

**EVENING EVENT FACILITY USAGE AGREEMENT
NATIONAL NAVAL AVIATION MUSEUM (NNAM)
1750 RADFORD BLVD.
NAS PENSACOLA, FL 32508
850-452-2894 / EMAIL: kathryn.m.correll.civ@us.navy.mil**

EVENING EVENT (1800 – 2200) INFORMATION: All events **must** have a military sponsor and **must** be scheduled through the Museum Events Coordinator. *Your event is not reserved if you do not sign the event form and return it to the Museum Events Coordinator for confirmation. All evening events must fill out a SEAT Form for attendees and submit to NASP Security 60 to 90 days prior to the event. If your form is not submitted to NASP Security 60 days prior to the event date, your event is subject to being cancelled.*

NAME OF REQUESTOR: _____
ADDRESS: _____
PHONE: _____ EMAIL: _____
EVENT NAME: _____
COMMAND NAME IF APPLICABLE: _____ EVENT LOCATION: _____
EVENT TIME: _____ # OF ATTENDEES _____ MISC: _____

Note: Setup will not begin prior to 1630 unless requested in writing and submitted to the Museum Event Coordinator for approval. *Your guests are restricted to the event area only.* The Museum's second level will not be accessible.

REQUESTED AREAS OF USE:

Blue Angel Atrium: _____
Nimitz Flight Deck: _____
Cabot Flight Deck: _____
Small Theater: _____
Radford Lounge: _____
Emil Buehler Library: _____
Hangar Bay One: _____
With approval of Naval Aviation Museum Foundation - Giant Screen Theater: _____
With approval of Cubi Manager - Cubi Patio: _____
With approval of Cubi Manager - Cubi WestPac Room: _____

APPROVED CATERER LIST:

- Classic City Catering: 850-433-8064
- Nancy's Haute Affair: 850-434-0112/850-393-4565
- Nouveau Pastries & Catering: 850-626-1615
- Portobello Market: 850-439-6545
- Culinary Productions, Inc.: 850-469-0445
- Five Sisters Blue Café: 850-912-4856
- Great Southern Restaurants: 850-433-9450

- Chick Fil A: 850-455-6100
- Sonny BBQ: 850-453-2000
- Cubi Bar Café: 850-452-2643

Customer shall notify the Museum Events Coordinator of selected caterer and point of contact information:

FOR CATERER ACKNOWLEDGEMENT

Caterer initial/date: _____ The Caterer may start setup 1.5 hours prior to event. Immediately following the event, Caterer is responsible for the removal of all catering equipment from Museum event and pantry areas, which includes garbage removal, table/chair breakdown and return to storage area(s), and cleanup of all food/beverage spills, including liquor boxes. The area should be cleaned/cleared and back to original arrangement within one (1) hour after the close of the event.

Caterer initial/date: _____ The Caterer is responsible for supplying chair covers and/or tablecloths, if needed.

Caterer initial/date: _____ Bar services shall close 30 minutes prior to the end time indicated on the Reservation Request. Guests will not leave the premises in possession of alcoholic beverages.

Caterer initial/date: _____ The Museum's pantry area, including sink, coffee mess, and refrigerators are for the exclusive use of the Museum's cleaning staff; these areas also serve as an office and eating area for staff members. As such, the Caterer may **not** use the Museum's pantry area except for access to the ice machine.

Caterer initial/date: _____ The Caterer is responsible for hiring enough personnel to work the event, as well as ensuring each employee knows the procedures for base access. The Museum will not act as a shuttle service to pick up/drop off catering employees for base access.

Caterer initial/date: _____ The Caterer shall not cook underneath any Museum outside awning and shall request prior permission to erect a tent for any food prep that may occur onsite. The Caterer must contact Keith Moodispaugh, Museum Operations at 850-452-2518, no later than three days prior on all catered events for pre-approval with the NAS Pensacola Fire Department.

Caterer initial/date: _____ No food or beverage stations will be allowed on the Atrium carpet. No exceptions. Violators will be required to remove the stations.

Caterer initial/date: _____ Caterers that fail to follow Museum event policy may risk the forfeiture of the customer's deposit, and removal from the approved caterer list.

FACILITY USE AGREEMENT POLICIES AND GUIDELINES

Customer initial

_____ No event that may be interpreted as a fund-raiser or political activity can be held in the Museum.

_____ Publicity Events held in the museum cannot be publicized in print, broadcast, or online media without prior approval of the museum.

_____ Guests will not leave the premises in possession of alcoholic beverages.

_____ No smoking permitted anywhere in the museum. Outdoor smoking is permitted only in designated areas.

_____ Only service animals are permitted in museum.

_____ The National Naval Aviation Museum is a working federal facility. Users shall ensure that the event activities participants do not in any way hinder museum operations. The User shall be responsible for all damage to Museum property, buildings grounds and equipment caused by participants, attendees, and/or third parties. The user shall make no temporary or permanent modifications to the museum.

_____ The User agrees to use and occupy the facility in accordance with all Museum policies, regulations, rules, and practices, and with all applicable federal laws, including but not limited to fire codes.

_____ User agrees to have a person present for delivery and set up and break down. The museum will not sign for any items shipped for the User nor take any responsibility for them unless prior written arrangements are made through the Museum Events Coordinator. The Museum does not insure the personal property of the User, its guests or attendees against damage or loss by any means. User assumes the risk of any such damage or loss.

_____ This agreement is non-assignable and non-transferrable.

_____ All weapons and firearms are strictly prohibited at the Museum and on Museum grounds.

_____ Should the area of use become unavailable due to an emergency, the Museum reserves the right to relocate the User to another area of use in the Museum, or to cancel the event if no other viable solution is available.

_____ User agrees that its use will be orderly and no alcoholic beverages will be sold or consumed during use of the premises except by an approved museum caterer, and served by the approved caterer.

_____ This Agreement is granted subject to observance of policy guidelines. The User understands that the Museum reserves the right to control and manage the facility and to enforce all necessary and proper rules for the management and operation of the same. The Museum may revoke this Agreement effective immediately upon User's failure to timely comply with any pre-event requirement, for any violation of use conditions, or regulations required by the Museum or Federal Government, or at any time for misrepresentation. Refunds of any deposits and/or Facility Use Fees paid will be determined at the discretion of the Museum, on a case-by-case basis. The Museum may terminate this Facility Usage Agreement at any time at its discretion if the User has violated the terms of this agreement, or because participants or attendees have violated laws or Museum policies.

_____ If the Museum is rendered unsuitable for the conduct of the User's activity by reason of Force Majeure, the Museum and the User are released from their obligation under this Agreement. Force Majeure shall mean fire, earthquake, hurricane, flood, act of God, strikes, work stoppages, or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, or governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of the Museum.

_____ This Agreement contains the entire agreement and any modifications, changes, or amendments must be written and signed by all the Parties to this Agreement.

PROHIBITED EVENTS:

Weddings
Wedding Receptions
Funerals/Wakes/Religious Ceremonies
Political Rallies

No event that may be interpreted as a fundraiser or political activity will be held in the museum.

Publicity Events held in the museum cannot be publicized in print, broadcast, or online media without prior approval of the museum.

ITEMS NOT ALLOWED IN MUSEUM:

Candles or open flame of any sort (by order of NASP Fire) / Balloons (neither helium nor air-filled) / Confetti / Bubbles / Thumbtacks / Tape / Outside food/beverage not supplied and served by an approved caterer / Firearms

ITEMS NOT PROVIDED BY MUSEUM:

Chair covers / table cloths / centerpieces / nametags / placeholders / dance floor / spotlight(s) / VIP parking

FEDERAL EMPLOYEE(S) WILL BE ON HAND DURING THE EVENT, AND FOR THE SAFETY AND SECURITY OF ALL ATTENDEES AND CATERER, WILL HAVE FINAL AND BINDING AUTHORITY OVER ITS CONDUCT. NON-COMPLIANCE WITH GUIDELINES, UNRULY/DISRUPTIVE OR DESTRUCTIVE BEHAVIOR WILL BE GROUNDS FOR IMMEDIATE EXPULSION FROM THE FEDERAL FACILITY.

NNAM SHALL CHARGE THE CUSTOMER A FACILITY USAGE FEE FOR EVENING EVENTS.

Cleaning fee: \$250.00

Facility Usage Fee (includes after hours door host):

1 – 500 guests: \$500 military affiliated / \$3,000 non-military affiliated event

501 – 750 guests: \$750 military affiliated / \$3,000 non-military affiliated event

751 - 1000 guests: \$1,000 military affiliated / \$3,000 non-military affiliated event

Museum Events Coordinator will provide payment instructions to the Customer.

I have read and I understand all the policy guidelines

MILITARY SPONSOR/EMAIL/PHONE/DATE (If different from Customer Name):

CUSTOMER NAME (PRINTED): _____

CUSTOMER SIGNATURE: _____