

THE PRESIDIO

PRESIDIO OFFICERS' CLUB



ORTEGA BALLROOM - MORAGA HALL - HARDIE COURTYARD

For decades, military officers gathered with their colleagues and families at the Presidio Officers' Club. Today, new generations are invited to host special celebrations and meetings in this beautiful and historic venue. The Officers' Club features the stunning Ortega Ballroom with panoramic views toward San Francisco Bay, the lovely Moraga Hall for standing receptions, and the open air Hardie Courtyard for small gatherings and receptions.

FEE STRUCTURE	TUE-THURS	TUE-THURS NON-PROFIT	FRI	FRI NON-PROFIT	SAT	SUN	SUN NON-PROFIT
Ortega Ballroom							
Event Rental	\$ 5,500	\$ 4,500	\$ 6,000	\$ 4,800	\$ 7,500	\$ 6,000	\$ 4,800
Meeting Rental	\$ 3,000	\$ 2,500	\$ 3,000	\$ 2,500	\$ 7,500	\$ 6,000	\$ 4,800
Hardie Courtyard							
	\$ 600	\$ 600	\$ 750	\$ 750	\$ 850	\$ 750	\$ 750
Moraga Hall (see below)							
MAXIMUM CAPACITY	SF	BANQUET	THEATER	RECEPTION	CLASSROOM		
Ortega Ballroom	2,955	160	250	250	112		
Hardie Courtyard		N/A	N/A	47	N/A		
Moraga Hall		60-80	N/A	200	N/A		

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



**Banquet seating is based on 60" round tables with 10 people per table. The maximum guest count is subject to the approval of the Presidio Trust based on proposed layout and equipment use. Capacities are estimates only. Non-Profit Rates are not offered on Saturdays.*

Ortega Ballroom/Hardie Courtyard: Event rental fees include up to 10 hours, inclusive of set-up/clean-up. Meeting rentals include up to 9 hours, inclusive of set-up/clean-up. Additional fees apply for activities beyond these time frames. Reservations are accepted up to two years in advance for the Ortega Ballroom and one year in advance for the Hardie Courtyard. Moraga Hall is rented on an hourly basis on select evenings. \$1200 per hour for private/corporate events. \$1000 per hour for non-profit events. Two hour minimum rental time. Reservations are accepted up to one year in advance.

AMENITIES

View: Main Post, Presidio forest, and San Francisco Bay

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

Catering and Alcohol Service: Presidio Foods Catering is the exclusive caterer for the Officers' Club. Caterers provide planning, staffing, set-up/breakdown, and coordinate load-in/load-out. No self-catering/staffing or pot luck is permitted. Caterers must have proper licensing and liability insurance.

Social Reception: Additional fee of \$500 for a stand-up reception in conjunction with a meeting. \$800 for a seated meal.

Ortega Ballroom Equipment: 15 tables, 150 chairs and initial room set up are included in the Meeting Rate. For Event Rentals, 25 tables/250 chairs is included. Please check to confirm availability. Outside tables/chairs may also be rented through your caterer or an outside vendor.

Moraga Hall: Venue set as a living room set. Altering of space is not permitted. Piano use is not available.

A/V: Limited rentals are available through the Presidio Trust. Use of outside licensed vendors is acceptable with limitations.

Music: Indoor amplified music must conclude by 11 pm.

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

THE PRESIDIO

PRESIDIO GOLDEN GATE CLUB
EVENTS



PRESIDIO GOLDEN GATE CLUB

Built in 1949, the Golden Gate Club was once the enlisted men’s service club and the site of several historic treaty signings. Today, it is a popular celebration and meeting venue. It features a large ball room with bay views, several smaller rooms, and an elegant courtyard.

	FEE STRUCTURE					MAXIMUM CAPACITY	
	MON-THURS	NON-PROFIT MON-THURS	FRI/SUN	FRI/SUN NON-PROFIT	SAT	SEATED BANQUET	STANDING RECEPTION
Ventana Room	Building Buyout only	Building Buyout only				180	385
Cypress Room	\$ 2,000	\$1,600				110	200
Hawthorn Room	\$ 2,000	\$1,600				110	200
Prince Room	\$ 1,000	\$ 800				40	40
Chapel Hill Room	N/A	N/A				20	20
Oak Room	N/A	N/A				12	N/A
Woodridge Room	N/A	N/A				12	N/A
Building Buyout	\$ 6,500	\$ 5,200	\$7,800	\$6,200	\$9,000	484	845

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Capacities are estimates only. Banquet seating is based on 60” round tables /10 people per table. The maximum guest count is subject to approval by the Presidio Trust based on the proposed event layout and equipment use. Rental fees include up to 10 hours, inclusive of set-up/clean-up. Additional fees apply for activity beyond 10 hours. Reservations are accepted up to two years in advance. Non-profit rates are not offered on Saturday. Building Buyouts are required on Friday, Saturday, and Sunday, and for events with 150 or more guests.

AMENITIES

View: Partial view of San Francisco Bay and the Golden Gate Bridge

Dance Floor: 17’ x 30’ hardwood floor in the Ventana Room

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

Catering and Alcohol Service: Presidio Foods Catering is the exclusive caterer and beverage provider at the Golden Gate Club with certain exceptions. Caterer provides planning, staffing, set-up/breakdown and coordinates load-in/load-out. No self-catering/staffing or pot luck is permitted.

Tables and Chairs: 250 banquet chairs and 25 tables are included in the rental. Additional equipment may be rented through an outside vendor, the Presidio Trust, or through your caterer.

Lawn Use/Tenting: Building buyout required. Limited to front courtyard and oval area, with restrictions. Permit and additional fees apply. No staking of any kind permitted without prior approval.

A/V Equipment: Limited rentals are available through the Presidio Trust. Use of outside licensed vendors is acceptable with limitations.

Music: Indoor amplified music must conclude by 11 pm. Outdoor music requires prior approval.

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

THE PRESIDIO

PRESIDIO LOG CABIN
EVENTS



PRESIDIO LOG CABIN

Built in 1937, the historic Log Cabin was originally a non-commissioned officers' club. It is located within the Fort Scott campus along the Presidio's western shore, not far from the Golden Gate Bridge. The rustic cabin with its Spanish red-tile roof is one of the park's most popular venues.

FEE STRUCTURE	RENTAL FEE	NON-PROFIT FEE	
Monday through Thursday	\$ 4,000	\$ 3,200	
Saturday	\$ 5,500	\$ 5,500	
Friday/Sunday	\$ 4,600	\$ 3,700	

MAXIMUM CAPACITY	SIT-DOWN BANQUET	STANDING RECEPTION	THEATER
Log Cabin and Lawn	150	200	150

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AMENITIES

View: San Francisco skyline and bay

Dance Floor: 30' x 30'

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

Catering: Choose from Pre-Qualified Catering List. Caterers provide planning, staffing, set-up/breakdown and coordinate load-in/load-out. No self-catering/staffing or pot luck is permitted.

Music: Indoor amplified music must conclude by 11:00 pm. Outdoor music requires prior approval.

Alcohol: Alcohol must be served by a licensed company with the required Full Liquor Liability insurance and ABC licensing. Choose from Pre-Qualified List.

Tenting: Permit and additional fees apply. No staking of any kind is permitted without prior approval.

Lawn Use: Additional fees may apply. No staking of any kind is permitted without approval.

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

THE PRESIDIO

• PRESIDIO OBSERVATION POST
EVENTS



PRESIDIO OBSERVATION POST

No other venue in San Francisco brings guests closer to awe-inspiring Golden Gate views. With an open floor plan and panoramic views of the Golden Gate Bridge, Alcatraz, Crissy Field, and the Marin Headlands, the Observation Post is ideal for celebrations and ceremonies. Breakout rooms are also available. An adjacent lawn with bridge views can be used for standing receptions or seated ceremonies.

FEE STRUCTURE	MON-THURS	MON-THURS NON-PROFIT	SATURDAY	SAT NON-PROFIT	FRI/SUN	SUN NON-PROFIT
Building Buyout	\$ 5,500	\$ 4,400	\$ 7,200	N/A	\$ 6,000	\$ 4,800

MAXIMUM CAPACITY	SF	STANDING	BANQUET	THEATER
Bay View Room	4,250	350	250	300
Board Room	300	N/A	10	N/A
Breakout Room A	155	N/A	10	N/A
Breakout Room B	305	N/A	10	N/A
Breakout Room C	155	N/A	10	N/A
Breakout Room D/Lounge	150	N/A	N/A	N/A
Buyout	5,315	350	250	300

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AMENITIES

View: Panoramic view of the Golden Gate Bridge and San Francisco Bay

Lawn Use/Tenting: Building buyout is required. Permit and additional fees apply. No staking of any kind is permitted without prior approval.

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

A/V Equipment: Limited rentals are available through the Presidio Trust. Use of outside vendors is acceptable with limitations.

Catering: Choose from Pre-Qualified Catering List. Caterers provide planning, staffing, set-up/breakdown and coordinate load-in/load-out. No self-catering/staffing or pot luck is permitted.

Caterer's Prep Area: Limited. Indoor cooking is not permitted. Outdoor cooking requires a permit. Additional fees may apply.

Alcohol: Alcohol must be served by a licensed company with the required Full Liquor Liability insurance and ABC licensing. Choose from Pre-Qualified Catering List.

Table & Chairs: Available from the Presidio Trust at an additional fee, or may be provided by an outside vendor.

Music: Indoor amplified music must conclude by 11:00 pm. Outdoor music requires prior approval.

Dance Floor: Must be provided by an outside rental company.

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

THE PRESIDIO

PRESIDIO CHAPEL
EVENTS



PRESIDIO CHAPEL

Graced with a breathtaking view of San Francisco Bay, the Presidio Chapel is a beautiful and inspiring setting. Built in 1931 by the U.S. Army, the chapel's Spanish Mission Revival architecture features arched stained-glass windows, a magnificent fresco, a high ceiling with redwood beams, wrought-iron chandeliers, and lovely oak doors. The Mural Room, perfect for an intimate reception, is adjacent to the sanctuary and has a view of the hillside. An outdoor garden is the perfect place for taking photos, gathering before a ceremony, or hosting a standing reception.

FEE STRUCTURE	MON – SUN	MAXIMUM CAPACITY	SEATED	CAPACITY
Wedding Ceremony / Event	\$ 1,200	Chapel Interior	125	160
Wedding Rehearsal	\$ 150	Exterior Courtyard	—	160
Standing Garden Cocktail Reception	\$ 250			

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Ceremony fees include a three hour rental. Rehearsal fees include a one hour rental. A standing garden cocktail reception adds one hour of rental time. Reservations are taken up to two years in advance.

AMENITIES

Accessibility: Wheelchair accessible and ADA compliant

Sound System/Speakers: Standing mic is included with rental. An iPod hook-up is available. Additional A/V items can be provided by an outside vendor.

Grand Piano and Historic Bronze Bell

Catering: Choose from a pre-qualified catering list. Caterers provide planning, staffing, set-up/breakdown, and coordinate load-in/load-out. No self-catering/staffing or pot luck is permitted.

Candles: The lighting of a Unity Candle during the ceremony is allowed only on the altar table. All candles must be fully contained with the flame 2" below the top of the container and must be placed only on tables. All other forms of open flames are prohibited.

Music: Amplified music inside only, with restrictions. Outdoor music requires prior approval.

Courtyard Receptions: Additional fees apply.

Alcohol: Must be served by licensed and insured companies with the required Full Liquor Liability insurance and ABC licensing. Choose from a pre-qualified list.

Parking: Limited onsite parking. Restrictions may apply.

Telephone/Wireless Internet: Not available.

Items Not Permitted: To protect parklands and wildlife, the releasing of balloons, doves or butterflies and the throwing of rice, birdseed, flower petals or other natural or artificial materials is not allowed.

AVAILABILITY

Wedding and Event Rentals: Monday to Sunday: 10 am to 1 pm or 3 to 6 pm.

Wedding Rehearsals: Monday to Friday: 8 am to 6 pm. Bookings are not available on national and federal holidays, including July 4, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

Baptisms and Musical Rehearsals: Please contact a Venue Specialist regarding \$250 hourly rate (2 hour minimum). Restrictions apply.

THE PRESIDIO

THE CHAPEL OF OUR LADY
EVENTS



PRESIDIO CHAPEL OF OUR LADY

Built in 1864, the Chapel of Our Lady was the Presidio's first house of worship. Generations of military personnel attended services in this non-denominational site. Today, it is a popular setting for weddings and celebrations of life. A courtyard area is well suited for standing receptions.

FEE STRUCTURE	MON – SUN	MAXIMUM CAPACITY	SEATED	CAPACITY
Wedding Ceremony / Event	\$ 1,200	Chapel Interior	200	—
Wedding Rehearsal	\$ 150	Exterior Courtyard	—	200
Standing Courtyard Reception	\$ 250			

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Ceremony fees include a three hour rental. Rehearsal fees include a one hour rental. A standing garden cocktail reception adds one hour of rental time. Reservations are taken up to two years in advance.

AMENITIES

Sound System/Speakers: One standing mic or podium mic is provided with rental. An iPod hook-up is available. All additional A/V items can be provided by an outside vendor.

Catering: Choose from pre-qualified catering list. Caterers provide planning, staffing, set-up/breakdown, and coordinate load-in/load-out. No self-catering/staffing or pot luck is permitted.

Candles: The lighting of a Unity Candle during the ceremony is allowed only on the altar table. All candles must be fully contained with the flame 2" below the top of the container and must be placed only on tables. All other forms of open flames are prohibited.

Music: Amplified music inside only, with restrictions. Outdoor music requires prior approval.

Courtyard Receptions: Additional fees apply.

Alcohol: Must be served by licensed and insured companies with the required Full Liquor Liability insurance and ABC licensing. Choose from pre-qualified list.

Telephone/Wireless Internet: Not available

Items Not Permitted: To protect parklands and wildlife, the releasing of balloons, doves or butterflies and the throwing of rice, birdseed, flower petals or other natural or artificial materials is not allowed.

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