



Civic Center Community Center Equipment List

All tables and chairs can be used anywhere on-site, both inside and out. Our team takes care of setting up and tearing down any of our equipment outside of your rental time.

Tables & Chairs



RECTANGLE TABLES



Rolling

- Fit 6 chairs per table, 3 on either side
- Good for weddings and Meetings



6ft x 3ft
28.5in Tall



up to **25**
available



Folding

- Fit 6 chairs per table, 3 on either side
- Table covers recommended



6ft x 2ft
29in Tall



up to **15**
available



CHAIRS



up to **180** stacking
chairs
25 per rack



SMALL TABLES



Cocktail

- Adjustable height
- Table covers are recommended but not required.



24 in diameter
42in at Tallest



up to **6** available



Card



3ft x 3ft
29in Tall



up to **1** available

Audio Visual



Microphones

The facility includes up to **9** handheld microphones, **1** lapel, and **1** gooseneck podium microphone.



Speakers

The Civic Center features ceiling and wall-mounted speakers inside the facility. Additionally, up to **2** portable outdoor speakers are available for use on the patio or lawn.



Laptop

A laptop will be provided, and you're welcome to bring a flash drive with your presentation to display on our screen. You may also use your own device if it has an HDMI port or a compatible adapter.



AV Screen

The Community Room features a large, high-resolution screen for presentations, compatible with HDMI devices. Staff will be on-site to assist with setup.

Please note that connection cords, including HDMI, XLR, and extension cables, are provided. However, we recommend that renters bring any extra or specific cables and adapters they may need.



Kitchenette & Misc.



INDUSTRIAL APPLIANCES



Up to 2 Fridges



18.5in x 22.5in shelves



3 shelves per unit



Up to 1 Freezer



18.5in x 22.5in shelves



3 shelves per unit



Up to 1 Food Warmer



26in x 20.5in
shelves



9 shelves
per unit



Up to 1 Ice Machine



85 lbs of ice
per hour



Ice scooper
included



MISCELLANEOUS EQUIPMENT



- Standard Microwave
- up to 16 Stanchions (12 ft reach)
- Up to 4 Sign Holders
 - Ledger Size
 - 11in x 17in
- Up to 6 Trash Cans
- Dolly
- Wagon
- Cleaning Supplies

Equipment quantities are subject to change based on availability and maintenance.



CONTACTS

Civic Center Community Room and Lawn

📞 949-644-3167 ✉ civicroentals@newportbeachca.gov

General Inquiries

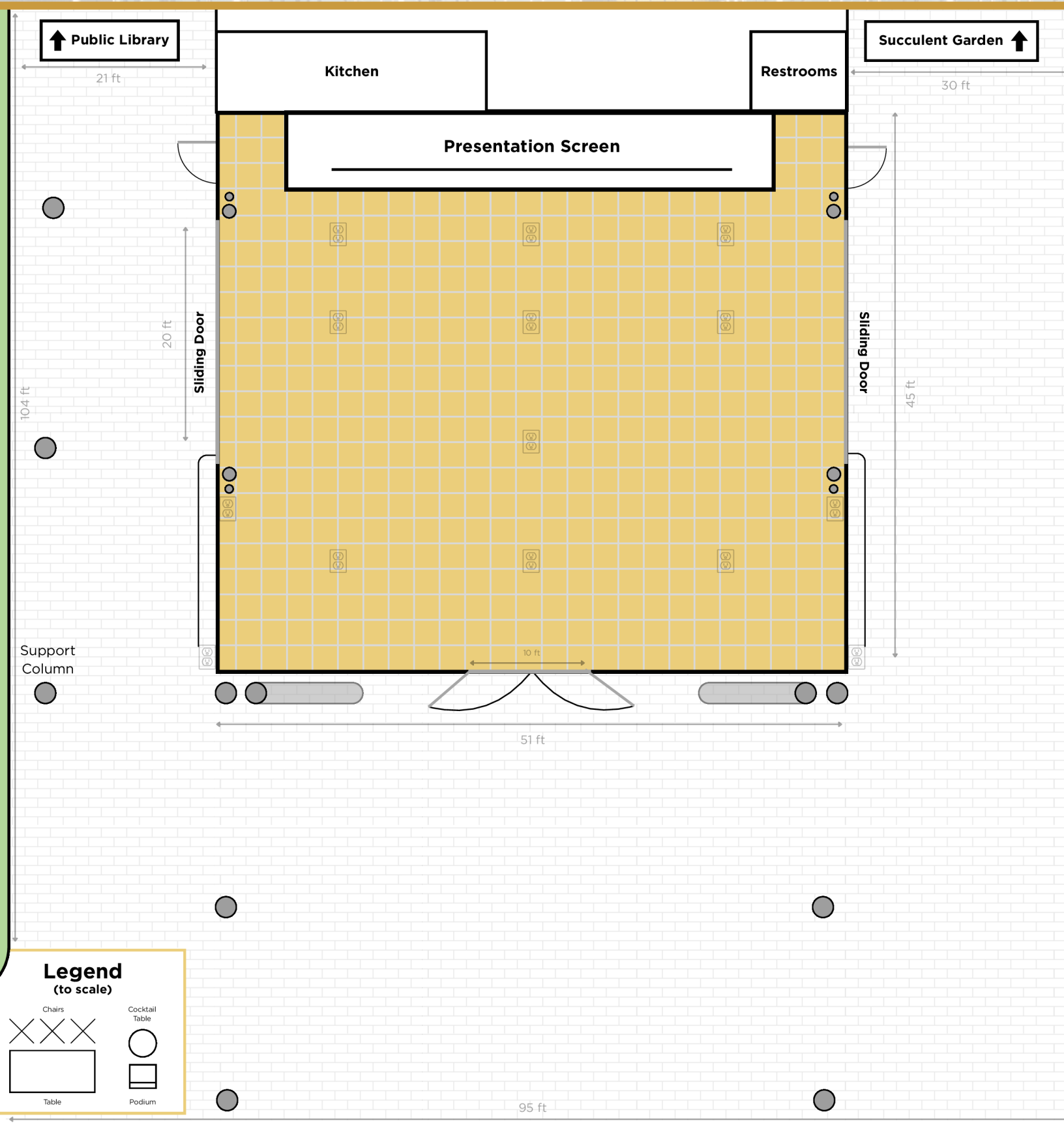
📞 949-644-3151 ✉ recreation@newportbeachca.gov

Site Address: 100 Civic Center Drive, Newport Beach, CA 92660



Civic Center Community Center

Layout Forms





Civic Center Community Center Layout Forms

**Please note, City Staff may need to make small adjustments to submitted layout forms due to potential safety, space or accessibility concerns.*

Event Name: _____

Event Date: _____

Chairs needed for your event: _____ **(180 max)**

Tables needed for your event: _____ **(25 rolling + 15 folding)**

Microphones needed for your event: _____ **(9 handheld + 1 lapel)**

Will your event be using the Presentation Screen? **Yes / No**

Will your event be using the Podium? **Yes / No**

Will your event be using indoor or outdoor amplified sound? **Yes / No**

*(Due to our Sound Ordinance Policy, all amplified sound will need to be inside with the doors **closed** by 7:30pm.)*

Will your event have onsite catering? **Yes / No**

Name of vendor: _____

Will your event use any high voltage equipment? **Yes / No**

(DJ/musical equipment, electric grills or other appliances, bounce castles, etc.)

Please indicate any other needs or setup requests:

CONTACTS

General Inquiries:

 949-644-3167  civicrontals@newportbeachca.gov

After Hours + Weekend Assistance

Park Patrol  949-795-2381

