

Golden Gate Club, 135 Fisher Loop, San Francisco, CA 94129

	Monday-Thursday	Saturday	Friday/Sunday	Banquet	Reception	Theatre
Ventana Room*	\$4,000/ \$3,200 Non Profit (NP)			150-180*	385	280
Cypress Room	\$2,000 / \$1,600 NP			110	200	180
Hawthorn Room	\$2,000 / \$1,600 NP			110	200	180
Prince Room	\$1,000 / \$ 800 NP			40	40	40
Chapel Hill*	----			20	20	--
Oak & Woodridge*	--			12	--	--
Building Buyout**	\$6,500 / \$5,200 NP	\$ 9,000 / \$7,200 NP	\$7,800 / \$6,200 NP	484	845	680

*Ventana Room may be rented with the following conditions: 1) Monday-Thursday, 6 months prior to event date 2) guest counts of 149 or less or 3) at the discretion of Trust Venues Team, due to other events booked within the venue. Additional requirements may apply.

Ventana Room seats 150 with a dance floor or 180 without a dance floor. Chapel Hill, Oak & Woodridge Rooms are included with Building Buyouts.

**Building Buyouts are required for guest counts of 150 or above and on Friday, Saturday and Sunday.

Log Cabin, 1299 Storey Avenue, San Francisco, CA 94129

	Monday-Thursday	Saturday	Friday/Sunday	Banquet	Reception	Theatre
Log Cabin	\$ 4,000 / \$ 3,200 NP	\$5,500 / \$4,400 NP	\$4,600 / \$3,700 NP	150	200	100

Ortega Ballroom at Presidio Officers' Club, 50 Moraga Avenue, San Francisco, CA 94129

	Tuesday-Thursday	Saturday	Friday/Sunday	Banquet	Reception	Theatre
Ortega Ballroom	\$5,000 / \$4,000 NP	\$6,000 / \$4,800 NP	\$5,500 / \$4,400 NP	160	250	250

Moraga Hall at Presidio Officers' Club, 50 Moraga Avenue, San Francisco, CA 94129

Tuesday-Sunday, Available after 5pm on select evenings (*includes a limited amount of tables/chairs*)

		Banquet	Reception	Theatre
Moraga Hall*	\$1,200 per hour (\$1,000 NP) / 2 hour minimum	60-80	200	100

Overview (visit www.presidio.gov/venues for additional information, equipment forms and amenities)

Reservations: Accepted two years in advance of the event date at the Golden Gate Club, Log Cabin, and Ortega Ballroom. Reservations accepted six months to one year in advance of event date for the Moraga Hall, depending on Trust Heritage Programs.

Non-Profit (NP) Rate, Resident/Tenant Discounts and Military Discounts: 501c Organizations, Trust Tenants/Residents and Resident's immediate family members or employees in the Presidio receive the Non-Profit (NP) Rate. 10% discount for military personnel or retired military and their immediate families. Supporting documents from Permittee showing either proof of 501c eligibility, proof of residency, tenant or military ID must accompany reservation form for discounts. One discount may be applied to a reservation.

Not Available: All National and Federal Holidays, including July 4, Thanksgiving, Day After Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

Permit Times and Inclusions: 10 hour block of time included between 8am-12am (inclusive of vendor set-up and breakdown) for all venues except for Moraga Hall (billed hourly). Additional hourly charges range from \$250-\$1200 depending on venue rented. Tables and chairs are not included in Event Rentals; except for Moraga Hall which includes some additional tables and chairs. See Rental Forms for additional fees.

Capacities: Maximum guest count is subject to approval by the Presidio Trust and based on the proposed layout. Banquet seating is based on 10 chairs per 60 inch round tables. Reception is considered a standing reception.

Full Service Catering and Alcohol Service: Presidio Foods Catering is the exclusive caterer at the Golden Gate Club and Officers' Club, with certain limited exceptions. Select from Trust Pre-Qualified Full Service Catering list for all other venues.

Rental Tables, Chairs and Audio Visual (AV): Trust has a limited amount of rental tables, chairs and AV items. Equipment may also be rented from an outside source. Caterers or Rental Company are required to set up and break down tables and chairs.

Dance Floors: Available at the Golden Gate Club, Log Cabin, and Moraga Hall. May be rented from an outside source.

Additional Overview: Rules for Events, Meetings and Catering, decoration guidelines, time restrictions and additional venue information can be found at www.presidio.gov/venues

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

Main Phone Number: 415-561-5444

Website: www.presidio.gov/venues

Please complete all boxes and email completed form to your assigned Venue Sales Specialist or email events@presidiotrust.gov. Special Use Permit will be sent via DocuSign for e-signature. Please include individual authorized to sign on your company's behalf.

Permittee Information

Venue or Room (s)			
Event Day and Date (s)			
Title of Event (list couple's names for weddings)			
10 Hour Permit Time (include set-up/break-down time) (Overtime available for an additional fee)			
Event Start and End Time		Number of Attendees/Guests	
First and Last Name (Authorized to sign Special Use Permit via DocuSign)			
Company Name (if applicable) (Legal company name for the Special Use Permit)			
Mailing Address, City, State and Zip Code			
Day Phone Number		Cell Phone Number	
Authorized Signer's Email Address (email address needed to send DocuSign Folder)			
Eligible for Tenant, Military or Non-Profit (NP) Discount? (Submit 501c or military documentation with form)			
Individual Submitting this Form (if different from above) (First and Last Name, Phone Number and Email Address)			
Event Planner Contact Information and Additional Notes			
Submitting Form as Tentative Hold (TH) or Challenge to Hold (CH) or Reservation to Start Permitting Process (R)		Date Submitted Form and Date Visited Venue	Expiration Date for Hold <i>(10 days from submittal of form)</i>
			Trust Internal Use (input date)

Overview for Booking a Reservation

Placing Tentative Holds: Private Events require a venue viewing with a Trust Venue Sales Specialist prior to placing a hold. Tentative holds will be accepted by submitting a preliminary reservation form to hold a date for 10 calendar days, unless challenged. Holds will be released at the end of the hold date. Confirmation to move into Permitting Process must be received in writing via email.

Challenging Holds & Challenging Pending Reservations: A challenge to a tentative hold/pending permit reservation may be placed by submitting the [event reservation form](#). When challenged, parties with tentative holds need to confirm reservation, move into the permitting process and pay venue fees or relinquish the date/venue immediately. When challenged, parties with pending reservations will be required to immediately a) confirm reservation b) produce a signed Special Use Permit by the specified due date and c) pay all venue fees due. If a Challenger to a tentative hold/pending reservation is awarded the date/venue, then the challenger will be required to immediately sign the Special Use Permit and pay all venue fees. Failure to comply with above requirements will result in tentative or challenged holds being released.

Permits, Fees & Deposits: Venue fees must be paid online with a credit card or bank account (ACH). Failure to submit payments with a returned signed Special Use Permit by the required due date will be cause for cancellation of reservation. Up to \$24,999 may be charged to an event via credit card.

Payment Schedule: 50% of non-refundable venue fees will be due with returned signed Permit. The balance of all applicable fees due 180 days in advance.

Security Deposit Refunds: Processed either by US Treasury Check or refunded back to the most recently charged non-expired credit card on file. Refunds are expected to occur within 60 (sixty) days after event date. Refunding via credit card must not exceed the amounts originally charged on a card. Social Security Numbers or Federal Tax ID's required for refunds made via US Treasury and for payments made via ACH or expired credit cards.

Special Use Permit Information: Permittee will assume the legal and financial obligations specified in the Special Use Permit. An event is not confirmed until a duly authorized and signed Special Use Permit has been executed.

By submitting a reservation form, the potential permit holder has a) reviewed the Overview information on the Rate Sheet and Reservation Form b) reviewed Rules for Events, Meetings and Catering c) cancellation policy d) capacities e) venue information via www.presidio.gov/venues prior to submitting reservation form and f) completed the reservation form accurately. Requested edits after an emailed DocuSign permit has been delivered may incur additionally administrative fees to make changes.