:** Animals are not allowed at the Duck Club or the San Joaquin Marsh Wildlife Sanctuary.

**Q: What amenities are available?**

**A:** 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. Heating and air conditioning system. And an outdoor gas barbecue.



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

**A:** Yes. The projector and screen are available to connect with your personal device via Quick Start Guide or HDMI (cable connectors are located on the wall near the kitchen).

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

**A:** The Duck Club can accommodate approved private events and non-profit organizations meetings. There are limitations to these events, please refer to the Meeting Room Terms and Conditions.

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

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

**Q: What is the minimum and maximum capacity of the Duck Club?**

**A:** The minimum capacity is 15 guests, and the maximum capacity is 100 guests. If you would like to include tables and chairs in your setup you cannot exceed 75 guests. If you have 75-100 guests expected, standing room only is available, no tables and chairs allowed.

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

**A:** A key is required to access the gas barbecue grill. It will be issued the week of your confirmed reservation. 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 two available blocks of times; for daytime reservations, available hours are between 8 a.m. and 2 p.m. For evening reservations, available hours are between 3 p.m. and 10 p.m. You can only choose one time block per booking. You cannot combine your booked time with another booking when on the same date. A one-hour window has been implemented between reservations. No exceptions will be granted.

Evening events must conclude by 10 p.m. This means the room must be cleaned, all trash disposed of in the dumpster located in the parking lot and all doors locked. No exceptions will be granted.

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

**A:** One date per month is allowed. Combining monthly meetings with other available facilities or having other persons request dates/times in the same month as your booking is not allowed.

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

**A:** Instructions to access the meeting room is emailed to you the week of your reservation.

FOR ADDITIONAL QUESTIONS OR INQUIRIES CONTACT COMMUNITY RELATIONS AT 949-453-5500.