

WEDDING SITES

(Outdoors)

\$250.00 for the first two (2) hours

\$35.00 for each additional hour

Capacity maximum:

CHAIN OF LAKES (MIDDLE LAKE)	43 rd Ave. & Fulton Street, GGP	100 people
*FUSCHSIA GARDEN	Conservatory East Drive btwn. John F. Kennedy Drive & Arguello, GGP	150 people
PORTALS OF THE PAST/LLOYD'S LAKE	John F. Kennedy Drive & 23 rd Ave., GGP	100 people
*ROSE GARDEN	John F. Kennedy Drive & 14 th Ave., GGP	150 people

\$500.00 for the first two (2) hours

\$50.00 for each additional hour

CHINESE PAVILION	Middle of Stow Lake, GGP	50 people
*QUEEN WILHELMINA GARDEN	47 th Ave. & Great Highway (Windmill)	200 people
SHAKESPEARE GARDEN (one (1) week notice must be submitted to the Permits & Reservations Office for the Shakespeare Bust to be open for wedding)	Martin L. King Drive & Middle Drive East	200 people
* PALACE OF FINE ARTS (ROTUNDA)	Lyon Street & Marina Green	250 people

***(May have receptions)**

A **Performance Bond** of **\$500.00** (separate check from rental fee) in the form of a cashier's check or money order, **payable to S.F. Recreation & Park Department** is required for every reservation. The performance bond will be returned if the reserved area is left clean and undamaged following the event.

Payment: - A **20%** (non –refundable deposit) of the total Rental Fee is due **five (5) business days** from the date the reservation was made.

- Remaining Balance and Performance Bond is due six (6) months prior to event.
- If request for reservation is two (2) months to six (6) months prior to the event date, **full** payment and performance bond is due **five (5) business days** from the date the reservation was made.

Refund/Cancellations: Cancellations must be phoned in. The Permits & Reservation Office must receive a written letter confirming cancellation within five (5) business days after the phone in cancellation.

Cancellations made prior to three (3) months before the event will receive **50%** of the Remaining Balance that was paid.

Cancellations made three (3) months or less before the event will receive **NO** refund.

NOTE: ALL FEES ARE SUBJECT TO CHANGE

The San Francisco Recreation and Park Department prohibits discrimination on the basis of race, religion, color, national origin, age, sex, sexual orientation, or disability in its programs and activities. If persons feel they have been discriminated against in any department activity, program or facility, they may file a complaint with this Department at McLaren Lodge, 501 Stanyan Street, San Francisco, CA 94117, or with The Office of Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

RESERVATIONS PROCEDURES

Office Hours:

Monday – Friday:	8:30 a.m. until 5:30 p.m.
Saturday:	9:00 a.m. until 12 noon
Sunday:	Closed

- 1) **Making Reservations – Permittee must be 21 years of age to make a reservation.**
All reservations can be made up to one (1) year to the date.
(ex. If it is June 3, 2003 reservations can be made up to June 3, 2004)

- a) Telephone the Permits & Reservations Division at **(415) 831-5500.**
- b) Walk-in Reservations must come to the **PIONEER LOG CABIN**
(located on Stow Lake & John F. Kennedy Drives) during the designated office hours.

Please Note: Request for Reservations less than two (2) months prior to event date must do a Walk in reservation.
No reservations will be taken by phone. Full payment and performance bond will due at that time.

- 2) **After making the reservation, the 20% non-refundable deposit, Written Request and a Self Addressed Stamped Envelope is due to the Permits & Reservations office five (5) business days from the date the reservation was made.**

- a) Please make check(s) payable to the: **S. F. RECREATION & PARK DEPARTMENT**
- b) The Written Request must include the following:
 - 1) Your name or name reservation is under
 - 2) Address
 - 3) Telephone number
 - 4) Name of Wedding Site
 - 5) Date of Event
 - 6) Reservation I.D. #
 - 7) Number of People
 - 8) Type of Activity (Wedding, Reception, etc.)

- 3) **Mailing Address:** **ATTN: Permits & Reservations**
 McLaren Lodge
 501 Stanyan Street
 San Francisco, CA 94117

Upon receiving your letter of request and required fee(s), you will be sent a confirmation of your reservation.

WEDDING RULES & REGULATIONS

ARRIVAL & DEPARTURE, SET-UP & BREAK-DOWN: The permittee is only allowed on site during the time for which they have reserved. There are no pre-setup or break-down time frames.

CLEAN UP: All debris must be bagged and removed from the rented site or put into a locking dumpster rented from a Scavenger company.

MYLAR BALLOONS: Mylar balloons are **NOT** allowed on park property. Other balloons may be brought, but may **NOT** be released on park property. All balloons must be attached to a free standing pole. Balloon, Piñatas, Streamers, Signs, etc. may **NOT** be attached to any trees, benches, or poles on Recreation & Park property.

RICE, FLOWER PETALS, & BIRD SEEDS: Throwing of rice, flower petals or bird seeds is **NOT** allowed.

WILD LIFE: Releasing of wild life (doves, butterflies, etc.) is **PROHIBITED**.

SOUND AMPLIFICATION: Amplified sound is **NOT** allowed at outdoor wedding sites.

PORTABLE RESTROOMS: Events with attendance of 150 persons or more must provide portable restrooms at the ratio of one (1) restroom for each 150 persons in attendance, one-fourth of which must meet A.D.A. specifications.

VEHICLES: Vehicles are **NOT** permitted on the grassy area or the small paved roads at the permitted sites. Vehicles must be parked on the main roads. **Note: On Sunday & Holidays in Golden Gate Park, John F. Kennedy Drive is closed to vehicle traffic from the East End (Kezar Drive) to Transverse Drive.**

\$1 MILLION LIABILITY INSURANCE: May be required for large groups or groups with special activities (i.e. inflatables, tents, special equipment, etc.).

IF THESE RULES ARE NOT FOLLOWED, PERMITTEE WILL FORFEIT THE ENTIRE SECURITY DEPOSIT!!