

**US NAVY SUBMARINE FORCE
EVENT REQUEST FORM**
For Uses of this Form, See Reverse
Please answer ALL questions

**REQUESTS MUST BE SUBMITTED A MINIMUM
OF FOUR WEEKS PRIOR TO YOUR EVENT**

Today's Date _____

EVENT NAME: _____

COMMAND / ORGANIZATION: _____

POINTS OF CONTACT	NAME	PHONE	EMAIL
Event Requestor			
Alternate			
Set-up			
Clean-up			
Special Requests: Chairs: Tables:			

- Official DoD / Navy Event
OR
 Unofficial Event

**Submarine Force Museum gates open at 0900.
Access to the site prior to this requires specific coordination.
Contact the museum or check website for current operating hours.**

NO EVENTS MAY BE SCHEDULED ON TUESDAYS

Events, including set-up and clean-up, outside of normal museum hours will require specific approval.

EVENT DATE	OFFICIAL PARTY ARRIVAL	ACTUAL TIME OF EVENT	CLEAN-UP FINISH TIME	ANTICIPATED ATTENDANCE	SPACE REQUESTED	REHEARSAL DATE AND TIME

Museum Spaces: Pier, Museum Torpedo Room, Main Hall, Classroom, Cold War Section, Theater, Parking Lot

Will there be media coverage? No Yes

Expected media: _____

EVENT TYPE:	<input type="checkbox"/> Ceremony	<input type="checkbox"/> Meeting
	<input type="checkbox"/> Tour	<input type="checkbox"/> Parking
	<input type="checkbox"/> Other _____	

Will VIPs be in attendance? No Yes

Names: _____

Will food be served? No Yes

Catering company (if applicable): Name: _____ **Phone** _____

Will alcohol be served? No Yes

IF YES, ALCOHOL RISK MITIGATION PLAN MUST BE SUBMITTED WITH THIS FORM.

Dress Ship and Pier requested? No Yes

SIGNATURE IS REQUIRED on the reverse side of this form. Reservation will not be processed without signature.

US NAVY SUBMARINE FORCE MUSEUM POINTS OF CONTACT			
SECRETARY	860-694-3558	CMC	860-694-5629
EMAIL <usn.new-london.sfm.mbx.nhbc-sfm-nautilus@us.navy.mil>			

SPECIAL EVENTS REQUEST FORM INFORMATION

When is this form used? This Event Request Form is used for all events that take place onboard the US Navy Submarine Force Museum / HS NAUTILUS. Use of the site may be requested for Official DoD / Navy organizations or Non-Federal Entities.

POLICIES

- ❖ Event setup is the responsibility of the requesting organization. The SFM *will not provide* tables, chairs, podiums, or setup manpower. See Available Resource section below.
- ❖ Food and Drinks are not permitted in carpeted museum areas (Medal of Honor room, theatre etc.)
- ❖ Break down and clean-up must commence immediately following the event. The requesting organization is responsible for clean-up, **Including trash removal.**
- ❖ All usage of the museum facility for functions is **subject to change of location or time** due to unforeseen circumstances. In the event a change of times or location is necessitated, the museum will inform the requesting organization as soon as practicable.
- ❖ For events held during normal museum operating hours, the **museum will remain open to the public during the duration of the event.** Public access to the Museum shall be maintained; public access to the main hall, restrooms, and boat can NOT be secured during events. The museum staff reserves the right to set up signs and/or stanchions to help guide the visitors around scheduled ceremonies.
- ❖ The requesting organization is **responsible for the appropriate conduct** of its members and any damage that they may cause.
- ❖ Events requiring the gates to be closed to the public will require someone from the requesting organization to allow access.

<p>BY SIGNING BELOW:</p> <ul style="list-style-type: none"> ■ You indicate that you have read the above policies and agree to comply with the Submarine Force Museum Policies. ■ You indicate that you understand that you are responsible for the performance / arrangement of set-up and clean-up for the requested event. <p>SIGNATURE: _____ PRINT: _____ DATE: _____</p>

AVAILABLE RESOURCES
NSSC Ceremonies (860-694-4548): <i>Available for Official Event logistical support (set-up of tents, chairs, podiums, etc.)</i>
Silver Dolphins (860-625-2106): <i>Available for scheduling the parading of colors.</i>
Port Operations (860-694-2154): <i>Available for scheduling a Boatswain's Mate for ceremonies.</i>

REVIEW AND APPROVAL ITEMS	CIRCLE ONE	INITIAL
Event is placed on Google Nautilus CDO Calendar.	YES / NO	Admin
Routed through Security Team.	YES / NO	Security
Location is available Museum staff watchbill supports this event:	YES / NO	SEA
Event meets the seven requirements of JER section 3-102 ¹ .	YES / NO	OIC
Security/site access, food, alcohol, and safety plans approved (if required):	YES / N/A	OIC
Liability insurance (if required):	YES / N/A	OIC
Hold harmless – release from liability agreement signed, liability insurance obtained (if required):	YES / N/A	OIC
Other requirements or limitations:	YES / NO	OIC
Event is approved:	YES / NO	OIC
Requestor is informed of approval / denial.	YES / NO	Admin

¹ DOD Dir 5500.07-R, The Joint Ethics Regulation (JER)