

General Information:			
Event Name: <i>(please include Bride/Groom's Names for Weddings)</i>		Event Date(s):	
Venue Location(s):			
Permit Start Time: <i>(when access to venue begins)</i>	Event Start Time:	Event End Time:	Permit End Time: <i>(when access to venue ends)</i>
Rehearsal Date or Set-Up Day: <i>(if applicable)</i>		Rehearsal or Set-Up Times: <i>(if applicable)</i>	Final Guest Count:
Name of Authorized On-Site Event Contact/Coordinator:		Cellphone:	Email:

Your Authorized On-Site Event Contact/Coordinator is a designated person who will be on site throughout the event and can authorize services which may incur additional fees.

Vendor List:					
	Name of Company/Contact Person	Phone	Email	Load-In/ Arrival Time	Load-Out/ Depart Time
Wedding/Event Coordinator:					
Caterer:					
Beverage Company:					
Equipment Rental Co.:					
Equipment Rental Co.:					
Audio-Visual Company:					
Ceremony Musician(s):					
Reception Band or DJ:					
Cake/Dessert:					
Florist:					
Officiant:					
Photo Booth:					
Photographer:					
Transportation Company:					
Videographer:					
Other Vendor:					
Other Vendor:					

Additional Notes:

Please also refer to your Special Use Permit and our Rules for Meetings, Events and Catering at www.presidio.gov/venues for more information on overtime charges and additional rules and regulations.