National Park Service
U.S. Department of the Interior

Office of Special Park Uses
Golden Gate National Parks

Fort Mason Chapel

www.nps.gov/goga/planyourvisit/permits.htm

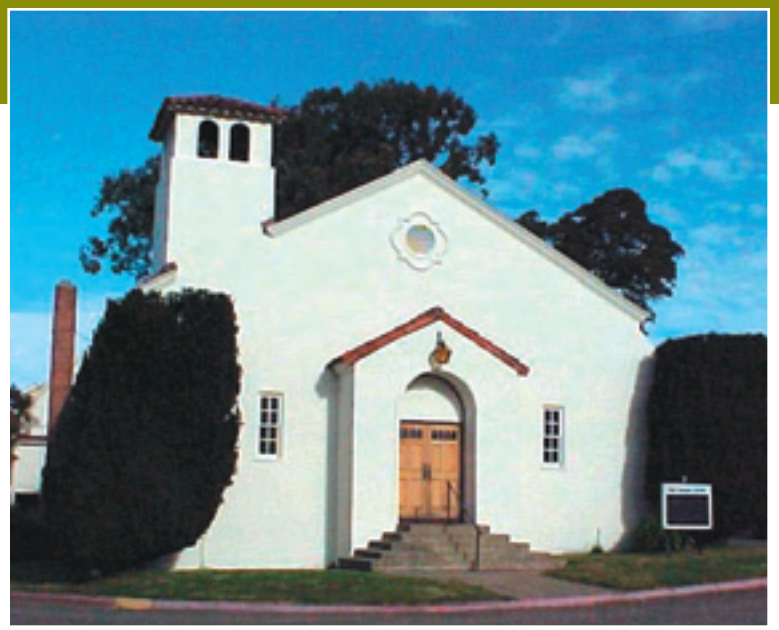
This mission style chapel has stood on the grounds of Fort Mason for over 50 years. Located in the center of Fort Mason, San Francisco it is one of only two remaining military chapels left in the park. Ten beautiful stained glass windows which depict several Army branches, the twelve Apostles and eight Hebrew prophets line both sides of the aisle. Inlaid wood Army insignias, adorn the front of the choir loft of the chapel. Chaplains of all faiths provided services for military members and their families until 1997, when it became part of the Golden Gate National Recreation Area.

General Information

The Fort Mason Chapel, once restricted to military personnel, is now available to the general public. People of various traditions and faiths are welcome to perform wedding ceremonies. The Office of Special Park Uses is here to ensure your specialevent runs smoothly in a manner that complies with conditions of the National Park Service and the preservation of the historic structure. Please read the rules and regulations to determine if they will correspond with your event plans.

Chapel Facilities

- Capacity: Maximum 208 persons.
- Bride's Room: Located on the right hand side of the entry way. Restroom not available.
- Other Rooms: There are two dressing rooms adjacent to the altar area. Either room may be used as the groom's waiting room.
- Choir Loft: Available only for technical uses (e.g. sound, lighting, photography, videography).
- Restrooms: One restroom located behind the altar area.
- Instruments: Not available, however you are welcome to bring your own instruments.
- Tour: A tour of the Fort Mason Chapel is by appointment only and may be scheduled Monday–Friday, 8 a.m.–4 p.m. Please call (415) 561-4374 to schedule a tour.
- Accessibility: Chapel is not yet wheelchair accessible or ADA compliant. Please plan accordingly.



Reservations

We write permits for events up to one year in advance. To hold a date, call the Office of Special Park Uses at (415)561-4374. We will check for any scheduling conflicts on the park event calendar and answer your questions about your options for ceremonies in the Fort Mason Chapel. To hold your date our office must receive your completed application and the $740 application fee (which will be applied to the administrative cost). Upon receipt of the remaining balance and the insurance certificate a Special Use Permit will be mailed to you for your review and signature. The insurance certificate and balance owed are due no later than two months prior to your ceremony.

Nearby Reception Facilities

- 1 Fort Mason.....(415) 441-7700 x10
  www.1fortmason.com
- Cliff House .....(415) 386-3330
  www.cliffhouse.com
- Fort Mason Foundation.....(415) 441-3400
  www.fortmason.org
- Golden Gate Club ..... (415) 561-5444
  www.goldengateclub.com
- Green's Restaurant .....(415) 771-6222
  www.greensrestaurants.com
- Presidio Golf Course .....(415) 561-4661
  www.presidiogolf.com
- Presidio Trust Events..... (415) 561-5444
  www.presidio.gov/event
- San Francisco Film Centre ..... (415) 561-3456
  www.sffilmcentre.com
- San Francisco Maritime NHP .....(415) 561-7123
  www.nps.gov/safr

Rules & Regulations

Chapel Access: A Special Use Permit for ceremonies at the Chapel may be scheduled for a maximum of three hours. Hours specified in the Special Use Permit are the only hours permittee, guests and those associated with the ceremony can be in the Chapel. Set-up, breakdown and photos will not be allowed prior to or after the hours specified in the Special Use Permit. Additional hours may be scheduled at an additional cost.

Decorations: Decorations, including the type of flowers, must be discussed prior to the issuance of the Special Use Permit. We recommend that you use plastic pew clips and self-standing flower arrangements for decorations.

Use of candles: The lighting of a Unity Candle during the ceremony is allowed ONLY on the altar table. Otherwise, fires, candles and all other forms of open flames are prohibited elsewhere in the Chapel and on parklands.

Music: Amplified music is allowed as long as the volume is within reason of what one would expect to hear in a chapel.

Wedding Coordinator/Day of Event Contact: To ensure that your day runs smoothly, we require that a responsible person (other than the engaged couple) be assigned to take care of logistics related to the Chapel on the day of your event. The name of the wedding coordinator/event contact is required at least one week before the event. Park staff monitoring your event will communicate with the wedding coordinator/event contact directly to insure guidelines are followed.

Parking: Parking is available to all park visitors on a 1st come 1st served basis. Generally parking is available on weekends, but is not guaranteed. A map of available parking areas may be downloaded at www.nps.gov/goga/planyourvisit/upload/map-foma.pdf and also obtained in print by request.

Smoking: Smoking is prohibited inside the Chapel.

Set-up and Breakdown: Permittee is responsible for all set-up and breakdown, which includes but is not limited to decorations, chairs, tables, and trash within the time specified in the Special Use

Permit. Permittee will be billed $85/hour staff overtime for removal of trash and/or decorations associated with the ceremony.

Certificate of Insurance: A $1-million Certificate of Insurance is required and should list the United States of America, the National Park Service and the GGNRA, Bldg. 201 Fort Mason, San Francisco, CA 94123, as additionally insured for the date(s) of the event or activity. This liability coverage includes operations, personal injury, product liability, property damage and loss, and other necessary categories in the permit.

Items Not Permitted in the Chapel or on Parklands: To protect parklands and wildlife, the releasing of balloons, doves or butterflies and the throwing of rice, birdseed, flower petals or other natural or artificial materials is not allowed. The use of tape, staples, tacks or nails to affix any materials or decorations to the Chapel is not allowed.

This includes but is not limited to walls, doors, and pews. Affixing directional signage to existing buildings, property, signs, poles or plants is not allowed. Any posted signs will be removed immediately by park personnel. The Office of Special Park Uses will be happy to provide maps at www.nps.gov/goga/planyourvisit/upload/map-foma.pdf and directions at www.nps.gov/goga/planyourvisit/weddings/chapel.htm

Cost

Total Cost: $1,165 (see following for cost breakdown)

- Administrative Cost: $740 for a maximum of three hours use of the Chapel.
- Management Cost: $425 for one NPS staff person required to monitor your event.

Rehearsal Costs and Schedules:

- If scheduled between Monday–Friday 8 a.m.–5 p.m.; maximum of one hour use of the Chapel is granted at no additional cost.
- If scheduled Monday–Friday after 5 p.m.: $85/hour
- If scheduled Weekends/ Holidays: $340 minimum three hours use of the Chapel. $85/hour with a four hour minimum.
- Additional Hours: Additional hours beyond time specified in the Special Use Permit for ceremony or rehearsal may be scheduled at $85 per hour.

Cancellation and Refunds:

- $400 of the administrative cost is non-refundable (no exceptions).
- If reservation is cancelled at least 30 days prior to scheduled event: $425 of the administrative cost and $425 management cost will be refunded.
- If the reservation is cancelled less than 30 days prior to the scheduled event: $740 administrative cost is non-refundable; however, the $425 management cost will be refundable.