



# Presidio Trust

## Golden Gate Club - Event Equipment Rental Form Presidio Event Venues Phone Number: + 1 (415) 561-5444

**Ordering Instructions:** Email the Event Equipment Rental Form to your Sales Specialist, along with your Room Layout and Event Information Form. Forms are due 30 days prior to your event. Fulfilling your order is based on equipment availability and is not guaranteed until confirmed by the Presidio Trust. Equipment is for indoor use only. Set-Up and Break Down of equipment is not provided. All caterer's prep tables must be brought in from an outside source. All equipment must be returned to the delivered location. Permitted events executed after January 2, 2016, include 25 tables and 200 chairs. Additional fees apply for overages.

Some additional A/V equipment, technician support, internet hardwire lines, and phone lines may also be available through your Sales Specialist. Complimentary WIFI is limited to a speed of approximately one to five mbps per user. Open WIFI can only serve a limited amount of users at one time. Speed/reliability is not guaranteed. **For more details, please contact your Sales and Venue Specialist for additional A/V needs, phone or hardwire lines, and additional WIFI boosters that are not listed on the form.**

Name of Event:

Event Date(s):

Permit Time:

Name of Person Placing this Order:

Phone:

Email Address:

Day of Contact (authorized to order more items):

Cell Phone Number:

Item	Description	Unit Price	Quantity	# of Days	TOTAL
6' Banquet Table	6' x 30" Rectangle (10 available)	\$8.50			\$ -
8' Banquet Table	8' x 30" Rectangle (20 available)	\$8.50			\$ -
60" Round Table	60" Round (40 available)	\$8.50			\$ -
48" Round Table	48" Round (10 available)	\$8.50			\$ -
30" Round Kiosk Table	Height Adjusts to 30", 36" or 42" (8 available)	\$8.50			\$ -
Brown Ballroom Chairs	Brown Cushioned Ballroom Chair (280 available)	\$3.00			\$ -
Natural Wood Folding Chairs	Wood Chair with White Padded Seat (150 available)	\$2.00			\$ -
5' x 7' Screen & Cart	Includes A/V Cart & Power Supply	\$105.00			\$ -
10' x 10' Screen & Cart	Includes A/V Cart & Power Supply	\$190.00			\$ -
Electric Spider Box	5 twenty-amp Circuits (Ventana Room or Balcony Level Only)	\$225.00			\$ -
A/V Cart	With Power Supply Only	\$40.00			\$ -
Podium	Podium without Microphone	\$75.00			\$ -
Podium with Microphone	Speaker is embedded within Podium	\$125.00			\$ -
Standing Microphone	Wired microphone on a stand	\$85.00			\$ -
Easel	Open Back Tri-Pod Easel (15 available)	\$10.00			\$ -
Parking Permits	Daily Parking Permits (pre-purchase for attendees)	\$7.00			\$ -
1st Tier Event Parking Lot	Reserved Event Parking Spots with Barricades	\$600.00			\$ -
2nd Tier Event Parking Lot (limited availability)	Reserved Event Parking Spots with Barricades	\$600.00			\$ -

Sub Total \$ -

Add \$85.00 Delivery Fee \$85.00

Payment for equipment rental orders will be required prior to the event dates

Total \$ **85.00**

### PRESIDIO TRUST ONLY

Date Received: \_\_\_\_\_ Date Faxed to SE: \_\_\_\_\_ Initials: \_\_\_\_\_ Revised Fax: \_\_\_\_\_

Notes:



# Presidio Trust

## Log Cabin - Event Equipment Rental Form

**Presidio Event Venue Phone Number: 1 + (415)-561-5444**

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Some additional A/V equipment, technician support, and phone lines may also be available through your Sales Specialist. Complimentary WIFI is limited to a speed of approximately one to five mbps per user. Open WIFI can only serve 20 users at one time. Speed/reliability is not guaranteed. **For more details, please contact your Sales and Venue Specialist for additional A/V needs and phone lines that are not listed on the form.**

Name of Event:

Event Date(s):

Permit Time:

Name of Person Placing this Order:

Phone:

Email Address:

Day of Contact (authorized to order more items):

Cell Phone Number:

Item	Description	Unit Price	Quantity	# of Days	TOTAL
6' Banquet Table	6' x 30" Rectangle (5 available)	\$8.50			\$ -
8' Banquet Table	8' x 30" Rectangle (10 available)	\$8.50			\$ -
6' Narrow Table	6' x 18" Rectangle (15 available)	\$8.50			\$ -
60" Round Table	60" Round (15 available)	\$8.50			\$ -
48" Round Table	48" Round (2 available)	\$8.50			\$ -
30" Round Kiosk Table	Height Adjusts to 30", 36" or 42" (6 available)	\$8.50			\$ -
Samsonite Chairs	Black Plastic Samsonite Chairs	\$1.00			\$ -
Natural Wood Folding Chairs	Wood Chair with White Padded Seat (150 available)	\$2.00			\$ -
5' x 7' Screen & Cart	Includes A/V Cart & Power Supply	\$105.00			\$ -
A/V Cart	With Power Supply Only	\$40.00			\$ -
Podium	Podium without Microphone	\$75.00			\$ -
Podium with Microphone	Speaker is embedded within Podium	\$125.00			\$ -
Easel	Open Back Tri-Pod Easel	\$10.00			\$ -

Sub Total \$ -

Add \$85.00 Delivery Fee \$85.00

Payment for equipment rental orders will be required prior to the event dates

Total \$ **85.00**

### PRESIDIO TRUST ONLY

Date Received: \_\_\_\_\_ Date Faxed to SE: \_\_\_\_\_ Initials: \_\_\_\_\_ Revised Fax: \_\_\_\_\_

Notes:



# Presidio Trust

## Observation Post - Event Equipment Rental Form

**Presidio Event Venue Phone Number: 1 + (415)-561-5444**

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Name of Event:

Event Date(s):

Permit Time:

Name of Person Placing this Order:

Phone:

Email Address:

Day of Contact (authorized to order more items):

Cell Phone Number:

Item	Description	Unit Price	Quantity	# of Days	TOTAL
6' Banquet Table	6' x 30" Rectangle (10 available)	\$8.50			
8' Banquet Table	8' x 30" Rectangle (20 available)	\$8.50			
60" Round Table	60" Round (25 available)	\$8.50			
48" Round Table	48" Round (Limited to 2 Rounds)	\$8.50			
30" Round Kiosk Table	Height Adjusts to 30", 36" or 42" (8 available)	\$8.50			
Blue Ballroom Chairs	Blue Cushioned Ballroom Chair (260 available)	\$3.00			
5' x 7' Screen & Cart	Includes A/V Cart & Power Supply	\$105.00			
10' x 10' Screen & Cart	Included A/V Cart & Power Supply	\$190.00			
A/V Cart	With Power Supply Only	\$40.00			
Podium	Podium without Microphone	\$75.00			
Podium with Microphone	Speaker is embedded within Podium	\$125.00			
Easel	Open Back Tri-Pod Easel	\$10.00			
Parking Permits	Daily Parking Permits (pre-purchase for attendees)	\$7.00			

Sub Total

Payment for equipment rental orders will be required prior to the event dates

Total

### PRESIDIO TRUST ONLY

Date Received: \_\_\_\_\_ Date Faxed to SE: \_\_\_\_\_ Initials: \_\_\_\_\_ Revised Fax: \_\_\_\_\_

Notes:



# Presidio Trust

## Officers' Club - Event Equipment Rental Form

**Presidio Event Venue Phone Number: 1 + (415)-561-5444**

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**\*\*Permits executed after 11/1/14 include available tables and chairs plus initial room set\*\***

Name of Event:	
Event Date(s):	Permit Time:
Name of Person Placing this Order:	
Phone:	Email Address:
Day of Contact (authorized to order more items):	
Cell Phone Number:	

Item	Description	Unit Price	Quantity	# of Days	TOTAL
5' Narrow Table	5' x 18" Rectangle (40 Available)	\$8.50			
6' Banquet Table	6' x 30" Rectangle (10 Available)	\$8.50			
8' Banquet Table	8' x 30" Rectangle (10 Available)	\$8.50			
60" Round Table	60" Round (16 Available)	\$8.50			
48" Round Table	48" Round (Limited to 2 Rounds)	\$8.50			
30" Round Kiosk Table	Height Adjusts to 30", 36" or 42" (8 available)	\$8.50			
Brown Ballroom Chairs	Brown Cushioned Ballroom Chair (280 available)	\$3.00			
Electric Spider Box	5 Twenty-amp Curcuits	\$225.00			
A/V Cart	With Power Supply Only (1 available)	\$40.00			
Podium	Podium without Microphone (1 available)	\$75.00			
Podium with Microphone	Speaker is embedded within Podium (1 available)	\$125.00			
Standing Microphone	Wired microphone on a stand	\$85.00			
Easel	Open Back Tri-Pod Easel (10 available)	\$10.00			
Parking Permits	Daily Parking Permits (pre-purchase for attendees)	\$7.00			

	Sub Total	
	Add \$85.00 Delivery Fee	\$85.00
Payment for equipment rental orders will be required prior to the event dates	Total	

**PRESIDIO TRUST ONLY**

Date Received: \_\_\_\_\_ Date Faxed to SE: \_\_\_\_\_ Initials: \_\_\_\_\_ Revised Fax: \_\_\_\_\_

Notes: