



Golden Gate Club - Meeting Equipment Rental Form

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

Ordering Instructions: Email the Meeting Equipment Rental Form to your Sales Specialist, along with your Room Layout and Meeting Information Form. Forms are due 30 days prior to your meeting. Fulfilling your order is based on equipment availability and is not guaranteed until confirmed by the Presidio Trust. 15 tables and 150 chairs are included in the rental fee along with the initial set-up. Equipment is for indoor use only. Linens are not provided but can be rented from your caterer.

Some additional A/V equipment, technician support, internet hardwire lines, phone lines and polycoms 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 Conference:

Meeting Date(s):

Permit Time:

Rooms Rented: Building Buy Out _____ Ventana _____ Hawthorn _____ Cypress _____ Prince _____ Chapel Hill _____ Woodridge _____ Oak _____

Name of Person Placing Order:

Day of Contact (authorized to order more items):

Cell Phone Number:

Special Notes:

Item	Description	Quantity Ordered
6' Banquet Table	6' x 30" Rectangle	
8' Banquet Table	8' x 30" Rectangle	
8' Narrow Table	8' x 18" Rectangle	
60" Round Table	60" Round	
48" Round Table	48" Round	

30" Round Table 30" Round (height adjusts to 30", 36" or 42") (6 available)

Banquet Chairs Brown upholstered banquet chairs

Item	Description	Unit Price	Quantity	Days	Total
Tables - All Sizes	# of tables ordered over the 15 included	8.50	0.00	N/A	
Banquet Chairs	# of chairs ordered over 150 included	\$3.00	0.00	N/A	
Natural Wood Folding Chairs	Natural wood folding chair with ivory pad	\$2.00		N/A	
Samsonite Chairs	Black plastic samsonite chairs	\$1.00		N/A	
5' x 7' Screen & Cart	With power supply only	\$105.00			
10' x 10' Screen & Cart	With power supply only	\$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			
Standing Microphone	Wired microphone on a stand	\$85.00			
Easel	Open back tri-pod easel (paper and pens not included)	\$10.00			
Electric Spider Box	5 twenty-amp circuits (Ventana Room only)	\$225.00			
Power Strip	Power Strip	\$10.00			
15' Extension Cord	15' Extension Cord	\$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			

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

Total:

PRESIDIO TRUST USE ONLY

Date Received: _____ Date Faxed to SE: _____ Initials: _____ Revised Fax: _____

NOTES FOR HOSPITALITY CREW:

NUMBER OF COMPOST/RECYCLING TRASH CONTAINERS PER VENUE RENTAL:



Log Cabin - Meeting Equipment Rental Form
Presidio Event Venues Phone Number: + 1 (415) 561-5444

Ordering Instructions: Email the Meeting Equipment Rental Form to your Sales Specialist, along with your Room Layout and Meeting Information Form. Forms are due 30 days prior to your meeting. Fulfilling your order is based on equipment availability and is not guaranteed until confirmed by the Presidio Trust. 15 tables and 150 samsonite chairs are included in the rental fee along with the initial set-up. Equipment is for indoor use only. Linens are not provided but can be rented from your caterer.

Some additional A/V equipment, technician support, phone lines and polycoms 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 Conference:

Meeting Date(s):

Permit Time:

Name of Person Placing Order:

Day of Contact (authorized to order more items):

Cell Phone Number:

Special Notes:

Item	Description	Quantity Ordered
6' Banquet Table	6' x 30" Rectangle	
8' Banquet Table	8' x 30" Rectangle	
6' Narrow Table	6' x 18" Rectangle (20 available)	
60" Round Table	60" Round	
48" Round Table	48" Round (2 available)	
30" Round Table	30" Round (30", 36" or 42" tall) (4 available)	
Samsonite Chair	Black Plastic Samsonite Folding Chair	

Item	Description	Unit Price	Quantity	Days	Total
Tables - All Sizes	# of tables ordered over the 15 included	8.50	0	N/A	
Samsonite Chairs	# of chairs ordered over 150 included	\$1.00	0	N/A	
Natural Wood Chair*	Natural Wood Folding Chair with White Pad	\$2.00			
5' x 7' Screen and Cart	Screen includes cart and power supply	\$105.00			
Podium	Podium without microphone	\$75.00			
Podium with Microphone	Speaker is embedded within Podium	\$125.00			
Easel	Open back tri-pod easel (paper and pens not included)	\$10.00			
Power Strip	Power Strip	\$10.00			
15' Extension Cord	15' Extension Cord	\$10.00			
Parking Passes	Daily Parking Passes (pre-purchase for attendees)	\$7.00			
Delivery Charge*	Delivery Charge added to deliver Wood Chairs	\$85.00			

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

Total:

PRESIDIO TRUST USE ONLY

Date Received: _____ Date Faxed to SE: _____ Initials: _____ Revised Fax: _____

NOTES FOR HOSPITALITY CREW:

NUMBER OF COMPOST/RECYCLING TRASH CONTAINERS PER VENUE RENTAL:



Observation Post - Meeting Equipment Rental Form
Presidio Event Venues Phone Number: + 1 (415) 561-5444

Ordering Instructions: Email the Meeting Equipment Rental Form to your Sales Specialist, along with your Room Layout and Meeting Information Form. Forms are due 30 days prior to your meeting. Fulfilling your order is based on equipment availability and is not guaranteed until confirmed by the Presidio Trust. 15 tables and 150 chairs are included in the rental fee along with the initial set-up. Equipment is for indoor use only. Linens are not provided but can be rented from your caterer.

Some additional A/V equipment, technician support, internet hardwire lines, phone lines and polycoms 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 Conference:
Meeting Date(s): Permit Time:
Name of Person Placing Order:
Day of Contact (authorized to order more items):
Cell Phone Number:
Special Notes:

Table with 3 columns: Item, Description, Quantity Ordered. Rows include 6' Banquet Table, 8' Banquet Table, 60" Round Table, 48" Round Table, 30" Round Table, and Banquet Chairs.

Table with 6 columns: Item, Description, Unit Price, Quantity, Days, Total. Rows include Tables - All Sizes, Banquet Chairs, 5' x 7' Screen and Cart, 10' x 10" Screen and Cart, A/V Cart, Podium, Podium with Microphone, Easel, Power Strip, 15' Extension Cord, and Parking Passes.

Presidio Trust requires payment for items ordered prior to the meeting date. Total:

PRESIDIO TRUST USE ONLY

Date Received: _____ Date Faxed to SE: _____ Initials: _____ Revised Fax: _____

NOTES FOR HOSPITALITY CREW:

NUMBER OF COMPOST/RECYCLING TRASH CONTAINERS PER VENUE RENTAL:



Officers' Club - Meeting Equipment Rental Form
Presidio Event Venues Phone Number: + 1 (415) 561-5444

Ordering Instructions: Email the Meeting Equipment Rental Form to your Sales Specialist, along with your Room Layout and Meeting Information Form. Forms are due 30 days prior to your meeting. Fulfilling your order is based on equipment availability and is not guaranteed until confirmed by the Presidio Trust. 15 tables and 150 chairs are included in the rental fee along with the initial set-up. Equipment is for indoor use only. Linens are not provided but can be rented from your caterer.

Some additional A/V equipment, technician support, internet hardwire lines, phone lines and polycoms 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, and phone or hardwire lines that not listed on the form.**

Name of Conference:

Meeting Date(s):

Permit Time:

Name of Person Placing Order:

Day of Contact (authorized to order more items):

Cell Phone Number:

Special Notes:

Item	Description	Quantity Ordered			
6' Banquet Table	6' x 30" Rectangle (5 available)				
8' Banquet Table	8' x 30" Rectangle (5 available)				
5' Narrow Table	5' x 18" Rectangle (30 available)				
60" Round Table	60" Round (16 available)				
48" Round Table	48" Round (2 available)				
4' table	4' x 30" Rectangle (1 available)				
30" Round Table	30" Round (42" tall) (6 available)				
Banquet Chairs	Brown upholstered banquet chairs				

Item	Description	Unit Price	Quantity	Days	Total
Tables - All Sizes	# of tables ordered over the 15 included	8.50	0.00	N/A	
Banquet Chairs	# of chairs ordered over the 150 included	\$3.00	0.00	N/A	
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 (paper and pens not included)	\$10.00			
Electric Spider Box	Additional power box with 6 twenty-amp circuits	\$225.00			
Power Strip	Power Strip	\$10.00			
15' Extension Cord	15' Extension Cord	\$10.00			
Parking Permits	Daily Parking Passes (pre-purchase for attendees)	\$7.00			

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

Total:

PRESIDIO TRUST USE ONLY

Date Received: _____ Date Faxed to SE: _____ Initials: _____ Revised Fax: _____

NOTES FOR HOSPITALITY CREW:

NUMBER OF COMPOST/RECYCLING TRASH CONTAINERS PER VENUE RENTAL:



**Presidio
Trust**

Presidio Institute - Building 1202 - Meeting Equipment Form

Presidio Event Venues Phone Number: 415.561.5444

Presidio Event Venues Fax Number: 415.561.7604 or 415.561.7688

Ordering Instructions: Fax or email this form, along with your proposed floor plan and Meeting Information Sheet at least 30 days before your meeting to your Venue Sales Specialist. Fulfilling your order is based on equipment availability and is not guaranteed until confirmed by the Presidio Trust. Equipment is for indoor use only. 15 tables and 150 chairs are included in the Meeting Rental Fee.
 - Linens are not provided.
 - Initial set up is included with your reservation.
 - Audio/visual equipment, including laptops and projectors are not available through the Presidio Trust.
 Please refer to your Special Use Permit for the permitted access times and for all other important meeting guidelines and fees.

Day(s) & Date(s) of Event:		Permit Time:	
Person Ordering Equipment:		Phone Number:	

Meeting Name: _____

Item	Description
3.5' Square Table	3.5' x 3.5' Square (Dining Room use only)
6' Banquet Table	6' x 24" Rectangle (Assembly A use only and for all side/catering tables)
Chairs	Various Styles

Item	Description	Unit Price	Quantity	Days	Total
Tables - All Sizes	# of tables you need over the 15 included	\$8.50		N/A	
Chairs	# of chairs you need over the 150 included	\$3.00		N/A	
Screen	Existing in Room	\$0.00			
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 (paper and pens not included)	\$10.00			
Whiteboard (Medium Size)	Whiteboard includes Markers/Pens	\$30.00			
Whiteboard (Large Size)	Whiteboard includes Markers/Pens	\$40.00			
15' extension cord		\$10.00			
Power strip		\$10.00			
DSL Hard Wire Line	Single line (Includes labor install)	\$225.00			
Phone line	Single line	\$85.00			
Labor Fee	\$85.00 per hour labor (TBD by PT Staff)	\$85.00			

Sub Total: _____

Miscellaneous Items (Day of Event):

Item	Unit Price	Quantity	Total
Faxing:	\$1.00		N/A
Photo copy, single sided:	\$0.20		N/A
			Total

PRESIDIO TRUST ONLY

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Notes:

Number of Compost, Recycling, and Trash cans: