

General Information:					
Meeting/Conference Name:			Meeting Date(s):		
Venue Location(s):				Presidio Venue Sales & Coordination Rep:	
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 Date(s): <i>(if applicable)</i>		Set-Up Times: <i>(if applicable)</i>		Final Guest Count:	
Name of Authorized On-Site Meeting Contact/Coordinator:		Cellphone:	Email:		
<i>Your Authorized On-Site Meeting Contact is a designated person who will be on site throughout the event and can authorize services which may incur additional fees.</i>					
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 in 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>		
<i>Sustainable Practices: As stewards of the Presidio, we encourage using compostable products or china/glassware if possible and discourage the use of single-use products. We also encourage your guests to carpool or take public transportation whenever possible.</i>					
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 submit this form to your Presidio Venue Sales & Coordination Rep. at least 30 days prior to your meeting date. Refer to your Special Use Permit and our Rules for Meetings, Events and Catering at presidio.gov/venues for more info on overtime charges and additional regulations.