

GENERAL INFORMATION:					
Event Name: <i>(please include Couple's Names for Weddings)</i>			Event Day(s) & Date(s):		
Venue Location(s):				Presidio Venue Sales & Coordination Rep:	
Permit Start Time: <i>(when access to venue begins)</i>		Ceremony or Event Start Time:	Ceremony or Event End Time:	Permit End Time: <i>(when access to venue ends)</i>	
Rehearsal or Set-Up Date(s): <i>(if applicable)</i>	Rehearsal or Set-Up Times: <i>(if applicable)</i>		Are you hosting a cocktail reception in the Courtyard? <input type="checkbox"/> No <input type="checkbox"/> Yes: Start/End Time _____		Final Guest Count:
Have your candles and proposed décor been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No		Fire Permits Applied For: <i>(Required for propane and tents >200 sq. ft. w/ walls or >400 sq. ft. w/o)</i> <input type="checkbox"/> Portable Cooking <input type="checkbox"/> Portable Generator <input type="checkbox"/> Portable Heating <input type="checkbox"/> Tenting <input type="checkbox"/> Other: _____			
Name of Authorized On-Site Event Contact/Coordinator:		Cellphone:		Email:	
Your Authorized On-Site Event Contact is a designated person who will be on site throughout the event and can authorize services which may incur additional fees.					
CHAPEL VENDOR LIST: <i>(please also provide a separate timeline with setup, event, and breakdown details)</i>					
	Name of Company/Contact Person	Phone	Email	Load-In/ Arrival Time	Load-Out/ Depart Time
Wedding/Event Coordinator:					
Ceremony Musician(s):					
Florist:					
Officiant:					
Photographer:					
Transportation Company:					
Videographer:					
Caterer: <i>(if applicable)</i>					
Beverage Co.: <i>(if applicable)</i>					
Audio-Visual Co.: <i>(if applicable)</i>					
Equipment Rental Co.: <i>(if applicable)</i>					
Other Vendor:					
AUDIO-VISUAL/EQUIPMENT REQUESTS (please check all that apply):					
<input type="checkbox"/> Standing Microphone <input type="checkbox"/> Podium Microphone <input type="checkbox"/> iPod Plug (Please Note: AV vendors must bring own speakers) <input type="checkbox"/> Folding Chairs for Musicians: _____ # of chairs <input type="checkbox"/> 5'x7' Screen/AV Cart (\$125) <input type="checkbox"/> 3k Projector (\$125)			Presidio Chapel Only: <input type="checkbox"/> Request for Historic Bell to ring at (time): _____ <input type="checkbox"/> Using Piano <input type="checkbox"/> For Lawn Ceremonies: _____ # of Natural Wood Folding Chairs Needed (\$3/Chair + \$150 Setup/Breakdown)		
ADDITIONAL NOTES:					

Please submit this form to your Presidio Venue Sales & Coordination Rep. at least 30 days prior to your event 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.