# 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** | | | |

Chairs:____Tables:____**Classroom Only**

☐ **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: _____

**Will VIPs be in attendance?** ☐ No ☐ Yes

Names: _____

**EVENT TYPE:** ☐ **Ceremony** ☐ **Meeting** ☐ **Tour** ☐ **Parking** ☐ **Other** North End

**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.***

**SPECIAL EVENTS REQUEST FORM INFORMATION**

| US NAVY SUBMARINE FORCE MUSEUM POINTS OF CONTACT | | | |
|---|---|---|---|
| ADMIN OFFICER | 860-694-3558 | CMC | 860-694-5629 |
| EMAIL | USN.NEW-LONDON.SFM.MBX.NHHC-SFM-NAUTILUSEVENTS@US.NAVY.MIL | | |

**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 and clean-up is the responsibility of the requesting organization. The SFM *may provide* tables, chairs, and podium, but ***will not provide setup manpower***. ***See Available Resources section below*.**

❖ For all events that plan on having a Guest Speaker, you are required to provide a copy of the Talking Points to the Museum Director at least two weeks prior to the event, for review.

❖ The local Morale, Welfare, and Recreation (MWR) Caterers should be notified first, for any food service, bar service, and catering. If they cannot accommodate your request, then you may use an alternate.

❖ Food and Drinks **are not** permitted in carpeted museum areas (Medal of Honor room, theater, etc.)

❖ Break down and clean-up must commence immediately following the event. The requesting organization is responsible for clean-up.

❖ **Enclosure (2) must be filled out by Event Representative** and turned in to the Command Duty Officer.

❖ 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.

**BY SIGNING BELOW:**

■ 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.

**SIGNATURE: _____ PRINT:_____ DATE: _____**

**AVAILABLE RESOURCES**

**NSSC Ceremonies (860-694-4548)**: Available for Official Event logistical support (set-up of tents, chairs, podiums, etc.)

**Silver Dolphins (860-625-2106):** Available for scheduling the parading of colors.

**Port Operations (860-694-2154):** Available for scheduling a Boatswain's Mate for ceremonies.

| 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 requirements of NHHC INST 1710.1 and doesn't conflict with museum operations. | **YES / NO** | **Mgr. Dir.** |
| Event meets the Joint Ethics Regulation and NHHC INST 1710.1. | **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** |