

An outdoor event space on a grassy lawn overlooking the ocean. The scene is set up for a formal gathering, featuring long tables covered in light blue tablecloths and white folding chairs. The tables are set with white plates, glassware, and floral centerpieces. In the background, the ocean waves are visible under a cloudy sky. String lights are strung across the top of the frame, and a tall, thin lamp post stands near the tables. The overall atmosphere is serene and elegant.

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 the 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.

Calendar & Availability

To check the availability of our venue, please visit our [online calendar](#) to see open dates. **Dates marked “busy” are not available to book.** 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. Remember that 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. Before contracting, we advise that you reach out to caterers on our required catering list.

Pricing

The Scripps Seaside Forum is available to you from the contracted time of 2pm to 10pm for the cost of \$4,750 Monday through Thursday and \$5,500 on Friday through Sunday. If you would like, you may extend your end time to 11pm for an additional \$1,000. The deposit is 25% of the venue cost and is **non-refundable, non-transferable.** Your deposit is due at the same time as the contract within that two-week contracting period. The rest of the venue cost will be due **three weeks** prior to your event date. We accept payments via check and Visa or Mastercard.

In terms of payment via check, please keep in mind that mail sent to us will be sorted through the upper UCSD campus first and will take approximately one week to be delivered to our office. For credit card payments, there is no additional fee. However, credit card payments are not processed directly by us. It may take a couple days for the transaction to be completed as it will be transferred to a different department.

What is Included

As a blank canvas venue, your rental will only include the contracted space for the contracted time. This means all tables, chairs, linens, decorations, etc. must be brought in through outside vendors and rental companies. As long as they meet the proper insurance requirements, you are able to bring in any vendors you would like to create the vision you have in mind.

The spaces included in your rental will be the auditorium, the front patio, the lawn, and the side patio. The auditorium includes a small green room that you may use as a changing area or extra storage space. If you would like to, you are also able to add conference rooms to your contract for an additional fee. The maximum capacity of our venue is 220.

Walk-throughs

All walk-throughs need to be scheduled with our office three days prior to the meeting. While we make every effort to accommodate walk-throughs, timing is always based on the venue availability. We do not allow walk-throughs during another client's event. No exceptions! If you will need assistance with parking for your walkthrough, please let us know in advance.

Parking

Parking reservations are optional for clients. All cars parked on campus are required to have parking permits in order to avoid parking citations. Parking at this venue is extremely limited. While the Scripps Event Managers will help to facilitate hiring a parking attendant and 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](#).

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.

Parking – Monday through Friday

Our recommendation for parking is to hire a parking attendant for one hour prior to the event start time and 15-30 minutes after for late arrivals/traffic. Parking attendants can be hired for \$35/hr. We can provide the event coordinator with permits to pass out to any vendors/guests that arrive prior to the parking attendant's scheduled time. If your guests will be arriving before 4 PM, permits will be \$8/permit. If your guests are arriving after 4 PM, permits will go down to the weekend price at \$4/permit. Parking spaces cannot be reserved on weekdays.

Parking – Saturday and Sunday

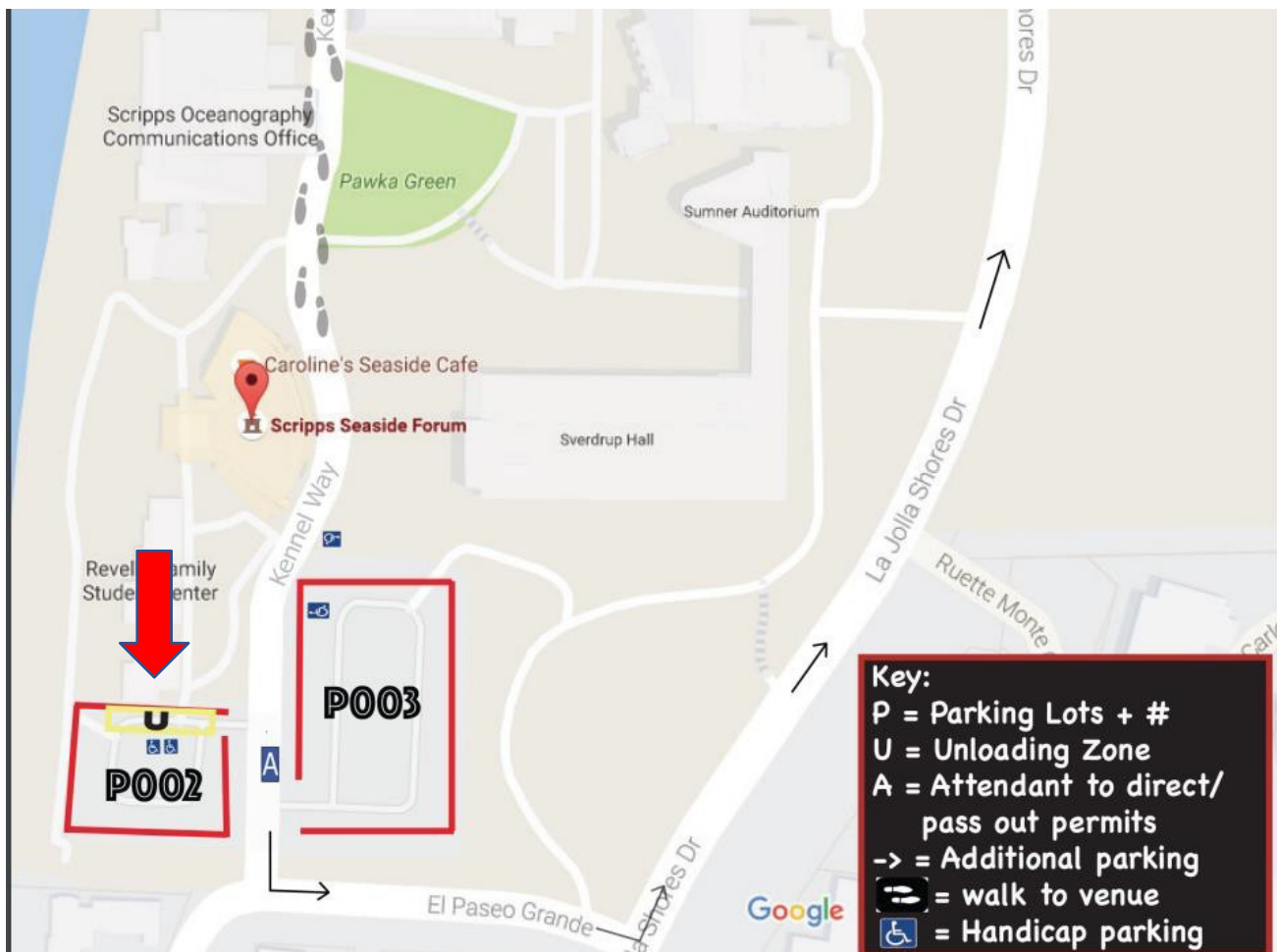
Our recommendation for parking is to hire a parking attendant for one hour prior to the event start time and 15-30 minutes after for late arrivals/traffic. Parking attendants can be hired for \$48/hr. We can provide the event coordinator with permits to pass out to any vendors/guests that arrive prior to the parking attendant's scheduled time. Permits will be \$4/permit.

In addition, you are able to reserve a max of 16 all day parking spaces for events at \$39 per space for Saturday & Sunday events only. Reserved spaces have a "reserved" sign in front of each parking space and that space is reserved for the entire day.

We also highly recommend you hire a shuttle or look into alternative transportation methods for your event.

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.



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.

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

Vendor Insurance

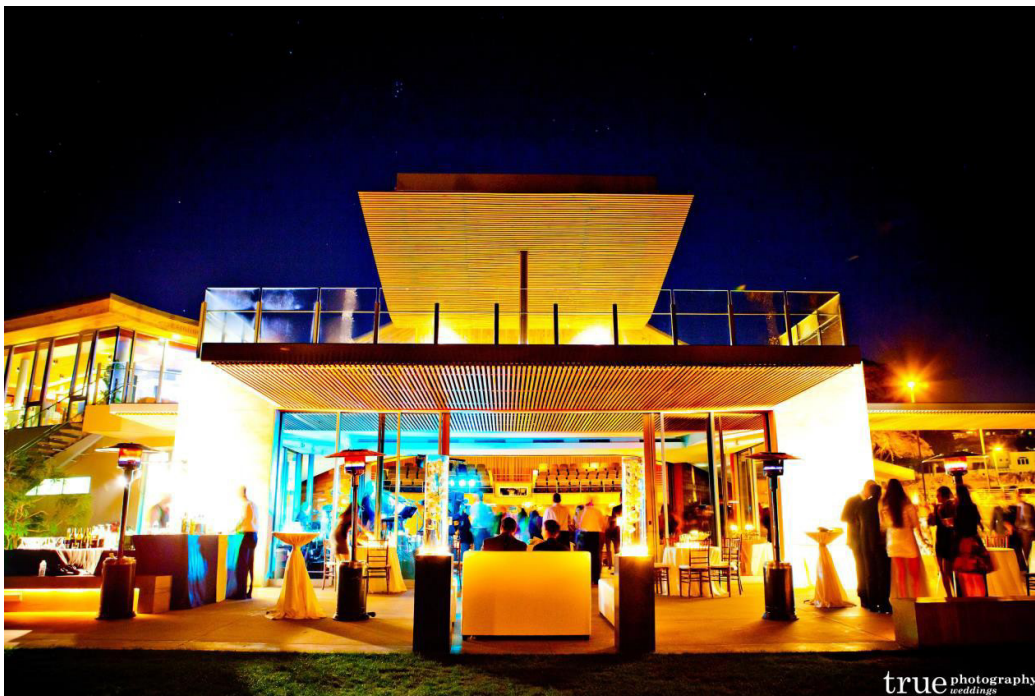
You are required to provide us with a list of all of the vendors you are hiring for your event and insurance policies for all of the vendors working on site. The minimum requirements for the insurance policy are:

- \$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.

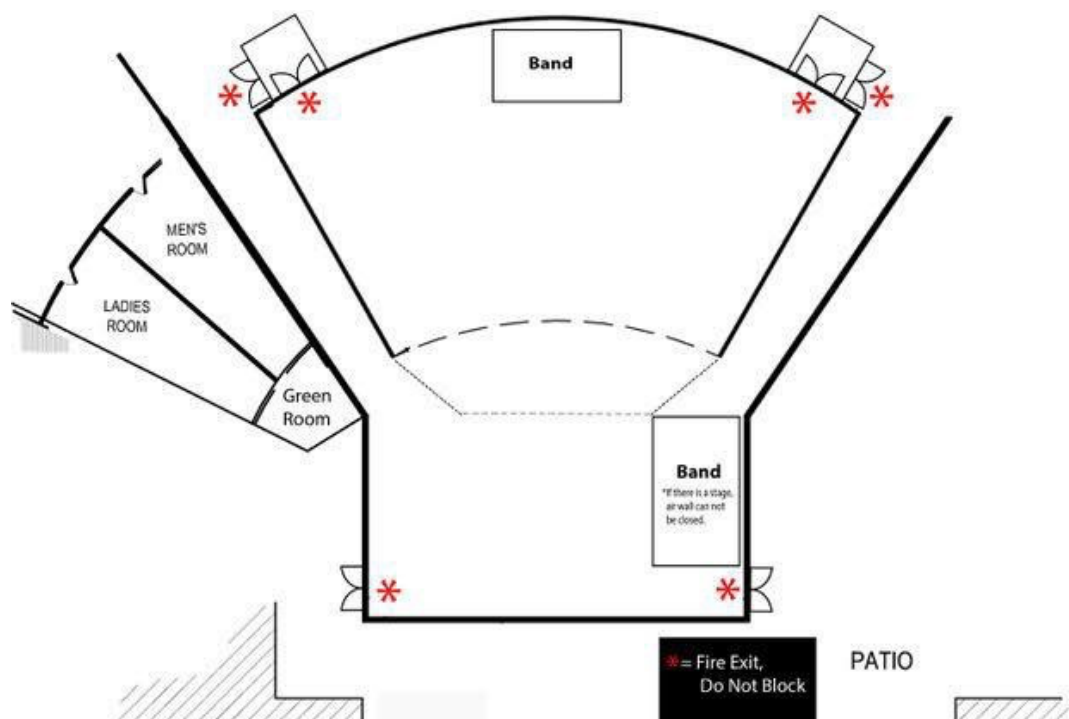


Music, DJ & Bands

While music (both live and recorded) is allowed at the venue, the music must be contained at an acceptable level so as not to disturb the local surrounding area. Any music set up outside must be turned off or moved inside the building by 8pm. During the weekdays, there is no loud music allowed before 4:30pm. The sliding glass doors on either side of the building must remain closed during the entire event and the wooden teak doors will remain closed after 8pm. The sliding glass doors facing the ocean may remain open.

Both bands and DJ's are required to stay under 75 decibels both indoors and outdoors. The onsite event manager will monitor this throughout the evening.

In addition, any bands and/or staging may only be set up either in the back of the auditorium or on the south side of the building, in front of the sliding glass doors. Please see the picture below or follow up with the Event Manager if you are unclear.



Décor & Restricted Items

All decorations need to be approved by an Event Manager. Our website lists [guidelines](#) that might be helpful.

No rice, rose petals, birdseed, confetti, glitter, floating sky lanterns, fire pits, tiki torches or sparklers (cold or hot) are allowed on the premises.

Drones will be permitted for filming your event as long as they stay above property lines only.

Absolutely nothing may be attached to the trees (no exceptions). Other restrictions such as Chinese lanterns, sparklers, glitter, tapered candles, etc. will not be approved. Candles are permitted as long as the vase that the candle sits in is higher than the flame of the candle (no open flames).

Vendors are not allowed to cook with oils in the lobby, lawn, or patios. This includes but is not limited to cooking donuts, popcorn, etc. Cooking with oils is only permitted in the kitchen or driveway area.

Set up and Tear Down

Your set-up may begin at 2pm. If you wish to begin earlier, for a \$250 fee, you may start your set-up as early as 10am.

At the end of the night, your vendors will have an hour after the end of your event to clean up and tear down. This means if your event ends at 10 PM, they will have until 11 PM to finish tear down, and if your event is extended to 11 PM, they will have until midnight. Staying past this time or leaving behind materials will lead to additional charges of \$500/hour. Please make sure all items and belongings are accounted for at the end of the night as we do not have a lost and found.

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.