
Event Reservation Rules and Information



NBVC Port Hueneme
Bldg. 100
3201 S. Ventura Road.
Port Hueneme, CA 93043

Policy Update: August 1, 2024
Director: Lara Godbille, Ph.D.
(805) 982-5165
NHHC-SeabeeMuseum@us.navy.mil

Use of Facility Rules

The Museum and its facilities are for public enjoyment; adherence to the Rules ensures the Museum can pass down the Navy's history and heritage to future generations.

Event Responsibilities of the Guest-Host

- * Reservations are made on a first come, first serve basis. Be prepared with an alternative date, should your first choice be already taken.
- * To use the Seabee museum facility the Guest-Host, and their guests, releases the Museum from liability for personal injury from set-up to clean-up.
- * Events will not interrupt the regular operations of the Museum and its staff, and the Museum will remain open to all visitors.
- * The Museum will not provide materials for the event, including chairs, tables, and decorations.
- * Artifacts and exhibits are not to be moved. Exhibit cases are not to be used as a platform for event materials (i.e. papers, covers, flowers, etc.).
- * At the end of the event, the area will be cleaned to its previous state of cleanliness, and all furniture will be returned to its previous location.
- * Food and drinks are not permitted in the exhibition areas.
- * Catering requests must be coordinated through NBVC MWR catering office. The phone number is (805) 982-5293.
- * To secure a ceremonial gear, please contact **NBVC Ceremonial Guard at (805-989-0595 or 805-989-1703)**.
- * Coordinate all scheduling, including rehearsal time, through the Museum's Event Coordinator.
- * Check in with Museum staff upon arrival, and prior to departure.
- * All aspects of the event (including practice, set-up and breakdown) will only take place at the designated time approved by the Museum team.
- * Upon approval event equipment can only be stored in the designated area, no more than 24 hours prior to the event in accordance with NBVC Force Protection policy.
- * Park only in **designated guest parking**; in accordance with NBVC Force Protection policy.
- * Parking near the building is prohibited, except for the "load/unload area" in back of the Museum.
- * In accordance with 'with NBVC Force Protection policy, all photographic and video recording devices are restricted to the event location and immediately surrounding the museum **only**. *No photography or videography will capture base structures or property without written consent from the base security officer and the public affairs officer.*

Consequences of Violation

- * Violation of the Rules will result in the **sponsoring organization** being barred from future events, and depending upon the severity of the violation 'permanently barred' from the Museum.
- * Criminal Actions: The appropriate law enforcement authorities will prosecute all Criminal Actions to include (but are not limited to) willful destruction of Museum property, theft, and unlawful surveillance of government property.
- * The Guest-Host, upon signing the event documentation, assumes all responsibility for the costs to replace, or repair damaged/destroyed property by any member of the event party.
- * The Museum Director will coordinate any *dispute resolution*.

Event Reservation Form

Request Date: _____

IMPORTANT NOTES

1. Events are scheduled on a first come first serve basis, 2 weeks advance notice is preferred.
2. Monday-Saturday events may take place between **1030-1500**, event requests taking place outside of these hours must be approved by the Director. We are **NOT** authorized to host events on Sundays or Federal Holidays.
3. Your event is **NOT** confirmed until you receive a confirmation email from Museum staff. (3-5 Business Days)
4. **We Strongly Recommend** that for large events that anyone with base access park on base and walk or carpool to the museum. We have limited parking.

Contact Information

Name _____

Phone _____

Email _____

Are you affiliated with the Base?

Yes ☐

No ☐

If yes, what unit/command?

Type

- ☐ Retirement
- ☐ Reenlistment
- ☐ Change of Command
- ☐ Commissioning/Promotion
- ☐ Graduation
- ☐ Class

Location

- ☐ Grand Hall
- ☐ Museum Education Room
- ☐ Memorial Patio
- ☐ Foyer

Staff Use Only: CONDITION OF RETURNED:

☐ Excellent ☐ Fair ☐ Poor

Event Details

Name of Group _____

Number of People _____

Preferred date _____ Preferred time _____ - _____

***Note all setup and take down will have to be completed within the designated time block you state. Monday-Saturday reservations are allowed between 1030-1500. Retirement rehearsals will ALWAYS take place the day before the event at 1430 (NO EARLIER), if you miss your rehearsal consider your event canceled. Should you need extra rehearsal days, please coordinate that with the museum staff.**

***Please understand, when signing this paperwork your unit must adhere to these guidelines. Pass this document on to everyone involved in the ceremony.**

Please note any special needs, considerations, or useful information below about your group:

By signing below, you confirm that you have read and fully agree to the U.S. Navy Seabee Museum's policies and expectations.

Signature

Staff Use Only:

CONFIRMED BY:

Signature

Date