



## **USS ALABAMA BATTLESHIP MEMORIAL PARK**

**WARDROOM** – The Wardroom is an interior room aboard the Battleship. This room is handicap accessible and climate controlled. The Wardroom can accommodate a maximum of 100 people for a seated meal or a maximum of 150 for a reception. Equipment provided by USS ALABAMA includes: 22 (8ft.) tables, 100 chairs, podium, pa system.

**COMMISSION ROOM** - The Commission Room is a small intimate room aboard the USS ALABAMA and adjacent to the Wardroom. It comfortably seats 30 people and is a perfect venue for small training sessions and meetings. The room includes tables and padded conference room chairs.

**FANTAIL** – The Fantail is the “back deck” of the Battleship USS ALABAMA. This is an outdoor venue. The Fantail can accommodate a maximum of 150 people for a seated meal or a maximum of 500 for a reception. Equipment provided by USS ALABAMA includes: 17 (8ft.) tables, 100 chairs, podium, pa system.

**AIRCRAFT PAVILION** – The Pavilion is a 36,000 sq. ft. aircraft hangar, filled with historic aircraft, displays, and exhibits. This facility is handicap accessible and climate controlled. The Pavilion can accommodate a maximum of 300 for a seated meal or a maximum of 600 for a reception (this all depends on the # of aircraft moved out). Equipment provided by USS ALABAMA includes: 40 (8ft.) tables, 20 (68 in. round) tables, 350 chairs, podium, pa system, riser.

**FIELD** – Considered the front lawn of Battleship Memorial Park, the field is available for rent for special outdoor events and for ancillary parking.

### **RENTAL RATES INCLUDE**

- Set up of Battleship equipment
- Free parking
- Battleship staff on-site during event (taking care of trash, etc.)
- Break down and Clean up

## **EVENT RENTAL BASIC CONDITIONS & REGULATIONS**

### **DEPOSIT**

To secure the facility for your special event, a deposit amounting to 50% of the total rental charge is due with signed contract. If event is cancelled 30 days prior to event, a written notice must be submitted to office to receive full refund of deposit. If event is cancelled less than 30 days prior to event, deposit will be forfeited.

## **BEVERAGE POLICY**

If alcohol is served, Battleship USS ALABAMA Memorial Park requires that a certificate of comprehensive general liability that includes coverage of Liquor Liability. USS ALABAMA Battleship must be named as a certificate holder for the date of the event and the policy coverage is required to be a minimum of \$1,000,000. A copy of this insurance policy must be provided, showing evidence of having the insurance on the date of rental. No alcohol will be sold, given away, or used in the park without the proper, current year licenses, permits, and insurance.

## **SET-UP & DECORATIONS**

A written plan for decorations, banners, set-up, entertainment, and layout must be submitted to park office no later than 1 week prior to event. Any set up change request must be received by park office, no later than 24 working hours prior to event, in order to be considered. Park personnel will set up park's inventory of tables and chairs in accordance with approved layout. Group must also arrange with park office for delivery, set-up and removal of equipment to minimize interference with visitors during normal hours. Group is responsible for the security of all items delivered for decorating, set-up, etc. from the time of delivery until the time of removal. Confetti and glitter are prohibited. Candles must be in a glass container. At the conclusion of event, decorations should be removed and/or discarded. If outside vendors supply decorations/equipment, please inform the Battleship staff.

## **AREA USAGE**

After the regular closing time is announced, no one will be permitted below or above the main deck. All activities will be confined to the area(s) so specified. If park office desires persons attending event be allowed to tour the Battleship and/or Submarine, all tours must be taken by 8:00 pm and there will be an additional charge. No food or drink will be permitted on tour route.

During your event, other areas of the Battleship may be in use by other groups (Scouts, Church Groups, etc.).

## **CATERING**

Groups may select a caterer of their choice for food service. A list of local caterers can be provided upon request. When negotiating with a caterer, please consider the following:

- There is no catering kitchen on-site; there is a small prep area adjacent the Wardroom that can be used if renting the Wardroom.
- Cooking on-site is permitted on the exterior of the Aircraft Pavilion or in a designated area. Cooking is not permitted aboard the Battleship.

## **HOURS**

Events can begin after USS ALABAMA Battleship Memorial Park's normal closing time (April-September 6:00 pm and October-March 5:00 pm) and must end by Midnight. Rented area can be accessed prior to park closing time to set up, decorate, etc. These times must be coordinated through Battleship office.