

General Information:			
Meeting/Conference Name:		Meeting Date(s):	
Venue Location(s):			
Permit Start Time: <i>(when access to venue begins)</i>	Meeting Start Time:	Meeting End Time:	Permit End Time: <i>(when access to venue ends)</i>
Set-Up Day: <i>(if applicable)</i>		Set-Up Times: <i>(if applicable)</i>	Final Guest Count:
Name of Authorized On-Site Meeting Contact/Coordinator:		Cellphone:	Email:

Your Authorized On-Site Meeting 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/Drop Off/Arrival Time	Load-Out/Pick Up/Depart Time
Caterer:					
Beverage Co.: <i>(if having a reception)</i>					
Audio-Visual Co.: <i>(if applicable)</i>					
Equipment Rental Co.: <i>(if applicable)</i>					
Shuttle Company: <i>(if applicable)</i>					
Other Vendor(s):					

Meal/Reception Break Times: <i>(or include on separate agenda)</i>			
Breakfast:	Start Time:	End Time:	Notes: <i>(if not providing or going off site, please indicate here)</i>
Lunch:	Start Time:	End Time:	Notes: <i>(if not providing or going off site, please indicate here)</i>
Reception or Dinner:	Start Time:	End Time:	Notes: <i>(if not providing or going off site, please indicate here)</i>

Sustainable Practices: <i>As stewards of the Presidio, we encourage the use of sustainable practices whenever possible and discourage single-use products.</i>	
Transportation:	How will your guests arrive? <i>(check all that apply)</i> <input type="checkbox"/> Bike <input type="checkbox"/> Car <input type="checkbox"/> Carpool <input type="checkbox"/> Public Transportation <input type="checkbox"/> Shuttle <input type="checkbox"/> Taxi/Uber/Lyft <input type="checkbox"/> Walk
Waste Reduction:	Will you need extra bins for compostable products or box lunches or are you using china/glassware? <input type="checkbox"/> Using Compostable Products <input type="checkbox"/> Box Lunches <input type="checkbox"/> Using China/Glassware
Approximate # of Cars:	

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.