

THE PLAZA ELITE CONFERENCE CENTER

4350 LA JOLLA VILLAGE DRIVE, SUITE 250, SAN DIEGO



TRAINING ROOM FEATURES

- Tables & chairs
- Blu-ray player with remote control
- 14 ft. projector with screen & NEC remote
- Glass dry erase board includes writing supplies
- Wall mount remote control
- Podium
- Phone
- Kitchenette available
- VGA, VGA with audio & HDMI cables (available on request)
- Optional seating arrangements:
 - Classroom
 - Theater
 - U-shape
 - Board Room style

*Maximum Occupancy: 50

BOARD ROOM FEATURES

- Rectangular table and leather chairs
- Blu-ray player with remote control
- 9ft. projector with screen and NEC remote
- Polycom conference phone
- Glass dry erase board includes writing supplies
- Wall mount remote control
- Kitchenette available
- *Maximum Occupancy: 24

CONFERENCE ROOM FEATURES

- 46" flat screen TV
- Video conferencing equipment with remote control & microphone
- Glass dry erase board including writing supplies
- VGA cables
- Phone (available on request)
- Kitchenette available
- Optional seating arrangements:
 - Classroom
 - Theater
 - U-shape
 - Board Room style

*Maximum Occupancy: 16

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ELITE CONFERENCE CENTER FEATURES & GUIDELINES

- Food permitted
- Must have representative present to sign for catering/deliveries
- Cleaning charges will apply if area is not cleared
- Parking is not included (make prior arrangements if needed)
- Outgoing toll-free conference calls are permitted
- Wireless service is now available

HOURS AND RATES

- The Training Room, Board Room & Conference Room are available Monday-Friday from 8:00 a.m. to 8:00 p.m. on a first come, first served basis
- Standard flat rate of \$50.00 per hour per room
- Full day room rate of \$185.00
- After 6:00 p.m. after-hours air conditioning is a standard flat rate of \$70.00 per hour, which must be requested at least 72 hours in advance

RESERVATIONS

- The Training Room, Board Room & Conference Room can be reserved for a maximum of four (4) consecutive business days; one (1) day at a time and must be reserved 24 hours in advance
- If you require after hours air conditioning, it must be requested with the Customer Resource Center at 858.658.7700
- Cancellations must be made at least 24 hours in advance or a cancellation fee of \$45.00 will apply

Reservations can be made via our online maintenance request system by visiting your property page at the Customer Website: <http://www.IrvineCompanyOffice.com/for-customers> and selecting Conference Room Reservations under Quick Links.

PLEASE NOTE: Should you need to make changes to your scheduled reservation, you will be required to cancel the current reservation and create a new one (if applicable).

IRVINECOMPANYOFFICE.COM

FOR LEASING INFORMATION, CALL 858.658.7700
4365 EXECUTIVE DRIVE, SUITE 100, SAN DIEGO, CA 92121



IRVINE COMPANY
OFFICE PROPERTIES