

SFRPD – WEDDING SITE RESERVATION & PAYMENT PROCEDURES

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)

- Telephone the Permits & Reservations Division at (415) 831-5500.
- 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 make payment immediately by credit card. Full payment and performance bond will due at that time.

Payment

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.

- 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.

After making the reservation, payment may be made immediately by credit card or by check. Payments by credit card will be emailed immediately. Payment by checks must include the Fee, Permit Information and a Self Addressed Stamped Envelope and must be received by our office five (5) business days from the date the reservation was made.

- Please make check(s) payable to the: S. F. RECREATION & PARK DEPARTMENT
- Permit Information must include the following:
 - (1) Name reservation is under
 - (2) Reservation Number,
 - (3) Telephone #
 - Mailing Address:
- ATTN: Permits & Reservations
McLaren Lodge
501 Stanyan Street
San Francisco, CA 94117

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

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.