

Golden Gate Club, Log Cabin, and Ortega Ballroom/Moraga Hall at the Presidio Officers' Club

Event Information

Individual ordering equipment is authorized by Permittee to place order on client's behalf

Event Day and Date(s)	Permit Time (include set-up/break down times)
Venue Renting and Room Name (s)	
Title of Event (list couple's names for weddings)	
Name of Person Placing Order/Cellphone	
Authorized Individual to Order More Items on Day Of	
Trust Venue Sales Specialist Name and Notes	

Ordering Instructions

Email Event Equipment Rental Form to your Sales Specialist, along with Room Layout, Timeline & Event Information Form. Permittee is responsible for working with Caterer/Event Planner to submit all logistical documents including the room layout. Additional fees may apply if Trust creates room layout. Fulfillment of your rental order is based on equipment availability and is not guaranteed until confirmed by the Trust. Orders are fulfilled in the order received. Forms are due 30 days prior to your event date. Please read Additional Information on Page Two.

TABLES AND CHAIRS*	QUANTITY	DAYS	PRICE	TOTAL
8' x 30" Banquet Table			\$9.50	
6' x 30" Banquet Table			\$9.50	
60" Round Table			\$9.50	
48" Round Table			\$9.50	
36" Round Table (limited availability)			\$9.50	
30" Round Table (adjusts to 30" to 42" tall)			\$9.50	
5' x 18" Banquet Table			\$9.50	
8' x 18" Banquet Table (available at the Golden Gate Club and Log Cabin)			\$9.50	
6' x 24" Banquet Table (Golden Gate Club Mezzanine Level only, no charge, limited availability)			\$0.00	
Brown Banquet Chairs (available at the Golden Gate Club and Ortega Ballroom)			\$3.00	
Natural Wood Folding Chair* (White Padded Seat)			\$3.00	
Mahogany Wood Folding Chair* (Brown Padded Seat) (available at Golden Gate Club and Log Cabin)			\$3.00	
Equipment Delivery Fee*			\$125.00	
Subtotal:				

AUDIO-VISUAL (AV) ITEMS**	QUANTITY	DAYS	PRICE	TOTAL
Podium with Microphone			\$125.00	
Podium without Microphone			\$75.00	
Standing Microphone			\$100.00	
5' x 7' Projection Screen with AV Cart			\$125.00	
8' x 8' Projection Screen with AV Cart (available at the Log Cabin and Officers' Club)			\$175.00	
10' x 10' Projection Screen with AV Cart (available at the Officers' Club, Golden Gate Club and Log Cabin)			\$200.00	
AV Cart Only (includes power strip)			\$40.00	
6'W by 8'L by 12"H Risers (may require labor fee, limited availability - 6 available)			\$75.00	
3k Lumen Projector**			\$125.00	
Extension Cords**			\$10.00	
Power Strips			\$10.00	
Open Back Easel with Attachment			\$10.00	
Spider Box Set (adds 6 - 20 amp dedicated circuits & 1 - 30 amp): Ventana/Ortega Ballroom only			\$225.00	
Auxiliary Jack Connection to Existing Sound System			\$100.00	

SPECIALTY ITEMS - DANCE FLOOR AND UPLIGHTS/LIGHTING**			PRICE	
21' x 21" Dance Floor (Available at the Ortega Ballroom Only) - SPECIAL REDUCED PRICING!			\$750.00	
Uplight Package - 10 Chauvet DJ Ezpar 64 RGBA Par (includes set-up/breakdown). Limited availability and must be pre-arranged and confirmed by Venue Specialist, 30 days or more prior to event date) - SPECIAL REDUCED PRICING!			\$400.00	
Subtotal:				

Internal Use Only/Notes to Set-up Crew	
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Event Day and Date (s)	List Venue Renting/Room Name (s)
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HARD WIRE LINES, TELECOM AND ADDITIONAL FEES***	QUANTITY	DAYS	PRICE	TOTAL
Hard Wire Line			\$225.00	
Phone Line (phone not included)			\$85.00	
Polycom Phone Set (includes labor for set-up/phone line)			\$200.00	
Storage Fee (per day)			\$150.00	
Hospitality or AV Labor Fee, per hour (quoted by Trust)			\$85.00	
Subtotal:				

PRE-PAID PARKING PERMIT FEES (Parking Permits to be placed on rear view mirror)	QUANTITY	DAYS	PRICE	TOTAL
Metered Parking Permits (Fort Scott/Log Cabin)			\$9.00	
Metered Parking Permits (Main Post/Golden Gate Club & Officers' Club)			\$10.00	
Subtotal:				

PRESIDIO TRUST USE ONLY

OVERTIME FEES ****	QUANTITY	DAYS	PRICE	TOTAL
Additional 1 hour Event/Meeting Time (Prince, Chapel Hill, Woodridge and Oak Rooms only)			\$250.00	
Additional 1 hour Event/Meeting Time (Hawthorn and Cypress, Log Cabin and Ortega Ballroom)			\$500.00	
Additional 1 hour Event/Meeting Time (Ventana Room, GGC BBO, or 3+ rooms rented at GGC)			\$750.00	
After Hours Overtime Rate (after 12AM or prior to 7AM weekday/8AM weekends)			\$1,200.00	
Subtotal:				

PARKING LOT PURCHASE (must be pre-arranged with Venue Specialist, certain conditions apply)	QUANTITY	DAYS	PRICE	TOTAL
Golden Gate Club Parking Lot - First Lot (60 spots)			\$840.00	
Golden Gate Club/Presidio Chapel Parking - Upper Lot (60 spots)			\$840.00	
Golden Gate Club/East Parking Spots near Hawthorn Room (must be pre-approved)			\$98.00	
Log Cabin Parking Lot (43 spots)			\$602.00	
Catering Parking Spaces			\$14.00	
Subtotal:				

FIRE PERMIT AND TENTING FEES	QUANTITY	DAYS	PRICE	TOTAL
Fire Permit Processing Fee (First permit)			\$50.00	
Additional Fire Permit Processing Fee (Each subsequent permit)			\$25.00	
Food Truck Fee (includes up to 3 parking spots & includes fire permit fees)			\$100.00	
Tenting Fee, per square foot/per day for tents larger than 200 square feet			\$0.25	
Subtotal:				
FINAL TOTAL:				

Additional Information

*Tables and chairs are for indoor use only with the exception of natural wood that may be available for outdoor usage, if pre-arranged. 2 sets of chairs must be ordered when used for a) outside ceremonies and b) inside for reception/dinner. Limited quantities for natural wood and mahogany wood chairs. Delivery fee includes drop off of tables and chairs to one specific location. Set-Up and break down of equipment is not provided and is the responsibility of your caterer. Equipment must be returned to the delivered location. Linens should be rented through your caterer.

Ortega Ballroom equipment is limited to 10 - 6's, 10 - 8's, 25 - 5's, 16 - 60"rounds, 2 - 48"rounds, 1 - 4', 8 - 30" rounds, 1 - 36" round, 160 woods and 250 banquet chairs. Moraga Hall is limited to 6', 8', 30", 36", 48", 60" round tables and 100 wood chairs.

Log Cabin is limited to 150 natural wood and 150 mahogany chairs and Golden Gate Club is limited to 180 natural wood and 180 mahogany wood chairs. **Easels with attachments: 15 (GGC), 5 (Officers' Club), and 10 (Log Cabin).

** All AV items are plug and play and does not include an AV Technician on-site. Additional AV equipment, 7K projectors and technical support may be available. Uplights may require labor fees and final quote by Trust AV Specialist. Taping down more than 4 sets of Extension Cords will require additional labor fees.

***Complimentary PT_Events WiFi is limited to a speed of approximately 5-10 mbps per device. Open WiFi can serve a limited amount of users at one time. Hard Wire Line connection has a speed of approximately 80 Mbps at the Golden Gate Club/Officers' Club. 250 Mbps down and 30 Mbps up at Log Cabin. Speed and reliability is not guaranteed.

****Non-Profit Rate of \$1K for Moraga Hall overtime fees.

By returning the rental form, permittee is responsible for all additional fees and lost or stolen items. Payment of additional fees may be required prior to event date to replenish security deposit. Please send in all completed logistical documents after reviewing forms with your caterer, event planner and vendors. Fulfillment of last minute requests is not guaranteed and may incur additional fees.

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