



Unofficial Event Facilities Reservation Form

Events that are not supported by or authorized to be supported by, congressionally appropriated funds are considered unofficial events. These types of events include events organized by this includes meetings, workshops, trainings, and receptions, sponsored by state, county and local governments, 501(c)(3) organizations, and private citizens.

Completed forms can be submitted to NHHC_NMAS@us.navy.mil. An organization or individual seeking to hold or sponsor an event (“Sponsor”) must submit the NMAS Facilities Reservation Form no later than ten business days in advance of the proposed event date. Reservations are not confirmed until you receive a confirmation message from National Museum of the American Sailor staff.

| POINT OF CONTACT | |
|---|---------------|
| Name: | |
| Email: | Phone: |
| ABOUT THE EVENT | |
| Name of Sponsoring Organization: | |
| Event Name: | |
| Event Type: <input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Reception <input type="checkbox"/> Other (please indicate): | |
| Date of Event: | |
| <i>When scheduling your arrival and departure times, please note that this time block includes setup and cleanup of event. Time of event refers strictly to the time guests or participants are at the museum. Arrival and departure times can be amended based upon staff availability and at the discretion of the NMAS Director.</i> | |
| Arrival Time: *Earliest arrival time is 9:00 am | |
| Departure Time: | |

*Latest departure time is 5:00 pm

Time of Event:

Number of Expected Attendees:

Will there be any Distinguished Visitors (DVs) at this event? Yes No

EVENT NEEDS

A/V Equipment Needed:

AV Cart HDMI Hookup Microphone

NMCI Hookup Projector, Projector screen, and Speakers

Coat Check (Event Requestors are responsible for operating coat check)

Tables and Chairs Needed (indicate how many, when applicable):

____ Chairs (150 available with 150 max set-up capacity)

____ 6 ft. rectangular tables (9 available)

Podium (1 available) U.S. flag (1 available) Navy flag (1 available)

Stage (1 available)

FOOD/DRINKS

NMAS must approve of all food and beverage plans no less than ten business days before the scheduled event. Food and drink are allowed in museum facility reservations. Please note that NMAS does not have a full catering kitchen so food will need to be made and prepped off-site.

Will food or drink be served? Yes No

Will alcohol be served? Yes No

Please note: By signing this form, you agree to independently to only serve alcohol served by a Licensed bartender (Basset Certification) and insured catering company with a liquor license. Copies of insurance and certifications must be provided to the museum no less than five business days before the event. Failure to provide this information will result in the cancellation of the event.

SUPPLEMENTAL ACTIVITIES

Would your group be interested in supplemental activities? Please note, all of the activities listed below are pending staffing and availability and each last about 45-60 minutes in length.

Gallery Tour Speaker’s Bureau Presentation

I have read and **will comply** with the Terms of the Museum Facilities Use regarding use of the National Museum of the American Sailor.

Terms of Use are available at www.history.navy.mil/nmas under the Events tab.

Signature

Date

STAFF USE ONLY:

Confirmation Number: _____ Confirmation Date: _____

Confirmed by: _____