

A photograph of an outdoor wedding ceremony setup. In the foreground, several rows of dark wooden chairs are arranged on a grassy area. To the left, a white-clothed table holds a wedding cake, flanked by two floral arrangements on stands. A large, gnarled tree stands to the left of the table. In the background, a blue fence runs across the middle ground, with a view of the ocean and a building under construction in the distance. The sky is blue with scattered white clouds.

Wedding Planning Handbook

Martin Johnson House

Image by True Photography

Planning a wedding at the Martin Johnson House? Here are some things to help you start planning:

First and foremost...

Thank you for choosing the Martin Johnson House for your wedding! The Martin Johnson House is a historic oceanfront cottage nestled under lush cypress trees with breathtaking views of the Pacific coastline. Built in 1916, the rustic cottage was one of the earliest additions to the Scripps Institution of Oceanography campus. Once used as a home for Scripps professors and their families, the refurbished cottage and grounds now offer a charming coastal setting ideal for wedding receptions.

Calendar & Availability

Weddings at the Martin Johnson House can only be booked on a Saturday or Sunday. 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 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 wedding**. 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 to you, you will have two weeks to return the signed contract and deposit to our office. Before contracting, we advise that you reach out to caterers on our approved catering list.

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 Martin Johnson House is available to you from the contracted time of 2 p.m. to 10 p.m. and the rental fee is \$3,000, regardless of the season or day. 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 the two-week contracting period. The rest of the venue cost will be due three weeks before your event date. Payments can be made 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 inside of the house, the upper deck, the lower deck, and the lawn. Regardless of what parts of the venue you choose to use and for how much of the time, the pricing and space available to you will remain the same. The maximum capacity outside of our venue is 130.

The Martin Johnson House is primarily an outdoor venue. The maximum capacity inside the house is 50. We recommend you speak with your vendors to create a rain plan if needed. Approval for tenting has to go through the university so advance notice is needed.

We also do not have any on-site changing areas. The surrounding cottages are office spaces for faculty members and not available to rent. You are more than welcome to drape off a section of the house to create a makeshift changing area, which brides have done in the past. Many clients will choose to finish getting ready before they come to our venue.

Rehearsals & Walk-throughs

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. 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 received need to be addressed 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.

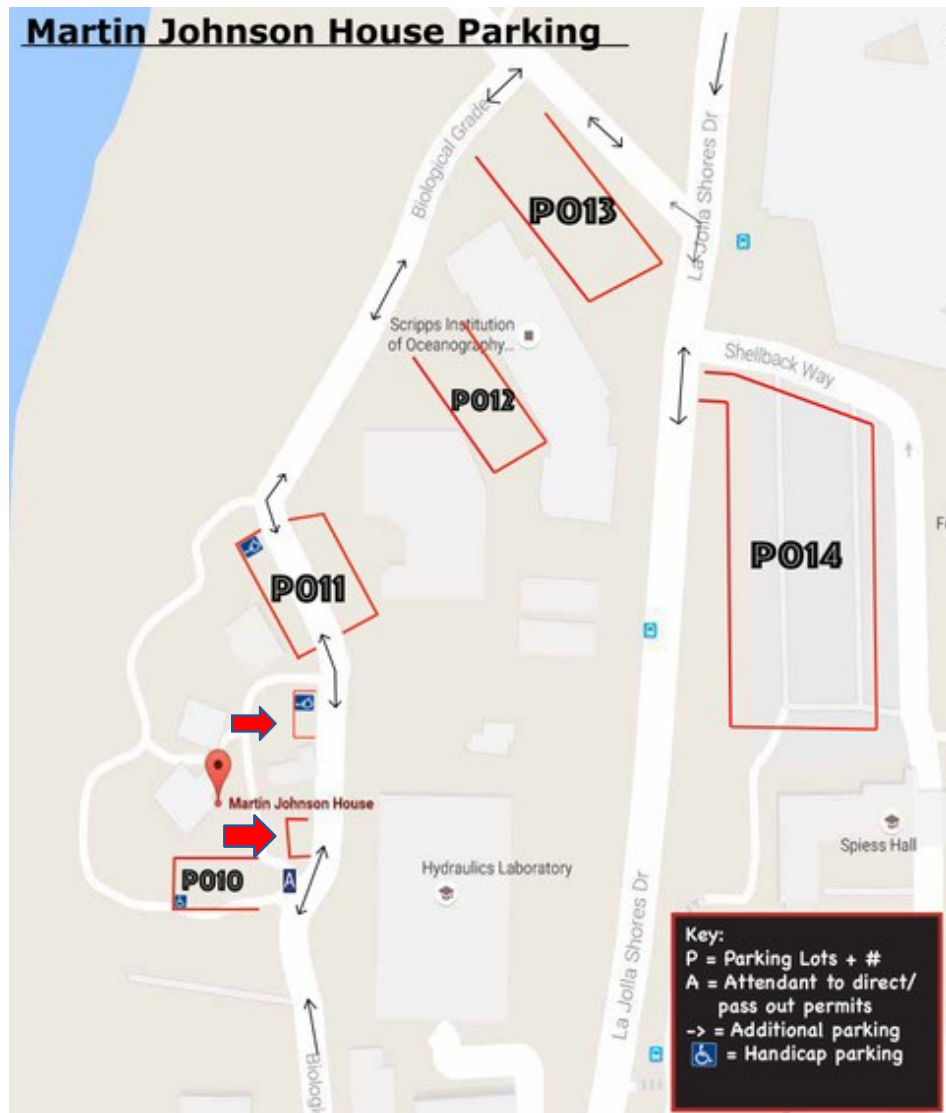
Parking - Saturday & Sunday

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 all-day parking spaces for events at \$39 per space. Reserved spaces have a "reserved" sign in front of each parking space and that space is reserved for the entire day. We do recommend you hire a shuttle or look into alternative transportation methods for your event if you are expecting more than 50 cars.

Rental Delivery Drop Off

All rental trucks are required to drop off in one of the parking lots surrounding the venue. Trucks may not park in a way that obstructs traffic or blocks the street. 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. Most vendors will park in one of the spots shown by the arrows below.



Alcohol Services

At the Martin Johnson House, you may provide and deliver your own alcohol. However, it must be served through a licensed bartender, which can often times be arranged through your catering service. If you would like to, you can also contract through a separate bar service as long as they have the proper licensing and liability.

Any guests that appear to be thirty (30) years of age or under shall be carded by the bar-tending service, therefore, they must have either a valid driver's license or valid picture ID.



Approved Catering List

We have an approved catering list that clients must choose their catering services from. Caterers that are not on this list may not be added at this time. There are not any exceptions to this policy. Each of these approved caterers who 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, 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.

Desserts and wedding cake can come from the vendor of your choice.

Approved Caterers

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) are allowed at the venue, the music must be contained at an acceptable level so as not to disturb the local surrounding area. Music may be played outside of your venue, up to 85 decibels. The onsite Event Manager will monitor this throughout the evening.

In addition, keep in mind that no ramps or entrances to the decks may be blocked in any way when bands and/or staging is set up. All exits and walkways must remain accessible throughout the night. Please 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](#) 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 floating 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 on the lawn, inside the house, or on the decks. This includes but is not limited to cooking donuts, popcorn, etc. Cooking with oils is only permitted in the kitchen area.

In addition to the band set-up, no tables, bars, etc. may block any of the entryways onto the decks. All walkways, stairways, and ramps must remain clear at all times



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.

Set up and Tear Down

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

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 that they will have until 11 PM to finish tear down. 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 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!