

THE PRESIDIO

PRESIDIO INSTITUTE  
AT FORT SCOTT  
MEETINGS



# PRESIDIO INSTITUTE AT FORT SCOTT

The Presidio Institute offers leadership development programs and events that equip and connect champions for change. The campus is comprised of Mission Revival structures renovated with contemporary design elements and modern conveniences. The headquarters building offers small- to mid-sized meeting spaces, includes a catering kitchen, and is adjacent to a large parade ground with views of the Golden Gate Bridge. The spaces are well-suited for trainings, retreats, and corporate events. Buildings are certified LEED Gold by the U.S. Green Building Council.

FACILITY	CLASSROOM	THEATRE	REGULAR FEE	NON-PROFIT FEE
Dining Room, Building 1202	55	60	\$ 900	\$ 700

## PRESIDIO FOODS CATERING

The Presidio Trust has partnered with award-winning Bay Area chef Traci Des Jardins to offer catering services for special events held in the Presidio.

Whether you're hosting a family get together, arranging a company meeting, or planning a once-in-a-lifetime celebration, Presidio Foods Catering will work closely with you to create a menu that reflects your vision.

### Contact

(415) 561-2789 / [catering@presidio-foods.com](mailto:catering@presidio-foods.com)



*Presidio Institute meeting spaces are available Monday to Friday. The maximum guest count is subject to the approval of the Presidio Trust. Rental fees include up to nine hours, including set-up/clean-up. Additional fees apply for activity beyond nine hours. Reservations are accepted for rentals until October 31, 2017. Please note that there are paid tenants located at this venue.*

## AMENITIES

**Rental Equipment:** Limited tables and chairs, built-in projection screen, and initial room set-up are included in rate.

**Internet:** Limited wireless access is available. Additional fees may apply.

**Alcohol:** Alcohol must be served by a licensed company with the required Full Liquor Liability insurance and ABC licensing. Only permitted in conjunction with a social reception. Choose from Pre-Qualified List.

**Social Reception:** There is an additional fee of \$500 for a stand-up reception in conjunction with a meeting or \$800 for plated meals.

**Catering:** Choose from Pre-Qualified Catering List. Meeting rentals require drop-off/pick-up services and may require onsite catering staff. No self-catering/staffing or pot luck is permitted.

**Parking:** Limited onsite parking with additional lots nearby. Restrictions may apply.