



Official Event Facilities Reservation Form

Official events are events that are supported by, or authorized to be supported by, congressionally appropriated federal funds, including those that are supported by Official Representation Funds (ORF). This includes federal entities hosting command-sponsored meetings, workshops, trainings, and receptions.

Additionally, ceremonies and other events that have been approved by the Commanding Officer, Director, or Officer-in-Charge of the requesting command or Department of Defense organization as “official” may be held at NMAS. These official events include commemoration ceremonies, changes of command, command-sponsored retirements, reenlistment, and promotion ceremonies.

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	
Department of Defense Sponsor or Command:	
Event Name:	Ceremony Honoree (if applicable):
Event Type: <input type="checkbox"/> Change of Command <input type="checkbox"/> Commemoration <input type="checkbox"/> Commissioning/Promotion <input type="checkbox"/> Reenlistment <input type="checkbox"/> Retirement <input type="checkbox"/> Reception Meeting Training Other: _____	
Does this event classify as an Official Representation Funds (ORF) event? _____ Yes _____ No	

Date of Event:

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. After-hours events are evaluated in light of overall benefit for the United States Navy after consideration of potential overtime costs. The necessity for overtime expenditure may, on its own, be ground for denial of an event in its entirety.

Arrival Time:

*Earliest arrival time is 9:00 am

Departure Time:

*Latest departure time is 5:00 pm

Time of Event:

The museum's normal operating hours are 9:00am-5:00pm, Monday-Saturday. Is this request for an after-hours event? Yes No

Number of Expected Attendees:

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

Name(s):

Will there be any elected officials at this event? Yes No

Name(s):

Will this event involve any fundraising? Yes No

If yes, please describe:

Will your event have a guest speaker(s)? _____ Yes _____ No

Speaker Name: _____

Speaker Background:

Speaker Topic:

Speaker Relationship/Relevance to Event or Organization:

EVENT NEEDS
<p>A/V Equipment Needed (Please note that requestors are responsible for :</p> <p><input type="checkbox"/> AV Cart <input type="checkbox"/> HDMI Hookup <input type="checkbox"/> Microphone <input type="checkbox"/> NMCI Hookup</p> <p><input type="checkbox"/> Projector, projector screen, and speakers</p>
<p><input type="checkbox"/> Coat Check (Event Requestors are responsible for operating coat check)</p>
<p>Tables and Chairs Needed (indicate how many, when applicable):</p> <p>_____ Chairs (150 available with 150 max set-up capacity)</p> <p>_____ 6 ft. rectangular tables (10 available)</p>

<input type="checkbox"/> Stage (1 available)	<input type="checkbox"/> Podium (1 available)	<input type="checkbox"/> U.S. flag (1 available)
<input type="checkbox"/> Navy flag (1 available)	<input type="checkbox"/> Bell (1 available)	<input type="checkbox"/> Red carpet (1 available)
<input type="checkbox"/> Ceremonial bullets (6 available) <input type="checkbox"/> Other Military Branch Flags (1 each)		
FOOD/DRINKS		
<i>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.</i>		
Will food or drink be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will alcohol be served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>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.</i>		
SUPPLEMENTAL ACTIVITIES		
<i>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.</i>		
<input type="checkbox"/> Gallery Tour <input type="checkbox"/> Speaker's Bureau Presentation		

I have read and initialed each page of the National Museum of the American Sailor Facility Terms of Use AND Naval History and Heritage Command (NHHHC) NHHHCINST 1710.1 NAVY MUSEUM EVENTS. I and the attendees at this event will comply with the Terms of Museum Facilities Use stated in these documents.

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: _____

Requestor Initials: _____