



PLANNING GUIDE

WELCOME TO LA JOLLA SHORES HOTEL

Thank you for choosing to host your upcoming event at La Jolla Shores Hotel. Our team is looking forward to helping you plan a spectacular program for your attendees. To assist in planning your event, this document provides useful information about the resort and destination. Your Event Manager, Lane Gauthier, is available to answer any questions you may have and provide you with additional planning materials and support as needed.



GROUP SALES MANAGER:

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EVENTS MANAGER:

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An aerial photograph of the La Jolla Shores Hotel and its surrounding coastal area. The hotel, with its distinctive orange-tiled roofs, is situated on a sandy beach. To the left, a large green lawn with palm trees and a circular garden area is visible. The ocean extends to the horizon, with waves breaking onto the shore. In the background, a cliffside town is visible, and a large building stands on a hill. The sky is clear and blue.

LA JOLLA SHORES HOTEL



RESORT AMENITIES

- Exclusive beachfront property with lounge areas, fire pits and more
- Heated outdoor pool
- Laundry service
- Fitness center
- Massage services – at our neighboring property, La Jolla Beach & Tennis Club
- Two oceanfront restaurants
- Minutes from San Diego's attractions and shopping in the village of La Jolla
- E-Bicycle rentals available
- Shuttle service



EXPERIENCES & TEAM BUILDING

Your Event Planning Manager can assist your group with reserving any of our on-site experiences, which include:

- Ebike Rentals
- Kayaking Tours
- Paddle Boarding
- Pickleball
- Surf Lessons
- And more!





ON-SITE ACTIVITIES

TENNIS

Guests staying at La Jolla Shores Hotel can reserve Court 13 at our sister property located next door at La Jolla Beach & Tennis Club.

POOL & HOT TUB

Dive into our year-round heated pool, hot tub and child plunge.

EBIKE TOURS

Explore the shores when you take one of our ebikes for a spin around La Jolla. Experience the Pacific coastline and sunny San Diego weather with your group.

MASSAGE SERVICES

Whether you want to revitalize the body, unwind the mind, or renew the spirit, our highly skilled professional therapists help you indulge in health and wellness.

GARDEN GAMES

Enjoy a variety of outdoor games, featuring corn hole, pingpong, foosball, connect four and more!

FIRESIDE S'MORES

Indulge in a ready-to-roast s'mores kit, available at Shores Restaurant, to enjoy at any of our seven firepits located throughout the property

PICKLEBALL

Enjoy some friendly competition doing one of the fastest growing sports with your group. Contact tennis@ljbtc.com to set up your group clinic.



EXPERIENCE LA JOLLA

Your Event Planning Manager will happily connect you and your group with one of our many off-property excursion partners.

KAYAKING EXCURSIONS

Explore La Jolla by Sea. Guided kayak excursions provide an up-close exploration of the La Jolla Cove and vibrant sea life that call the nearby underwater ecological preserve home.

SURF LESSIONS

Catch a wave with local Surf Shops providing lessons, rentals, and boutique shopping

STAND UP PADDLE BOARDING

Grab your group and enjoy a 90-minute Stand Up Paddle Board open water tour, offering a unique point of view for exploring and watching the local marine life (like pods of dolphins, bright orange garibaldi fish, and sunbathing sea lions) since you're standing.

TIDEPOOL EXPLORATION

Experience the harmony of body and mind through yoga at La Jolla Beach & Tennis Club. Our expert instructors lead sessions promoting health, peace, and wellness in a tranquil environment.

PARTNERS

- | | |
|---|--|
| • Hike Bike Kayak | • Everyday California |
| • La Jolla Kayak | • Menehune Surf School |
| • San Diego Bike & Kayak Tour | • Surf Diva |

SNORKLING TOURS

Looking for a way to enjoy the water and go searching for marine life? Come hang out with us and snorkel in Southern California's coolest Underwater Park. Any tour includes a mask, snorkel, and fins rental for each person to use during your time in the water.

WHALE WATCHING TOURS

Grey Whales begin their annual migration from the coast of Alaska in October, bringing them past the beautiful shores of La Jolla, San Diego from the end of November until the beginning of March. Join us for a chance to have an incredibly intimate experience with some of the most majestic mammals on the planet.



RESORT DINING

THE SHORES RESTAURANT

The Shores Restaurant offers a relaxed, family-friendly dining experience with stunning ocean views. Located just steps from the sand, the restaurant features an open-air patio and a casual ambiance, allowing guests to enjoy the beauty of the Pacific coastline while savoring their meals.

THE MARINE ROOM

Discover elevated seaside dining at The Marine Room, renowned for its award-winning cuisine and dramatic oceanfront views. This iconic destination offers an unforgettable blend of sophistication, flavor, and the natural beauty of the crashing waves.





EMERGENCY PROCEDURES

La Jolla Shores Hotel is fully prepared to assist in emergency situations to ensure the safety and comfort of our guests.

The resort's internal emergency number is 7777, which can be dialed from any hotel phone. The emergency response team is on-site 24 hours a day and monitors all calls to the emergency line.

The La Jolla Fire Department and paramedics are located approximately 10 minutes from the resort at the following address:

7870 Ardath Lane
San Diego, CA 92037
(619)533-4300

La Jolla Shores Hotel has an EMT department who are trained in CPR and First Aid.

Evacuation routes and emergency procedures are located on the inside of all guest room doors.

HOUSEKEEPING

Housekeeping service is offered daily between the hours of 8AM and 5PM.

ATM

An ATM is conveniently located on property in the lobby.

CREDIT CARDS

La Jolla Shores Hotel accepts America Express, Discover, MasterCard and Visa.

SMOKING REGULATIONS

Designated smoking areas are available.

The Group is responsible for communicating this guideline to all invites guests, vendors, suppliers and contractors in advance of the event.

ADDITIONAL RESORT INFORMATION & POLICIES

AMERICANS WITH DISABILITIES ACT (ADA)

La Jolla Shores Hotel strives to provide individuals with disabilities equal access to services and ensure the facilities being rented or reserved by you – including guest rooms, common areas and transportation services – are in substantial compliance with applicable public accommodation obligations under the Americans with Disabilities Act.

La Jolla Shores Hotel is fully compliant with all ADA requirements. We offer xx hearing accessible rooms. We are happy to provide room specific details and information upon request. Additional items such as a vibrating alarm clock, amplified handset, telephone signaler, and knock alert may be ordered signaler, and knock alert may be ordered with advance notice. An ADA guest may use the pool facilities by way of a pool lift, which will submerge the guest into the water.

At least two weeks in advance of group events, please provide a list of any auxiliary aids needed by group attendees in meeting or function spaces. The group will be responsible for the procurement and payment of all charges for any auxiliary aids.

Upon request, the resort will furnish the group with the names of vendors who can provide these aids. The group agrees to be responsible for compliance with the ADA in the set up and conduct of meetings and events.

A low-angle, upward-looking photograph of several tall palm trees against a bright blue sky filled with soft, white clouds. The perspective makes the trees appear to converge towards the top of the frame. The fronds of the palm trees are a mix of green and yellowish-brown, suggesting a warm, sunny environment. The text 'WELCOME TO LA JOLLA' is overlaid on the left side of the image in a black, serif font.

WELCOME TO
LA JOLLA

DESTINATION MANAGEMENT COMPANIES

The following partners are the recommended Destination Management Companies of La Jolla Shores Hotel



www.360dg.com

(800) 444 - 3359



www.hellodmc.com

(619) 354-4102



www.Accessdmc.com

(619) 299 - 2200



www.destinationconcepts.com

(800) 272-3775



TRANSPORTATION

GROUP

It is recommended to partner with a Destination Management Company or select from one of our preferred vendors to coordinate necessary group transportation.

INDIVIDUAL

Your Event Planning Manager is available to assist with coordination individual transportation being paid on own. We recommend requesting the transportation at least four hours prior to the requested departure time of the resort to ensure success in scheduling private transportation.

AIRPORT INFORMATION

San Diego International Airport is the recommended destination airport for La Jolla Shores Hotel.

Location: North Harbor Dr., San Diego, CA 92101

Distance from Resort: 12 miles | 20 minutes

RECOMMENDED VENDORS

[La Jolla Star Transportation](#)

White Glove Service, Special Event Transfers, Group Transportation, Special Events

[TCS Transportation Charter Service](#)

Charter Busses, Executive Coach, Mini Bus, Sprinter Van, School Bus

[La Costa Limousine](#)

Limousines, SUV's, Van, Sedan, Bus



CAR RENTAL AGENCIES

The following rental car agencies are located at the San Diego International Airport.

Enterprise Rent-A-Car | (833)763-1739

Alamo Rent A Car | (833)763-1741

Avis | (619)688-500

Hertz Car Rental | (619)767-5700

CONVENIENT STORES

Neighbor-Savor Market

2144 Avenida De La Playa, La Jolla, CA
(858)456-0260.

Mega Mart

2204 Torrey Pines Road, La Jolla, CA
(858)456-4434

7/11

6953 La Jolla BLVD, La Jolla, CA 92037
(858)454-3432

CVS

7525 Eads Ave, La Jolla, CA 92037
(858)551-8698

HOSPITALS

The closest hospital and emergency room is located 2.8 miles, approximately 5 minutes from La Jolla Shores Hotel

Scripps Memorial Hospital La Jolla

9888 Genesee Ave, La Jolla, CA 92037

EVENTS AT THE SHORES





BANQUET MENU SELECTION

We request that banquet menus (including dietary restrictions) and other details pertinent to your functions be submitted to your Events Manager according to the deadline outlined in the group contract.

BANQUET BEVERAGE SELECTION

All alcoholic beverage sales and services are regulated by the San Diego Liquor Commission. La Jolla Shores Hotel, as licensee, is responsible for the administration of these regulations. It is against the San Diego Liquor Commission to have any alcoholic beverages brought in from any other source than the licensed distributor, La Jolla Shores Hotel. All dispensing of beverages must be done by LJSB employees and not the patrons of the resort.

Please contact your Events Manager for current bar packages and beverage selection. Additional brands may be available upon request.

PRE-CONFERENCE MEETING

Optional for larger events.

La Jolla Shores Hotel Events Manager will recommend a preferred pre-conference meeting time based on the meeting room and resort management availability. Please advise the Events Manager how many group and DMC staff will be in attendance.

ARRIVAL EXPERIENCE

GUEST ARRIVAL

Group attendees are encouraged to proceed with a standard check-in process at our Front Desk, which features four check-in stations.

LUGGAGE DELIVERY

La Jolla Shores Hotel guest services department is responsible for the movement and storage of luggage. The team will ensure all travel items are delivered to the guestroom.

Group luggage is generally delivered to the Front Entrance, where it is organized by wing and room, then delivered promptly. Please keep delivery timing in mind when ordering separate luggage trucks or buses.

Please note that Guest Services is not equipped to store a large volume of carry-on baggage for guests arriving prior to the guaranteed check-in time of 4PM.

AMENITIES

The La Jolla Shores Hotel culinary team would be delighted to prepare beautiful amenities for your VIP guests and/or entire group.

- Amenities are subject to a \$5 delivery fee.
- Amenities with alcohol can only be sent to persons 21 years or older.
- Certain amenities are seasonal, and our Chef will select the freshest available product for your order.
- Special requests or large orders require at least one-week advance notice.



GIFTING

La Jolla Shores Hotel has an array of local vendors that supply branded items. Please contact your Events Manager for ideas and suggestions for group gifting options.

ACTIVITY DEPARTURES

All group off-site activities and associated transportation needs should be coordinated with the group's DMC. A detailed schedule of off-site activities and vehicle movements including dates, times, guest count and vehicle types should be shared with the Events Manager no later than two weeks prior to the program so that the Guest Services team can be notified appropriately to assist as needed.

Towels for off-site activities must be coordinated with your Events Manager at least 48 hours in advance. Towels will be delivered to the front entrance. The group will be responsible for taking the towels to their destination. A lost or damaged towel fee of \$25.00 will apply for all towels not returned.

DEPARTURE FACILITIES

Secured changing rooms for groups are subject to availability. Please contact your Events Manager about securing changing rooms for arrival and/or departure days.



THE GROUP EXPERIENCE





SHIPPING & RECEIVING

Small shipments will be accepted and should be marked with the program's name, dates and attention to the Event Manager. If possible, please provide tracking numbers to your Events Manager. Shipments should not arrive at the resort more than one week prior to the program. Please ensure each individual box indicates the total number of boxes in that shipment. Please label and ship packages as follows:

Attention: GROUP CONTACT NAME/EVENTS MANAGER

Program Name & Dates – Box 1 of X

8110 Camino Del Oro, La Jolla, 92037

ENGINEERING SERVICES

La Jolla Shores Hotel engineering department is available to provide assistance with all mechanical and/or electrical event needs. Engineering requirements must be communicated to your Events Manager 30 days prior to your event. Power drop pricing starts at \$xxx per drop.

SECURITY

La Jolla Shores Hotel is happy to assist with hiring outside security services to help support event and group security needs. If the hotel coordinates the outside security services on the group's behalf, the hotel will contract as many Security Officers as possible to meet the request and scope of services. Hotel security will augment as needed, so there are no gaps in security coverage as agreed upon.

Should the Group coordinate their own outside security vendor, the group is required to share their "Security Scope of Services" with the hotel. The hotel security team is happy to meet directly with the security vendor and provide basic emergency information about the hotel.



EQUIPMENT AND SET UP INFORMATION

EVENT EQUIPMENT

La Jolla Shores Hotel offers complimentary standard banquet equipment, included with a venue rental. Standard inclusions are rectangular dining rounds, white resin folding chairs, highboys, banquet china and glassware. Some house banquet equipment will incur a rental fee, including house linens, stage risers and podiums.

Any requested specialty equipment that is not in inventory will incur rental fees, which will be passed to the group. Please contact your Events Manager for additional information regarding available banquet equipment, upgraded banquet equipment options and rental costs.

VENUE CURFEWS

The City of San Diego has a mandated outdoor function curfew of 10PM.

VENDORS

You will be provided with a copy of LJSH's preferred vendor list. Any vendors hired directly by the group and/or their DMC who are not on the preferred vendor list must adhere to LJBTC's Creative Partner Guidelines while working on property.

AUDIO VISUAL

La Jolla Shores Hotel will provide a comprehensive range of audiovisual production services. Please ask your Events Manager for our menu.

EVENT ENTERTAINMENT

La Jolla Shores Hotel is happy to provide you with a preferred vendor list, which includes local entertainers. The hotel requests that outdoor entertainment begin no earlier than 8AM and concludes by the city's designated curfew.

The following information is designed to answer some of the basic questions you may have regarding having a catered event at The La Jolla Shores Hotel. Please feel free to contact a member of our membership or catering departments if you have additional questions about specific requirements or fees. We look forward to helping with your special event!

QUESTION	ANSWER
How far in advance can I book?	Space may be confirmed as early as twelve months in advance.
Where will my guests park during the event?	Our parking lot is available for your guests, upon availability, however valet parking is required for groups of 50 or more. Valet will be priced separately.
Can I have live music at my event?	Yes, entertainment can be contracted through La Jolla Shores Hotel or outsourced individually. On the beach, only acoustic music is allowed with amplification permitted during the wedding vows and recessional.
Can I host a fundraising event or have a non-hosted bar at my event?	Any functions held at the Shores may not include cash transactions of any kind, including the sale of admission charges, upon approval, merchandise, food or beverage. You may provide your guests with drink tickets.
How many people can I have at my party?	We offer several venue options—both inside and outside The Shores for groups up of 250 people.
When do I need to have my head count finalized?	The catering office requires notification of at least five business days prior to your event with the number of guests. Your full guest list must be provided 24 hours prior to your event.
How late can our party last?	All events must conclude by 10 p.m. After hours area subject to availability and approval.
Can I close the pool for my event?	The pool is open daily for guests from 10am – 10pm.
Are dogs permitted at La Jolla Shores Hotel?	La Jolla Shores Hotel is pre-friendly and offers several designated areas for pets to enjoy.
Can I bring a specialty cake from my favorite bakery?	Yes! We do allow outside cakes, however a per person dessert service charge will apply.
Can I bring in my own alcohol or use an outside caterer?	Our Food and Beverage team will fulfill all of your event needs. It is our policy not to permit food or beverage to be brought into or removed from the function. Outside catering is permitted for select cultural weddings. Exceptions may apply for a wire charge. For wine and additional, a \$35 corkage fee applies.
How far in advance will I need to pay?	The contract outlines the deposit schedule: an initial deposit is due at the time of signing, with full pre-payment required ten days prior to the event.