SPECIAL EVENT APPLICATION

Yerba Buena Arts & Events, San Francisco | rentals@ybgfestival.org | T (415) 543-1718 | F (415)543-1755

Preliminary Event Information

Event Name

Short Description

Film/photo shoot? Skip to page 2.

Date Selection

Today's Date mm/dd/yy

Yes, my event is scheduled at least 30 days ahead.

Contact Informat	tion	Type of Event Cocktail Lunch		
Event Planner	Enter Company & Contact Person	Dinner Picnic Buyout		
Address		Product Wedding Wedding Promo Reception Ceremony		
City, State, Zip		Other - type here		
Work #	Cell #			
Email		Event Date mm/dd/yy Time		
Bill To	Enter Company & Contact Person	Load-in mm/dd/yy Time		
Address		Load-out mm/dd/yy Time		
City, State, Zip		Rental Area(s) Requested Outdoor venues only.		
Work #	Cell #	Esplanade East Plaza		
		Terrace Howard St Cutout		
Email		East Garden N Mission Cutout		
Contract With	Enter Company & Contact Person	Jessie Square S Mission Cutout		
Address		Children's Garden Other - type here		
City, State, Zip		Number of Guests Expected		
Work #	Cell #	Type of Food/Beverage		
		Planned Entertainment		
Email				
		Tenting Company		
Caterer	Enter Company & Contact Person	Production List Furniture not provided. Referrals available.		
Address		Submission of specs and loading equipment will be required later.		
City, State, Zip		Stage Lighting Decorations		
Work #	Cell #	Signage Tables Branding		
Email		Chairs Props Amplified Sound		
		Chairs Other - type here		
Policy & Insuran	Policy & Insurance Agreement Parking Permit Request			
Yes, I have r	read the YBG permitting restrictions.	Howard St Time		
Yes, I understand proof of insurance must meet		N Mission St Time		
the requirements shown on the sample. I will submit it before I can receive an event permit.		S Mission St Time		

FILM/PHOTO APPLICATION ferba Buena Arts & Events, San Francisco | rentals@ybgfestival.org | T (415) 543-1718 | F (415)543-1755

Not a film/photo shoot? Go to page 1.

Date Selection

Today's Date mm/dd/yy

Yes, my shoot is scheduled at least 72 hours ahead.

Contact Information			
Location Scout	Enter company and contact person		
Work #	Cell #		
Email			
Bill To	Enter company and contact person		
Address			
City, State, Zip			
Work #	Cell #		
Fax			
Email			

Preliminary Event Information Production Name Type of Shoot Video Still Photo Film Short Description Date mm/dd/yy Time Load-in mm/dd/yy Time Load-out mm/dd/yy Time Rental Area(s) Requested Outdoor venues only. East Garden **Esplanade Meadow** Esplanade Walkway East Plaza Stone Stage Jessie Square MLK Jr Waterfall Children's Forecourt **Terrace Garden** Children's Amphitheater Carousel Plaza Loggia Other - type here Equipment Props Power Requirement # of Crew # of Talent Yes, I have read the YBG permitting restrictions. Yes, I understand proof of insurance must meet Food Provided on Site? No Yes. the requirements shown on the sample. I will submit it before I can receive an event permit. Craft Service Caterer Motor Home Parking Permit Request Enter # / type / size of production vehicles here Howard St Time N Mission St Time S Mission St Time

Policy & Insurance Agreement