

DAYTIME EVENT REQUEST FORM
NATIONAL NAVAL AVIATION MUSEUM (NNAM)
1750 RADFORD BLVD.
NAS PENSACOLA, FL 32508
EMAIL: Waylon.w.wolf.civ@us.navy.mil

DAYTIME EVENT INFORMATION (0900 – 1600): 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 approval. All day time events with more than five (5) civilian attendees, 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 attendees may not be allowed NASP access and your event is subject to being cancelled.**

NAME OF REQUESTOR(User): _____ CEREMONY FOR: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

TYPE OF EVENT: _____ COMMAND NAME IF APPLICABLE: _____

DATE REQUESTED: _____ # OF ATTENDEES _____

EVENT START TIME: SELECT **ONE** OF TWO OPTIONS:

0900-1000 SETUP/1000-1100 CEREMONY: _____

1300-1400 SETUP/1400-1500 CEREMONY: _____

Practice date if applicable: _____ Practice start time (1 hour max): _____ End time: _____

Event setup will not begin prior to 0900 unless submitted in writing, submitted to the Museum Events Coordinator and approved. Practice and event dates and times cannot be changed except through written request, submitted to the Museum Events Coordinator via email. User will be notified of approval by email. **The Museum (hereafter NNAAM) is a busy activity. As such, due to daily operational schedule changes, no daytime ceremonies will be scheduled between the hours of 1200 and 1300.**

Customer initial _____ Multiple events are scheduled on a daily basis. To ensure each user is afforded adequate time, audio/visual support shall be cut off on events that run 15 minutes over their prescribed time.

Customer initial _____ The user is responsible for the setup and breakdown of all equipment used. Actual ceremonies and events take precedence over practices, which may result in canceled/rescheduled practices. Practices will take place in the location of the scheduled event only. No audio/visual support is available for practices, unless requested in writing to Museum Events Coordinator two (2) weeks prior to the event.

Customer initial _____ NNAAM staff will instruct the user in the operation of the audio/visual equipment no earlier than 30 minutes prior to the actual ceremony.

NNAAM will provide the following equipment in the support of the ceremony: SOUND SYSTEM / WIRELESS MIC / VIDEO SCREEN ABOVE STAGE / SIDE PODIUM / CEREMONIAL MUSIC / TABLE ON STAGE / BULLETS / BELL / RECTANGULAR TABLES / CHAIRS / VIP PARKING SPACES

List of attending Flag Officers: _____

For Changes of Command Only: Aircraft movement request – Type/Model/Series: _____

NNAM Director Approval: _____ **Date of Approval:** _____

Select the requested area(s) of use:

Blue Angel Atrium: _____ Cabot Flight Deck: _____ Radford Lounge: _____ Small Theater: _____

Hangar Bay One: _____

With approval of NAMF Theater Manager: Giant Screen Theater: _____ (**Theater Mgr Sign Off**): _____

With approval of Cubi Bar Manager: Cubi Bar Patio: _____ Westpac Room: _____ (**Cubi Mgr Sign Off**): _____

SELF-CATERED DAYTIME EVENT RECEPTION (ONE HOUR MAXIMUM):

Cust. Initial: _____ Limited to ceremonial cake, tea, coffee, and water only. Three, 6-ft. tables are available for use. No other outside food/beverages/alcohol allowed. Violators will be required to remove the food/beverage immediately or the event will be subject to immediate cancellation. User is responsible for setup, breakdown, and cleanup of area immediately following reception. There will be a \$100.00 usage fee. Absolutely no food/drink is allowed on the Blue Angel Atrium carpet.

RECEPTION LOCATIONS:

VINYL FLOOR ADJACENT TO ATRIUM BEGIN TIME: _____END TIME: _____

OR

VINYL FLOOR ADJACENT TO CABOT FLIGHT DECK: BEGIN TIME: _____END TIME: _____

CATERED DAYTIME EVENT RECEPTION:

RECEPTION LOCATIONS:

VINYL FLOOR ADJACENT TO ATRIUM BEGIN TIME: _____END TIME: _____

OR

VINYL FLOOR ADJACENT TO CABOT FLIGHT DECK: BEGIN TIME: _____END TIME: _____

The User is limited to the following NAS MWR approved caterers. **There are no exceptions:**

- 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 a maximum of one (1) hour prior to the beginning of the event. Immediately following the event, the caterer is responsible for the removal of all catering equipment from NNAM 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 its original arrangement within one (1) hour after the conclusion of the event. The reception area must be left in a thoroughly clean condition. There will be a cleaning fee assessed to the user if caterer does not comply with cleanup requirements.

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: _____ NNAM'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. NNAM staff will not act as a shuttle service to pick up/drop off catering employees for base access.
Caterer initial/date: _____ Due to fire safety code restrictions, the caterer shall not cook underneath any on-site outdoor awning and shall request prior permission to erect a tent for any food prep that may occur on-site. **Caterer must contact Keith Moodispaugh, Museum Operations at 850-452-2518 three days prior to the catered event for pre-approval by the Fire Department.**
Caterer initial/date: _____ No food or beverage stations will be allowed on the Blue Angel Atrium carpet. Violators will be required to remove the stations.
Caterer initial/date: _____ Caterers that fail to follow the NNAM event policy may risk the forfeiture of the customer's deposit, and removal from the approved caterer list.

No event that may be interpreted as a fundraiser or political activity will be held in 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 / tablecloths / centerpieces / nametags / placeholders / dance floor / spotlight(s)

FACILITY USE AGREEMENT POLICIES AND GUIDELINES

Customer initial

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

_____ Users shall ensure that the event activities or participants do not in any way hinder museum operations. The user shall be responsible for all damage to NNAM 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 NNAM 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, setup and breakdown. 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 NNAM and on board NAS Pensacola.

_____ 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 the event will be orderly and no alcoholic beverages will be sold or consumed on the premises except through the use of an approved museum caterer, and served by the approved caterer.

_____ This agreement is subject to observance of policy guidelines. The user understands that NNAM reserves the right to control and manage the facility and to enforce all necessary and proper rules for the management and operation of same. NNAM 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 Department of the Navy, 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.

_____ Unforeseen circumstances beyond the control of the museum, to include fire, weather events, and heightened security requirement in response to threat situations, may render the museum unavailable for events.

_____ Any modifications, changes, or amendments to this Agreement must be in writing and signed by all the parties.

NNAM CHARGES THE FOLLOWING FACILITY USAGE FEE FOR DAYTIME RECEPTIONS.

CATERED:

VINYL AREA ADJACENT TO CABOT FLIGHT DECK: \$250.00

VINYL AREA ADJACENT TO ATRIUM: \$250.00

SELF-CATERED:

VINYL AREA ADJACENT TO CABOT FLIGHT DECK: \$100.00

VINYL AREA ADJACENT TO ATRIUM: \$100.00

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: _____