

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	SAT	FRI/SUN	FRI/SUN NON-PROFIT
Ortega Ballroom					
Event Rental	\$ 5,500	\$ 4,500	\$ 7,500	\$ 6,000	\$ 4,800
Meeting Rental	\$ 3,000	\$ 2,500	\$ 7,500	\$ 3,000	\$ 2,500
Hardie Courtyard					
	\$ 600	\$ 600	\$ 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.

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
MEETINGS



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 breakout rooms, and an elegant courtyard.

	FEE STRUCTURE					MAXIMUM CAPACITY					
	MON-FRI	NON-PROFIT MON-FRI	SAT	SUN	NON-PROFIT SUN	SF	SEATED BANQUET	STANDING RECEPTION	THEATER	CLASS ROOM	BOARD ROOM
Ventana Room	\$ 2,200	\$ 1,800				2,736	180	385	280	100	60
Cypress Room	\$ 1,000	\$ 800				1,938	110	200	180	75	50
Hawthorn Room	\$ 1,000	\$ 800				1,938	110	200	180	75	50
Prince Room	\$ 800	\$ 650				850	40	40	40	25	25
Chapel Hill Room	\$ 500	\$ 500				525	20	20	20	20	20
Oak Room	\$ 500	\$ 500				300	N/A	N/A	N/A	N/A	12
Woodridge Room	\$ 500	\$ 500				300	N/A	N/A	N/A	N/A	12
Building Buyout	\$ 5,600	\$ 4,500	\$ 9,000	\$ 7,800	\$ 6,200	8,587	460	845	700	295	229

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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 9 hours, inclusive of set-up/clean-up. Additional fees apply for activity beyond 9 hours. Reservations are accepted up to two years in advance. Non-profit rates are not offered on Saturday.

AMENITIES

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

Rental Equipment: 15 tables, 150 chairs, and initial room set-up are included in rate. Additional equipment may be rented through the Presidio Trust or an outside vendor.

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

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

Alcohol: Only permitted in conjunction with a social reception. Presidio Food Catering required for beverage services.

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

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

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

THE PRESIDIO

PRESIDIO LOG CABIN
MEETINGS



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. The rustic cabin with its Spanish red-tile roof is one of the park's most popular venues for celebrations and meetings. The large lawn area offers panoramic views of the San Francisco skyline and is ideal for retreats and team building activities.

FEE STRUCTURE	RENTAL FEE	NON-PROFIT FEE
Monday through Friday	\$ 1,000	\$ 800
Saturday	\$ 5,500	\$ 5,500
Sunday	\$ 4,600	\$ 3,700

MAXIMUM CAPACITY	SIT-DOWN BANQUET	STANDING RECEPTION	THEATER	CLASSROOM
Log Cabin	150	200	100	60

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Banquet seating is based on 60" round tables / 10 people per table. Capacities are estimates only. 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 9 hours, inclusive of set-up/clean-up. Additional fees apply for activity beyond 9 hours. Reservations are taken up to two years in advance.

AMENITIES

View: San Francisco skyline and bay

Rental Equipment: 15 tables, 150 chairs, and initial room set-up are included in rate. Additional equipment may be rented through the Presidio Trust or an outside vendor.

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

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.

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 and \$800 for a plated meal.

Lawn Use/Tenting: A building buyout is required. Permit and additional fees apply.

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

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

THE PRESIDIO

PRESIDIO OBSERVATION POST MEETINGS



PRESIDIO OBSERVATION POST

No other venue in San Francisco brings guests closer to awe-inspiring Golden Gate views than the Observation Post at the Presidio. 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 as well as meetings and retreats. Small breakout rooms are also available. An adjacent lawn with bridge views can be used for standing receptions or outdoor activities.

FEE STRUCTURE	MON-FRI	MON-FRI NON-PROFIT	SATURDAY	SAT NON-PROFIT	SUNDAY	SUN NON-PROFIT
Building Buyout	\$ 3,800	\$ 3,100	\$ 7,200	N/A	\$ 6,000	\$ 4,800

MAXIMUM CAPACITY	SF	STANDING	BANQUET	THEATER	CLASSROOM	BOARDROOM
Bay View Room	4,250	350	250	300	132	60
Board Room	300	N/A	10	N/A	N/A	10
Breakout Room A	155	N/A	10	N/A	N/A	10
Breakout Room B	305	N/A	10	N/A	N/A	10
Breakout Room C	155	N/A	10	N/A	N/A	10
Breakout Room D/Lounge	150	N/A	N/A	N/A	N/A	10
Buyout	5,315	350	250	300	132	110

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Rates include 15 tables and 150 chairs. Capacities are estimated based on banquet seating 60" round tables/10 people per table. The maximum guest count is subject to approval by the Presidio Trust. Rental fees include up to 9 hours, inclusive of set-up/clean-up. Additional fees apply for activity beyond 9 hours. Reservations are accepted through May 31, 2017. The Observation Post is adjacent to the New Presidio Parklands Project site. Views subject to change.

AMENITIES

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

Rental Equipment: 15 tables, 150 chairs, and initial room set-up are included in rate. Additional equipment may be rented through the Presidio Trust or an outside vendor.

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.

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

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

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

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 a meeting space, includes a catering kitchen, and is adjacent to a large parade ground with views of the Golden Gate Bridge. The space is well-suited for trainings and retreats. Building 1202 is certified LEED Gold by the U.S. Green Building Council.

FACILITY	BANQUET	THEATRE	REGULAR FEE	NON-PROFIT FEE
Dining Room, Building 1202	50	50	\$ 900	\$ 700

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Presidio Institute meeting space is 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 and the building is locked at all times.

AMENITIES

Rental Equipment: 15 tables and 50 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.