

### **Do you have an in-house caterer?**

We are proud to offer our preferred full service, on-site caterer, [Presidio Foods Catering](#) to help you create the perfect menu for your event. Presidio Foods Catering is our exclusive caterer for all meetings and events that book at the Golden Gate Club and Presidio Officers' Club (certain exceptions apply). Preview a range of sample menus and schedule a consultation by contacting our catering team at [catering@presidio-foods.com](mailto:catering@presidio-foods.com) or (415) 561-2789.

We also have carefully selected [Pre-Qualified Bay Area Caterers](#) for events booked at our Log Cabin, Observation Post, Chapel of Our Lady and Presidio Chapel. All clients will be required to use one of the Pre-Qualified Caterers and Beverage Service Providers. No self-catering/staffing or pot luck is permitted.

### **Can I purchase my own alcohol?**

Yes, but please contact your caterer for quantity/size recommendations and any service fees that might apply. All alcoholic beverages must be served by one of our [Pre-Qualified Caterers or Beverage Vendors](#).

### **Can I hire a food truck for my event?**

Yes. Up to four food trucks are allowed at the Observation Post or the Log Cabin for an additional fee. Food trucks are not permitted at the Golden Gate Club, the Presidio Officers' Club, nor the chapels. [Off the Grid](#) will be required when booking and organizing food truck catering.

### **What are your décor restrictions?**

Please help us preserve our historic buildings by following these guidelines:

- Candles: You can use real candles on table tops. All candles must be enclosed in a glass container. The top of the flame (not the wick) must be two inches below the rim of the container. A normal votive/tea light holder tends to be too short. Taller candle holders, hurricanes vases, and mason jars work well. Flameless candles are safe and can be used on all other surfaces, such as floors, outdoor spaces, window ledges, etc.
- No nailing, stapling, tacking, and use of strong adhesives (with the exception of painter's tape).
- Confetti, glitter, hay, rice, birdseed and popcorn are not permitted. Real flower petals are not allowed on the floor (synthetic are ok). Use of an aisle runner may be required.
- Licensed and insured lighting companies must be and approved by the Presidio and follow all safety guidelines.
- Fire sparklers, fog machines, helium balloons and strobe lights are not permitted (glow sticks and ribbon wands are good alternatives).
- Staking into grass is not permitted due to the underground irrigation system.
- Certain décor fabrics, live plants, banners, and furniture may need to be approved.
- Additional Fire Permit and/or proof of fire retardant certification may be required. Additional fees may apply.

### **How many hours does the permit time include?**

- Meetings: Nine hours between 7am-6pm (for example, 8am – 5pm)
- Events: Ten hours between 8pm-12 midnight (for example, 2pm – 12am)
- Additional time is \$250-\$1,000 an hour or fraction thereof. Meeting rentals will be billed in 30 minute increments. Rates subject to change.
- All load-in/setup, meeting/event activities, and clean-up/load-out must occur within the permit time.

### **What are your sound restrictions?**

- Amplified noise must conclude by 11:00pm. Sound adjustments may be required if levels are too high.
- Amplified noise outdoors at the Log Cabin must conclude by 6pm.

These FAQs are only a guide. All Rules are listed on [www.presidio.gov/venues](http://www.presidio.gov/venues) and subject to change.

**Is equipment included in the rental fee?**

- Meeting rentals include the initial setup and a limited number of tables and chairs included.
- Event rentals at the Golden Gate Club and the Officers' Club/Ortega Ballroom include up to 25 tables and 250 chairs. Moraga Hall includes limited amounts of tables and chairs, as well. Additional equipment may be rented from the Presidio Trust or a rental company.
- Event rentals at the Log Cabin and the Observation Post do not include tables and chairs, but may also be rented from the Presidio Trust or a rental company.
- All Presidio Trust equipment is for indoor use only. Outdoor equipment (including ceremony chairs) must be rented from a rental company and cannot be re-used for indoor use.
- Event rentals in Moraga Hall at the Officers' Club include existing furniture set. No additional alterations permitted. Room set-up must remain as is with very limited movement of single chairs in the hall. The piano is not available for use and must remain on the stage.

**Is parking available and getting to and from the Presidio?**

Parking is available for a fee per hour between 8am-6pm, seven days a week depending on Presidio Zones. Rates are subject to change. Please check postings carefully and view our [Transportation Page](#) for current rates, Presidio Shuttle, Public Transit, Parking and Biking/Hiking information.

**What is the capacity for each venue?**

Please visit our [Presidio Venues](#) site to view each venue's capacity for standing, seated banquet, theater, and boardroom set-ups. Capacities are *estimates* only. The capacity of a room depends on the number of people, room layout, and additional equipment requirements. Your final floor plan should be submitted for final review 30 days prior to your event. We reserve the right to make alterations in order to meet safety codes. Please do not over-invite guests as safety is our number one priority.

**Can I have an outdoor ceremony?**

Yes. Outdoor lawn ceremonies can be conducted at the Presidio Chapel, Log Cabin, the Observation Post and Golden Gate Club's Oval Lawn in conjunction with the building rental.

**Can I schedule a rehearsal at the venue?**

Yes. Wedding rehearsals at the Presidio Chapel and the Chapel of Our Lady can be booked Monday through Friday between 8am – 6pm. At all other venues, a rehearsal can be booked within 30 days of the rehearsal date, based on venue availability. Please ask us for suggestions for alternate ceremony rehearsal locations, in the event that your venue is booked for another event. The fee for a one hour rehearsal is currently \$150 and rate is subject to change (Rehearsal fee waived if booking both a chapel and a reception venue through the Presidio Trust).

**Do I need insurance?**

Yes, commercial general liability insurance is required. All hired vendors must be licensed and insured. For private events, Tenant User Liability Insurance (TULIP) must be purchased from Presidio Trust's approved vendor, One Beacon Insurance. Please visit <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx> for a quote. Insurance rates vary. Corporate clients must supply their own insurance; however, the inability to provide necessary coverage requires TULIP purchased from One Beacon. Some activities may not be insurable.

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