

OUTDOOR EVENT APPLICATION

This is an application for a Special Use Permit and does not serve as permission to conduct any special activity in the Presidio. The information provided in the application will be used to determine whether a permit will be issued. In general a permit requires 15 business days to complete, but the timeline for approval and issuance of a permit varies based on the complexity of the event. Some events may require an additional compliance review. Fees are based on the size, scope, and nature of the event.

Typed applications are preferred. Please submit completed application to outdoorevents@presidiotrust.gov. For questions, or if you require reasonable accommodations to complete this application, please contact the Outdoor Events permit office at (415) 561-4200 or outdoorevents@presidiotrust.gov. We will confirm receipt of your application within 3 business days.

1. PERMIT HOLDER INFORMATION

Contact Name _____
Organization/Company Name _____
Email Address _____ Phone Number _____
Person Authorized to Sign Permit/Contract _____
Email Address _____ Phone Number _____
Address _____
City _____ State _____ Zip _____
How did you hear about us? _____

2. EVENT INFORMATION

Event Date _____ Start Time* _____ End Time* _____
Setup Date _____ Setup Start Time _____ Breakdown Date _____ Breakdown End Time _____
Event Name _____
Event Description _____

Event Type _____
Is your event open to the public? _____ Will there be a fee to attend your event? _____
Estimated Attendance _____ Estimated Number of Event Staff _____
Will your event hire private security? _____

*Restrictions exist. See [FAQs page](#).
Updated 04/2023

3. PREFERRED LOCATION(S)

Maximum group sizes for popular locations are noted beside the name of the location in the dropdown menus below:

Location	Describe activities and equipment to be used in this location

4. COMMERCIAL FOOD AND BEVERAGE

If any commercial food/beverage or alcohol products will be distributed or sold at your event, please fill out the table below. You may attach additional pages if necessary. Please be advised that:

- a) All commercial food and beverage activities are subject to the Presidio Trust’s review and approval.
- b) All alcohol sales and/or dispensation must be approved by the Presidio Trust. No self-serve alcohol allowed.
- c) A Public Health Certificate and/or caterer’s license is mandatory to sell or distribute prepared/perishable food items.
- d) All commercial food, alcohol and beverage activities must provide commercial insurance naming the Presidio Trust as additionally insured.

Item Type	Sale or Free	Provider Name

5. ADDITIONAL EVENT LOGISTICS

If known, please enter the estimated number of each item below. No equipment is provided by the Presidio Trust.

Item	Estimated Number	Item	Estimated Number	Item	Estimated Number
Tables		Amplified Sound Setups*		First Aid Stations*	
Chairs				Toilets and Handwashing Stations*	
Tents/Booths		Bands/DJs			
Generators		Platforms/Stages		Trash/Recycling/Compost*	

This box is for Presidio Trust use only.					
Date Received		Processed By			
Permit Number		Service Order		Account Number	
Notes					