

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

Main Phone Number: 415-561-5444

Website: www.presidio.gov/venues

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

	Monday-Friday	Saturday	Sunday	Banquet	Classroom	Theatre
Ventana Room	\$2,200/ \$1,800 Non Profit (NP)			180	100	280
Cypress Room	\$1,000 / \$800 NP			110	80	180
Hawthorn Room	\$1,000 / \$800 NP			110	80	180
Prince Room	\$ 800 / \$650 NP			40	25	40
Chapel Hill*	\$500			20	--	--
Oak*	\$400			12	--	--
Woodridge*	\$400			12	--	--
Building Buyout**	\$5,600 / \$4,500 NP	\$9,000/ \$7,200 NP	\$ 7,800/ \$ 6,200 NP	484	285	680

*Chapel Hill, Oak and Woodridge Rooms are pre-set in board room style.

**Building Buyout required for 1) 150 or more attendees and 2) Saturdays and Sundays.

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

	Monday-Friday	Saturday	Sunday	Banquet	Classroom	Theatre
Log Cabin	\$1,000 / \$800 Non Profit (NP)	\$5,500/ \$4,400 NP	\$4,600 / \$3,700 NP	150	60	100

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

	Tuesday-Thursday	Friday	Saturday	Sunday	Banquet	Classroom	Theatre
Ortega Ballroom	\$2,500 / \$2,000 Non Profit (NP)	\$ 3,000 / \$ 2,500 NP	\$6,000 / \$4,800 NP	\$ 5,500 / \$ 4,400 NP	160	112	250

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 (GGC) for multiple room uses or Building Buyouts; Log Cabin; and Ortega Ballroom. GGC Mezzanine Level rooms may only be booked, one year in advance.

Non-Profit (NP) Rate and Tenant Discounts: 501c Organizations, and Trust Tenants in the Presidio receive the Non-Profit (NP) Rate, except for venue halls renting for \$500 or less. One discount may be applied to a reservation. Supporting documents showing proof of 501c eligibility must accompany reservation form for non-profits.

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 Timing & Inclusions: 9 hour block of time included between 7am-6pm, Monday-Friday and 8am-6pm, Saturday-Sunday (inclusive of vendor set-up and breakdown). Additional hourly charges range from \$250-\$1200 depending on time requests and venue rented.

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. Classroom set up is based on use of narrow (18" wide) tables.

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 Catering list for all other venues. Full service catering required for a) building buyouts 2) guest counts above 100 attendees 3) use of Ortega Ballroom and/or 4) as deemed necessary per Trust.

Rental Tables, Chairs & Audio Visual (A/V): Rented venues include 15 tables and 150 chairs, along with initial set-up. Trust has a limited amount of rental tables, chairs and A/V items. Additional fees apply for overages. Equipment may also be rented from an outside source or from your caterer.

Adding on a Standing Reception or Dinner: Additional fees apply at a rate of \$500-\$800 plus overtime fees.

Team Building Activities: Additional fees may apply for use of adjacent lawns. Meeting may be classified as an event rate, dependent on activities.

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

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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)							
Meeting Day and Date (s)							
Title of Meeting/Conference							
9 HR Permit Time includes set-up/break-down time (Overtime available for an additional fee)							
Meeting Start and End Time							
Number of Attendees/Guests							
Company Name (Legal company name for the Special Use Permit)							
First and Last Name (Authorized to sign Special Use Permit via DocuSign)							
Mailing Address, City, State and Zip Code							
Day Phone Number							
Authorized Signer's Email Address (email address needed to send DocuSign Folder)							
Tenant or Non-Profit (NP) Discount? (Submit 501c documentation with form)							
Individual Submitting this Form (First and Last Name, Phone Number and Email Address)							
Meeting Planner's Name and Day of Cell Phone Number							
Submitting Form as Tentative Hold (TH) or Challenge to Hold (CH) or Reservation to Start Permitting Process (R)		Date Submitted Form		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: 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 a [meeting 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.

Payment Schedule: 50% of non-refundable venue fees will be due with returned signed Permit. The balance of all applicable fees are due 180 days in advance. Up to \$24,999 may be charged to an event via credit card.

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 will incur additionally administrative fees to make changes.