Golden Gate National Recreation Area
Special Use Permit Application
Fort Mason Chapel

To place a date on hold, call the Office of Special Park Uses at (415) 561-4374. The date will remain on hold for two weeks to allow time for you to complete the application and mail in payment to the address listed below.

A check for $740.00 administrative cost must accompany this application. Make check payable to the National Park Service and **include a social security number.** This is required of a person or organization doing business with the Government, for the purpose of collecting or reporting delinquent debt (31 U.S.C. Section 7701c). **$400.00 of the administrative cost is non-refundable (no exceptions).** The remaining balance is due two months prior to the event.

Upon receipt of the application and payment, a Special Use Permit will be mailed or faxed for your signature. Permits are not valid until remaining balance is received and a signed copy of the permit is returned to our office .

Bride: _____   Groom: _____

Address: _____

City/State/Zip Code: _____

Home Phone (_____) _____   Business Phone (_____) _____

Fax   (_____) _____   Other   (_____) _____

Social security number of person paying costs: _____

Wedding Date: _____   Set-Up Time: _____,   Breakdown Time: _____

Ceremony Time: _____   No. of guests: _____   *(208 persons max. occupancy)*

Wedding Coordinator/Day of Event Contact Person *(other than the engaged couple)*: _____

Will you be setting up any equipment, sound, lighting, decorations, etc.? *Please describe in detail:* _____

_____

Are there any other special considerations for your event? _____

8   *Rehearsal at the Chapel may be scheduled.* **Please refer to Rehearsal Costs & Schedules for information.**
    ($65.00 per hour after normal business hours- M-F, 8am to 5pm. Weekends & Holidays $260.00 minimum three hours.)

Rehearsal at the Chapel *(Y/ N)*? _____   Rehearsal Date at the Chapel: _____

Rehearsal Time from _____ to _____

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given. I understand that the $400.00 of the administrative cost is non-refundable.

| **Mail to:** |
| Golden Gate National Recreation Area |
| Attn: SPUG Fees |
| Fort Mason, Bldg. 201 |
| San Francisco, CA 94123 |

Signature _____   Date _____