

Golden Gate Club, Log Cabin, and the Presidio Officers' Club

Meeting Information Individual ordering meeting equipment is authorized by Permittee to place order on client's behalf			
Event Day & Date (s)		Permit Time <i>(include set-up/break down times)</i>	
Venue Renting & Room Name (s)			
Title of Conference			
Name of Person Placing Order/Cellphone & Email			
Authorized Individual to Order More Items on Day of			
Trust Venue Sales Specialist Name and Notes			
Ordering Instructions: Email Meeting Equipment Rental Form along with Room Layout and Meeting Information Form to Sales Specialist.			
Permittee is responsible for working with Caterer/Planner to submit all logistical documents including the room layout. Additional fees may apply for multiple room layout edits by Trust. Fulfillment of your rental order is based on equipment availability and 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*—15 TABLES INCLUDED IN YOUR RENTAL	QUANTITY	DAYS	PRICE	TOTAL
8' x 30" Banquet Table				
6' x 30" Banquet Table				
60" Round Table				
48" Round Table				
30" Round Table (adjusts to 30", 36" and 42" tall)				
5' x 18" Banquet Table				
8' x 18" Banquet Table - available at the Golden Gate Club (GGC) or Log Cabin (LC)				
4' x 30" (limited availability)				
Total Tables Ordered				
Subtotal for Additional Tables over 15		1	\$9.50	
6' x 24" Banquet Table (Golden Gate Club Mezzanine Level only, no charge; limited availability)		1	\$0.00	
CHAIRS* – 150 CHAIRS INCLUDED IN YOUR RENTAL	QUANTITY	DAYS	PRICE	TOTAL
Brown Banquet Chairs (available at the GGC)		1		
Mahogany Wood Folding Chair* (Brown Padded Seat available at the GGC or LC)		1		
Natural Wood Folding Chair (White Padded Seat)		1		
Total Chairs Ordered		1		
Subtotal for Additional Chairs above 150		1	\$3.00	
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 LC)			\$175.00	
10' x 10' Projection Screen with AV Cart (available at the GGC)			\$200.00	
AV Cart Only (includes power strip)			\$40.00	
6'W x 8'L x 12"H Risers (may require labor fee, limited availability)			\$75.00	
3k Lumen Projector**			\$125.00	
Extension Cords**			\$10.00	
Power Strips			\$10.00	
Open Back Easel w/ Attachment (provide your own flipchart paper, markers and pens)			\$10.00	
Flipchart Package (includes easel, one flipchart pad, markers and pens)			\$50.00	
Whiteboard with Markers and Erasers			\$40.00	
Spider Box Set (adds 6 - 20 amp dedicated circuits & 1 - 30 amp): Ventana			\$225.00	
Auxiliary Jack Connection to Existing Sound System			\$100.00	
Subtotal for AV Items				
<i>Internal Use Only/Notes to Set-up Crew</i>				

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Event Day & Date (s)		Venue/Room Name(s)				
Title of Conference						
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			QUANTITY	DAYS	PRICE	TOTAL
Metered Parking Permit for (Fort Scott/Log Cabin (LC))					\$10.00	
Metered Parking Permit for Main Post/Golden Gate Club (GGC)					\$11.00	
Subtotal:						
PRESIDIO TRUST USE ONLY						
OVERTIME FEES****			QUANTITY	DAYS	PRICE	TOTAL
Additional 1 hour Meeting Time (Prince, Chapel Hill, Woodridge and Oak Rooms only)					\$250.00	
Additional 1 hour Meeting Time (Hawthorn, Cypress and Log Cabin)					\$500.00	
Additional 1 hour Meeting Time (GGC Building Buyout, Ventana Room or 3+ rooms rented at GGC)					\$750.00	
After Hours Overtime Rate (after 12AM or prior to 7AM weekdays and 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)					\$900.00	
Golden Gate Club/Presidio Chapel Parking - Upper Lot (60 spots)					\$900.00	
Golden Gate Club/East Parking Spots near Hawthorn Room (must be pre-approved)					\$100.00	
Log Cabin Parking Lot (43 spots)					\$645.00	
Catering Parking Spaces					\$15.00	
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 fee)					\$100.00	
Tenting Fee, per square foot/per day for tents larger than 200 square feet					\$0.25	
Subtotal:						
FINAL TOTAL:						

Additional Information	
*15 tables and 150 chairs are included in Meeting Rentals. Additional fees apply for overages. Tables and chairs are for indoor use only with limited exceptions for natural wood folding chairs. Some tables will be permitted on the courtyards (not on grass areas). Any tables or chairs left outside of venues must be brought in by caterer at the end of the day. Linens should be rented through your caterer.	
*Golden Gate Club (GGC) Mezzanine Level uses 6' x 24" tables, when available. Limited availability of wood chairs per venue. Please confirm availability with Sales Specialist. Availability of 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. 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.	
****Half hour overtime increments offered for meeting rentals only.	
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.	
Internal Use Only/Notes to Set-up Crew	