



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.

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.

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.

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

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, bubbles, balloons, 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.