

Corporate Event Planning Handbook

Scripps Seaside Forum

Planning an event at Scripps Seaside Forum? Here are some things to help you start planning:

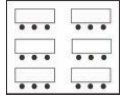
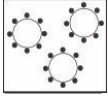

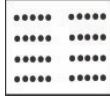
First and foremost...

Thank you for choosing Scripps Seaside Forum for your event. The space is an extraordinary oceanfront venue located in the heart of the Scripps Institution of Oceanography campus along the coastline of beautiful La Jolla. Aside from its combination of warm wood interiors with a floor-to-ceiling glass wall displaying the ocean view, the Scripps Seaside Forum is also LEED certified and the recipient of an architectural award.

Available Spaces

Please refer to the chart below for information regarding sizes, capacities and prices for our available spaces. Prices are for a 9-hour rental period. If you need additional time, per hour charges will apply. Please note that the layout you choose for the room will affect the maximum capacity you will be able to fit within the space.

Rates, Capacities and Room Set-ups

Layout		Capacity				Rental Fee
		Classroom 	Banquet 	Hollow Square 	Lecture 	
Venue	Area Sq. Feet					
Entire Complex <small>(includes all classrooms, side patio & lawn)</small>	16,400	-	-	-	-	\$7,750
Samuel H. Scripps Auditorium	3,244	80	200	60	334	\$4,750 (Monday-Thursday) \$5,500 (Friday-Sunday)
Edward H. "Ted" Scripps II Room*	1,086	-	-	28-38 <small>(only set-up)</small>	-	\$1,200
Robert P. Scripps II Room	734	28	40	24-30 <small>(only set-up)</small>	70	\$950
Margaret Scripps Buzzelli and Nackey Scripps Loeb Room	493	20	30	16-18	50	\$850
Charles E. Scripps Room	312	12	20	12	25	\$750

Samuel H. Scripps Auditorium

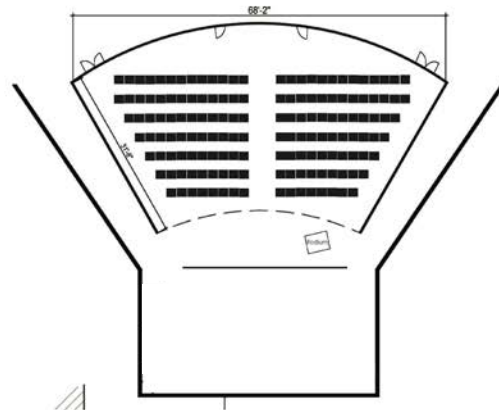


A/V Specifications

- HD Projector
- 5.1 Surround Sound System
- 6 Wireless Handheld Microphones
- 6 Wireless Lavalier Microphones
- Bluray player
- Music in Lobby, Auditorium and Restrooms

Microphone and Computer connectivity at Podium including:

- VGA connection
- HDMI connection
- LAN connection
- 1/8" stereo audio
- 4" touchpanel with convenience functions for presenter



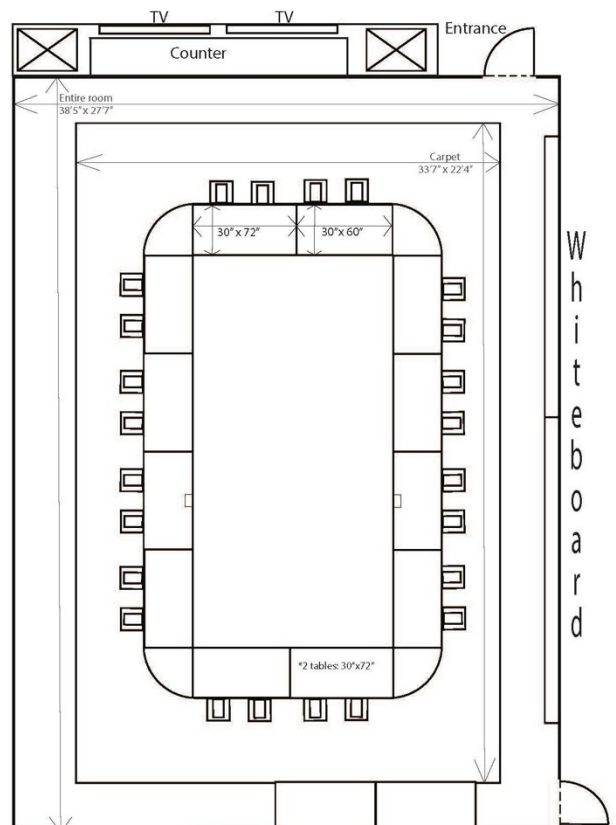
Edward H. "Ted" Scripps II Room



Please note that the layout for this room cannot be changed.

A/V Specifications

- 2 75" 4K Ultra HD Displays
- VGA, HDMI, 1/8" Stereo Audio, and LAN connection at counter
- 2 Fliptops with VGA, 1/8" Stereo Audio, LAN connections, and keypads
- Air Media
- Bluray Player
- 150 Watt sound system with 4 speakers
- 7" Touchpanel with intuitive interface



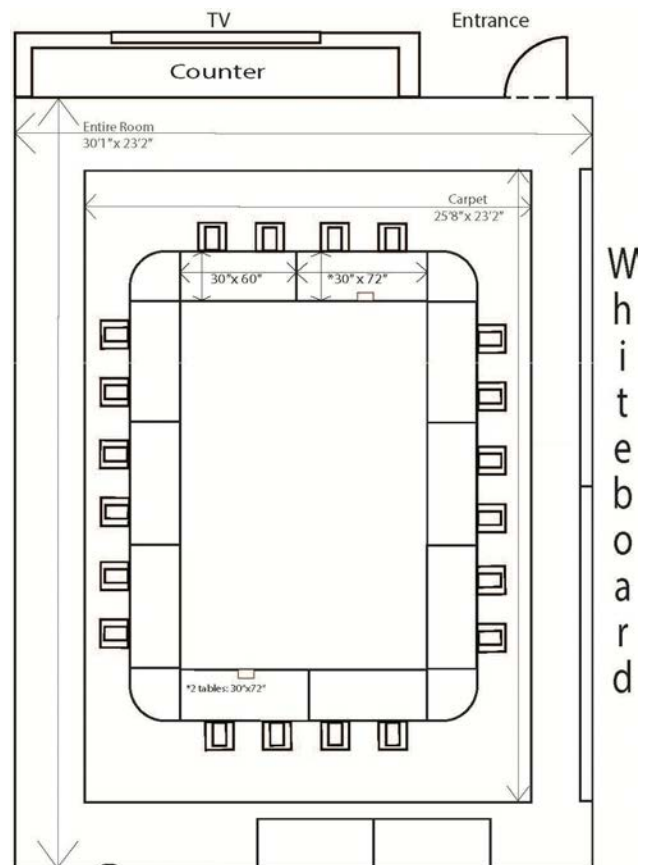
Robert P. Scripps II Room



Please note that the layout for this room cannot be changed.

A/V Specifications

- 75" 4K Ultra HD Display
- VGA, HDMI, 1/8" Stereo Audio, and LAN connection at counter and one at table via fliptop
- Air Media
- Bluray Player
- 150 Watt sound system with 2 speakers
- 7" Touchpanel with intuitive interface

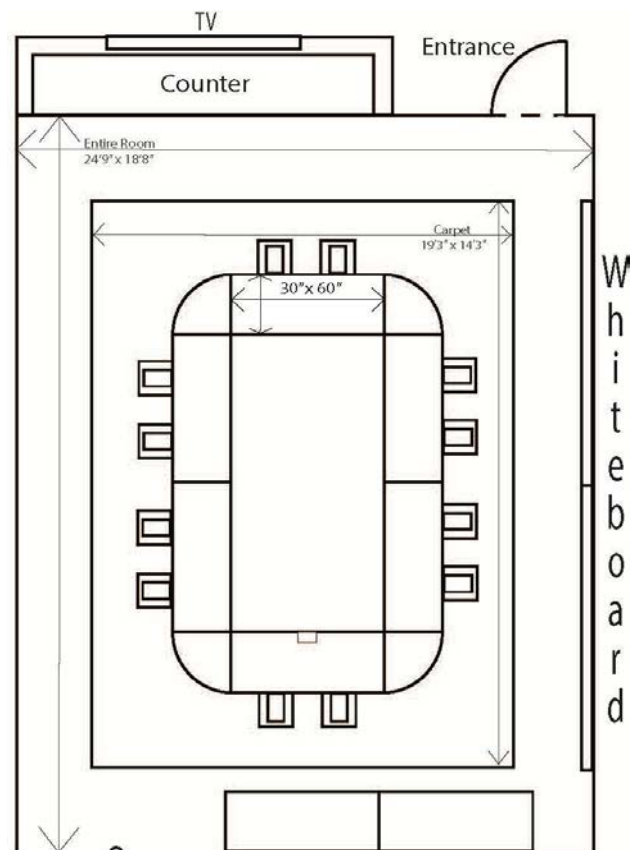


Margaret Scripps Buzzelli and Nackey Scripps Loeb Room



A/V Specifications

- 64" LCD Display
- VGA, HDMI, 1/8" Stereo Audio, and LAN connection at counter and one at table via flip-top
- Air Media
- Bluray Player
- 150 Watt sound system with 2 speakers
- 4" Touchpanel with intuitive interface

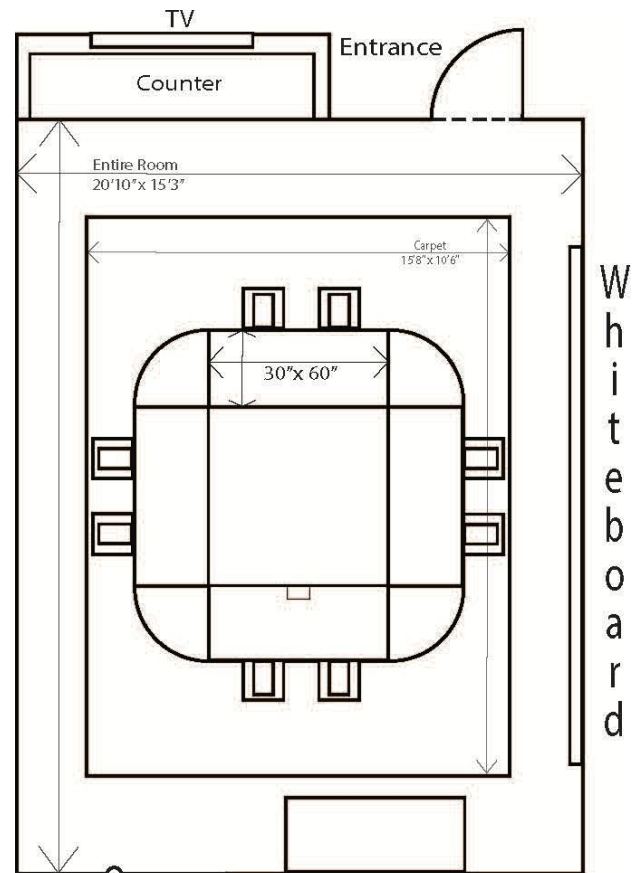


Charles Scripps Room



A/V Specifications

- 52" LCD Display
- VGA, HDMI, 1/8" Stereo Audio, and LAN connection at counter and one at table via flitop
- Air Media
- Bluray Player
- 150 Watt sound system with 2 speakers
- 4" Touchpanel with intuitive interface



Calendar & Availability

Conferences and meetings are generally booked Monday through Thursday at the Forum. To check the availability of our venue, please visit our [online calendar](#) to see open dates. This calendar will show available dates that you may hold. Please note that some of these dates may be held by another client. In order to inquire about a potential date, please contact our office via email at scrippsvenues@ucsd.edu to see whether that date is available or on a courtesy hold for another client.

If a date is available, you are able to place a courtesy hold for no additional charge. There is **only one courtesy hold allowed per event**. This courtesy hold gives you the first option to contract this date, but if someone else pushes your hold, you will have a 48-hour window, including weekends, to contract or release this date.

If the date already has a courtesy hold in place and **you are ready to contract**, you are able to push the existing hold. The clients that currently have the courtesy hold will be given 48 hours to contract that date, and if they do not confirm within that time, you may contract that date. Once your contract has been sent to you, you will have **2 weeks** to return the signed contract with the deposit.

Approved Caterer List

We have an approved caterer list that you must choose from. There are no exceptions to this policy. Each of these approved caterers have worked with Scripps on numerous events and provide excellent food and service. Each is familiar with our facility and carries the necessary insurance and health permits. They offer a variety of menus in a range of prices. The caterers will provide you with food, labor, non- alcoholic beverages, tables, linens, chairs, flatware, etc. in their proposal to you. Please request quotes from them before signing the contract for our venue to ensure that they can meet your needs. **If you have a daytime event on a weekday, you must choose between UCSD Catering and Giuseppe Fine Catering for your event.**

Abbey Catering	858-866-9996	www.theabbeycatering.com
Behind The Scenes Catering	858-638-1400	www.btscenes.com
Coast-Catering by Barry Layne	877-577-1718	www.coastcatering.com
Continental Catering	619-698-3500	www.continentalcateringsd.com
Crown Point Catering	619-223-1211	www.crownpointcatering.com
Culinary Concepts	858-251-4646	www.cateringspecialist.com
Feast on This	858-597-0740	www.feastonthis.com
French Gourmet	858-488-1725	www.thefrenchgourmet.com
Giuseppe Fine Catering	858-581-2205	www.giuseppecatering.com
MIHO	619-323-2866	www.amihoexperience.com
Personal Touch Dining	858-638-0672	www.personaltouchdining.com
Terra Catering & Events	619-993-1437	www.terracatering.com
UC San Diego Catering	858-534-3688	www.catering.ucsd.edu
Urban Kitchen	619-239-2222	www.urbankitchengroup.com
The Wild Thyme Company	858-527-0226	www.thewildthymecompany.com

Alcohol Services

Giuseppe Fine Catering owns the liquor license for the Forum and as such is required to be onsite for any events that are serving alcohol. No alcohol may be consumed on the premises unless a representative from Giuseppe is onsite managing the bar. Please contact Giuseppe Beverage Services at 858-581-2205 or ssfbar@giuseppecatering.com for more information.

Any guests that appear to be thirty (30) years of age or under shall be carded by the bartending service, therefore, they must have either a valid driver's license or valid picture ID. Giuseppe's bar package menu can be found on our website. Keep in mind that you may provide and deliver your own alcohol, but all alcohol must be served by a Giuseppe's bartender. We recommend you contact them early for quotes.

Parking

Day-time parking is extremely limited. You may purchase up to 10 permits per day. Shuttles are highly recommended for your event. All cars parked on campus are required to have parking permits in order to avoid parking citations. All permits handed out by an Event Manager need to have the correct month and day circled on the permit and need to have a SIO stamp on it to be valid. Spaces are at a first-come-first-park basis for the lots. Please also make sure to create a parking plan and inform all guests ahead of time.

While the Scripps Event Managers will help to provide permits, we do not oversee, manage, or control any aspects of the parking lots. Any parking tickets that are issued must be addressed or appealed through the UCSD Transportation Services office. More information on the appeal process can be found [here](#).

Rental Delivery Drop Off

All rental trucks are required to drop off in parking lot 2. Please see attached map. In addition, if you are having more than one rental/décor company coming, please stagger their arrival times to ensure they'll be able to park in the proper drop off zone.



Vendor Insurance

You are required to provide us with a list of all of the vendors you are hiring for your event and insurance policies for all of the vendors working on site. The minimum requirements for the insurance policy are:

- \$1 million per occurrence liability
- \$2 million aggregate
- A separate endorsement naming “The Regents of The University of California” as additionally insured. The address they can use is
 - 1111 Franklin St. Oakland, CA, 94607

Client Insurance

Even if all of your vendors are covered, you are also required to purchase insurance for your event. You will need to provide us with a copy of your event liability insurance certificate. The requirements are the same as listed above. You may choose any company to purchase your insurance policy from. If you would like to use the 3rd party insurance company that supports the University, Mercer Insurance, we are happy to send the link for them. Insurance policies through Mercer averages about \$150. Insurance can only be purchased within a year of the event. Some other options you can look into are theeventhelper.com and wedsafe.com for your insurance. Please make sure that the “The Regents of the University of California” are listed as additionally insured and the address that can be used is 1111 Franklin St. Oakland, CA, 94607.

We recommend that you do not purchase your coverage until you are sure that all your vendors are covered. If one or more of your vendors do not carry their own liability insurance, you may be able to add them to your coverage. In order to do so, you will have to fill out the questionnaire and vendor forms to turn in to your Event Manager, who will be able to give you a quote. Please contact your Event Manager for more information.



Procedures and Policies

As per University policy, please be aware of certain procedures and guidelines in terms of setting up and hosting your event.

1. Sound Restrictions
 - Any amplified sound/music must be kept at low levels until 4:30pm due to neighboring offices and classrooms.
2. Set-Up/Décor
 - When attaching posters or decorations inside the classrooms or the auditorium, please only use painter's tape to avoid damaging walls and/or furnishings. Nothing can be attached directly to the trees.
3. Photography
 - Use of images or photos of Scripps property must be given proper credit. Any images used for commercial purposes must be approved by the SIO Communication office.

A/V for Webcast/Stream Recommended Vendors

In addition to the A/V equipment available to you in our conference rooms, if you need to webcast or stream your event, we recommend the following vendors:

- [Voice & Video Rentals](#)
- [Show Imaging](#)
- [EventAVision](#)

Event Manager

An event manager will be assigned to your event and will be your point of contact for the venue. The event manager will be there to assist you with setting up A/V at the start of the event and will be available for any venue-related issues throughout your event.

Please note that Event Managers are not responsible for watching over belongings before or after the event.

Contact Us

For any questions and concerns you may have, please feel free to email us at scrippsvenues@ucsd.edu for the fastest response. If you would like to call, we can be reached at (858) 534-5604 where you can leave your name, phone number, and a brief message, and we will try to get back to you as soon as possible.

