



# Wedding Planning Handbook

## Scripps Seaside Forum

## Planning a wedding 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 wedding. 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

Weddings at the Forum can only be booked on Fridays, Saturdays and Sundays. To check the availability, please visit our [online calendar](#). Dates marked "busy" are not available to book. This calendar will show available dates that have not gone to contract. Please note that some of these dates may be held by another couple. In order to inquire about a potential date, please email our office at [scrippsvenues@ucsd.edu](mailto: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 is already on hold and you are ready to contract, you are able to push the existing hold. The client holding the date has first right of refusal for 48 hours. If the date is not confirmed, you will be able to contract for the date.

Once your contract has been sent, you will have two weeks to return the signed copy and deposit to our office. Before contracting, we recommend that you reach out to caterers and Giuseppe Bar Services to obtain quotes for service.

### Cancellations

If a client cancels their date, we will remove the "busy" from the online calendar. As we do not maintain a waiting list, please refer to our online calendar for any changes in availability.

### Pricing

The Scripps Seaside Forum is available to you from the contracted time of 2 p.m. to 10 p.m. and the rental fee is \$5,500. 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.

## **Rehearsals and Walkthroughs**

### **Rehearsals**

We make every effort to schedule rehearsals one day prior to your event. Timing depends on events we have scheduled at the venue. We are able to confirm your rehearsal three months prior to your date. Rehearsals are up to one hour and will take place on the lawn area only. If the venue and/or timing conflicts with an event scheduled at the venue, an alternate lawn area will be available. You may purchase up to 10 parking permits for your rehearsal. Permits will be \$4 on Saturdays and Sundays and \$8 Mondays through Fridays.



## **Walkthroughs**

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. This does not apply to permits from a parking attendant. Permits are at a first-come-first-park for spaces in the lots.

### **Parking – Friday**

Our recommendation for parking is to hire a parking attendant for one hour prior to the ceremony start time and 15-30 minutes after for late arrivals/traffic. Parking attendants can be hired for \$35/hr. We can provide the wedding 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 4:30 PM, permits will be \$8/permit. If your guests are arriving after 4:30 PM, permits will go down to the weekend price at \$4/permit. Parking spaces cannot be reserved on Fridays.

### **Parking - Saturday & Sunday**

Our recommendation for parking is to hire a parking attendant for one hour prior to the ceremony start time and 15-30 minutes after for late arrivals/traffic. Parking attendants can be hired for \$48/hr. We can provide the wedding 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 is required to be onsite for any event that is serving alcohol. No alcohol may be consumed on the premises unless a representative from Giuseppe is onsite. Please contact Giuseppe Bar Services at 858-581-2205 or [ssfbar@giuseppecatering.com](mailto: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 Catering 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.

## Approved Caterers

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



## 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 3<sup>rd</sup> 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](http://theeventhelper.com) and [wedsafe.com](http://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.



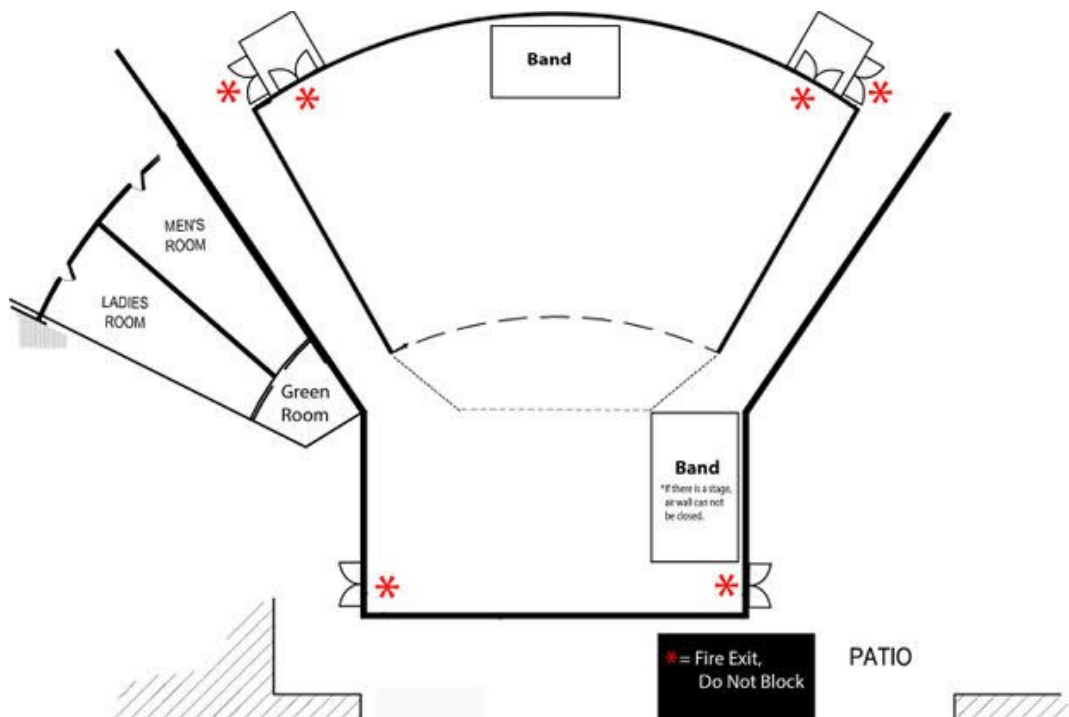


## Music, DJ & Bands

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.



## Animal Policy

UCSD has very strict guidelines with the campus veterinarian as to what animals are allowed on campus. Other than certified guide/companion dogs, animal care does not allow other animals to be on campus.

Dogs may be a part of your outdoor ceremony only.



## **Décor & Restricted Items**

All decorations need to be approved by an Event Manager. Our website lists [guidelines](#) for your reference.

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

Flower petals will only be approved under the condition that they are removed from the lawn area immediately after the ceremony. Flower petals that are left on the lawn at the end of the night will result in a fee of \$250.

Absolutely nothing may be attached to the trees (no exceptions). Other restrictions such as Chinese lanterns, sparklers (hot or cold), 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**

If you wish to start setting up prior to 2pm, for an additional \$250 fee, you may start your set up as early as 10am. Between the hours of 10 a.m. and 2 p.m., we will allow tours and rehearsals.

At the end of the night, your vendors will have an hour after the end of your party to clean up and tear down. This means if your party ends at 10 PM, they will have until 11 PM to finish tear down, and if your party 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.

## **Scripps Event Managers**

There will be an Event Manager onsite available for any facility-related issues. This Event Manager will be assigned approximately two months out from your event date. Throughout the night, they rotate between two venues and will provide a cell phone number for any concerns or issues that occur throughout the event.

While the Event Managers are present to assist in any venue-related situations, they are not responsible for watching over your belongings before your ceremony takes place, and are not coordinators for your wedding. We highly recommend that you at least have a day-of coordinator to ensure that your wedding proceeds smoothly.

## **Contact Us**

For any questions and concerns you may have, please feel free to email us at [scrippsvenues@ucsd.edu](mailto: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. In addition, please refer to our website for more FAQs, guidelines, information as well as links to our online gallery and Pinterest board with photos from past weddings.

Congratulations and we look forward to working with you!

