

Chapel of Our Lady or Presidio Chapel
Main Number: 415-561-5444

www.presidio.gov/venues

CHAPEL OF OUR LADY, 45 MORAGA AVENUE, SAN FRANCISCO, CA 94129

	Monday to Sunday	Chapel Capacity	Courtyard/Standing Reception
Chapel of Our Lady	\$1,200/3 hours	200	200
Available Rental Times 10am-1pm or 3pm-6pm Baptisms, Concerts and Lectures billed at a rate of \$250.00 per hour/2 hour minimum			

PRESIDIO CHAPEL, 130 FISHER LOOP, SAN FRANCISCO, CA 94129

	Monday-Sunday	Chapel Capacity	Chapel Garden*
Presidio Chapel	\$1,200/3 hours	154 Guests	200 Seated or Standing
Available Rental Times 10am-1pm or 3pm-6pm Baptisms, Concerts and Lectures billed at a rate of \$250.00 per hour/2 hour minimum			

Additional Fees

FEE STRUCTURE:	RATES:
Wedding Rehearsal or Additional Hours	\$250.00 per hour
Garden Cocktail Reception	\$500.00
Natural Wood Chairs for Presidio Chapel Garden Ceremony	\$3.00 per chair/\$150 for delivery, set-up and breakdown

Overview for Chapel Rentals

Reservations and Discounts: Accepted two years in advance of the event date. 501c organizations and Trust Tenants/Residents and Resident's immediate family members or employees in the Presidio receive a 20% discount off posted venue fees. One discount may be applied to a reservation. 10% discount for military personnel or retired military and their immediate families. Supporting documents showing proof of 501c eligibility must accompany reservation form for non-profits and for military discounts.

Not Available: All National and Federal Holidays, including July 4, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Permit Timing: Includes 3 hours of time (inclusive of vendor set-up and breakdown). Event rental period must fall between 10am to 1pm or 3pm-6pm.

Rehearsals: Accepted Monday-Friday, 8am-6pm. Fee waived with additional Trust Venue Rental for reception or dinner hall.

Capacities: Maximum guest count is subject to approval by the Presidio Trust.

***Presidio Chapel Garden:** Outdoor ceremonies with greater than 154 guests must have a rain plan venue with a higher capacity prior to reserving the outdoor location.

Full Service Catering & Alcohol Service in Courtyard/Garden or Presidio Chapel Mural Room: Select from Trust Pre-Qualified Full Service Catering list. No kitchen on-site. Caterers must come self-sufficient.

Audio Visual (AV): 1 Standing Mic or 1 Podium Mic and auxiliary cord connection provided with indoor chapel rentals. No Trust AV provided for outdoor activities. Additional AV items can be provided by an outside vendor.

Candles/Decor: Lighting of Unity Candle during the ceremony is allowed on the altar table. Candles must be contained with flame 2" below the top of the container and allowed on tables only. Silk flowers permitted on a runner.

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

Accessibility: The Presidio Chapel is our ADA compliant chapel. Chapel of Our Lady requires an outside rental of a portable ramp.

Additional Overview: Rules for Events, Meetings and Catering, decoration guidelines and additional venue information can be found at www.presidio.gov/venues

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Please complete all boxes and email completed form to your assigned Venue Sales Specialist or email events@presidiotrust.gov. Special Use Permit will be sent via DocuSign for e-signature. Please include individual authorized to sign on your company's behalf.

Permittee Information							
Venue (Chapel of Our Lady or Presidio Chapel)							
Event Day and Date (s)							
Title of Event (list couple's names for weddings)							
Permit Time (10am-1pm or 3pm-6pm)							
Event Start and End Time		Number of Attendees/Guests					
Wedding Rehearsal Event Day, Date and Time							
First and Last Name (Authorized to sign Special Use Permit via DocuSign)							
Company Name (if applicable)							
Mailing Address							
Day Phone Number		Cell Phone Number					
Authorized Signer's Email Address (email address needed to send DocuSign Folder)							
Eligible for Tenant, Military or Non-Profit (NP) Discount? (Submit 501c or military documentation with form)							
If Renting the Presidio Chapel, Please Indicate Outdoor Ceremony (If Yes, and Venue Rain Plan)							
Planning a Standing Reception in the Courtyard or Garden (If Yes, indicate start and end time)							
Individual Submitting this Form (if different from above) (First and Last Name, Phone Number and Email Address)							
Event Planner Contact Information and Notes							
Submitting Form as Tentative Hold (TH) or Challenge to Hold (CH) or Reservation to Start Permitting Process (R)		Date Submitted Form and Date Visited Venue		Expiration Date for Hold <i>(10 days from submittal of form)</i>		Trust Internal Use (input date)	
Overview for Booking a Reservation							
Placing Tentative Holds: Tentative holds will be accepted by submitting a preliminary reservation form to hold a date for 10 calendar days, unless challenged. Holds will be released at the end of the hold date. Confirmation to move into Permitting Process must be received in writing via email.							
Challenging Holds & Challenging Pending Reservations: A challenge to a tentative hold/pending permit reservation may be placed by submitting an event reservation form (or meeting reservation form for conferences). When challenged, parties with tentative holds need to confirm reservation, move into the permitting process and pay venue fees or relinquish the date/venue immediately. When challenged, parties with pending reservations will be required to immediately a) confirm reservation b) produce a signed Special Use Permit by the specified due date and c) pay all venue fees due. If a Challenger to a tentative hold/pending reservation is awarded the date/venue, then the challenger will be required to immediately sign the Special Use Permit and pay all venue fees. Failure to comply with above requirements will result in tentative or challenged holds being released.							
Permits, Fees & Deposits: Venue fees must be paid online with a credit card or bank account (ACH). Failure to submit payments with a returned signed Special Use Permit by the required due date will be cause for cancellation of reservation.							
Payment Schedule: 50% of non-refundable venue fees due with returned signed Permit. The balance of all applicable fees are due 180 days in advance.							
Security Deposit Refunds: Processed either by US Treasury Check or refunded back to the most recently charged non-expired credit card on file. Refunds occur within 60 (sixty) days after event date. Refunding via credit card must not exceed the amounts originally charged on a card. Social Security Numbers or Federal Tax ID's required for refunds made via US Treasury and for payments made via ACH or expired credit cards.							
By submitting a reservation form, the potential permit holder has a) reviewed the Overview information on the Rate Sheet and Reservation Form b) reviewed Rules for Events, Meetings and Catering c) cancellation policy d) capacities and e) venue information via www.presidio.gov/venues prior to submitting reservation form.							