

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>		Event Start Time:	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>		Renting Presidio Trust Equipment? <i>(Please Note: Presidio equipment is not for lawn use)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	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:	
<i>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.</i>					
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:					
Caterer:					
Beverage Company:					
Equipment Rental Co.:					
Equipment Rental Co.:					
Audio-Visual Company:					
Ceremony Musician(s):					
Reception Band or DJ:					
Cake/Dessert:					
Florist:					
Officiant:					
Photo Booth:					
Photographer:					
Transportation Company:					
Videographer:					
Other Vendor(s):					
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.