



SPECIAL EVENT GUIDELINES

USS Constitution Museum



USS Constitution
Museum

WELCOME

Thank you for choosing the USS Constitution Museum for your special event. The USS Constitution Museum offers the unique opportunity to gather and celebrate at a Boston landmark. Located within the renowned Charlestown Navy Yard in Boston Historical National Park, the Museum offers guests a taste of shipyards past and our maritime heritage. An ideal setting for social or business events, entertain your guests steps from “Old Ironsides” – an enduring symbol of our nation’s finest traditions of honor, courage, and commitment.

The Museum offers three dynamic function spaces. Guests are welcome to explore our galleries and the extraordinary 220-year history of USS *Constitution*. By hosting your event at the USS Constitution Museum, you are helping support the memory and educational voice of a treasured national symbol.

HOST YOUR EVENT AT THE USS CONSTITUTION MUSEUM AND BE PART OF THE STORY!



The Discovery Center

SPACES & SCHEDULING

The Museum's three unique spaces are ideal for a variety of events and available for rent year-round: the newly renovated Education Center, the Discovery Center, and the seasonal Courtyard.

Museum Hours:

Monday - Sunday

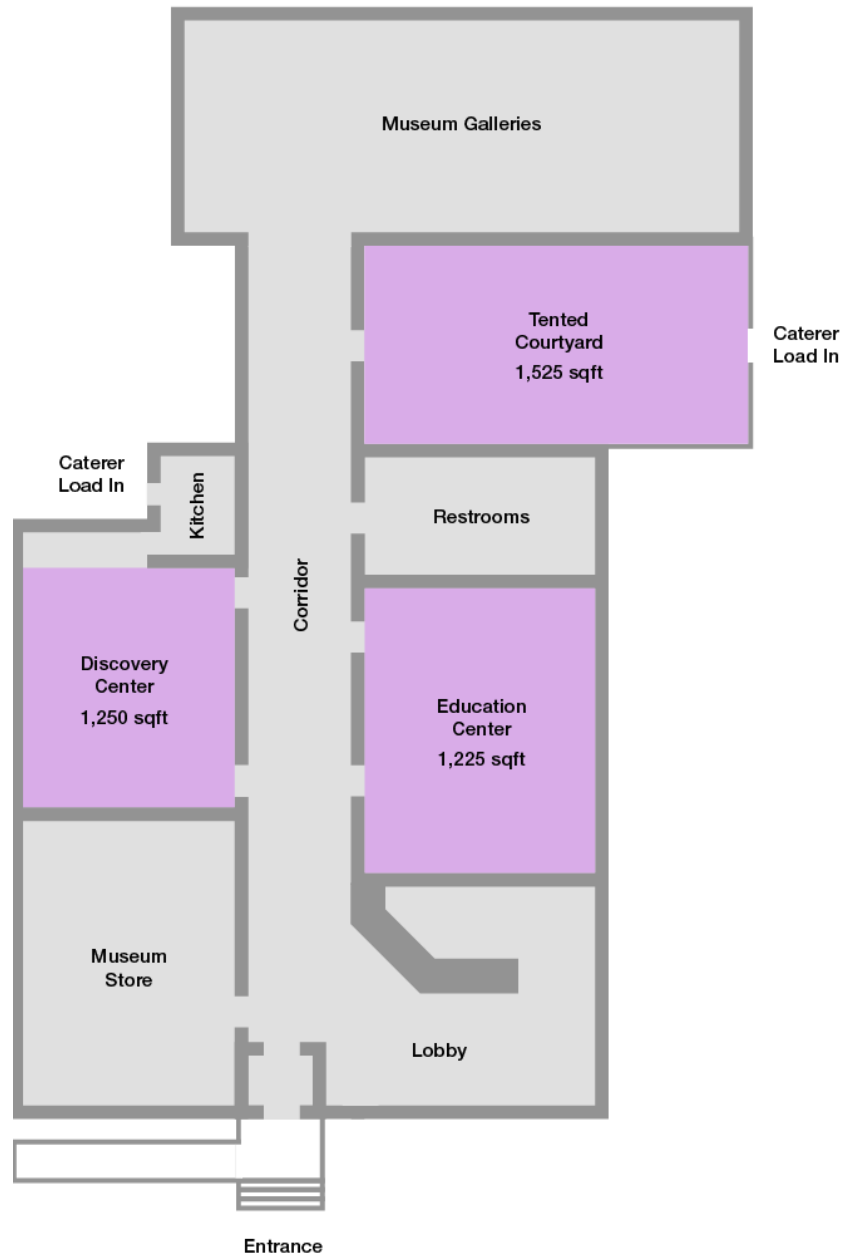
April through October: 9:00 am – 6:00 pm

November through March: 10:00 am –
5:00 pm

EVENTS

Events may begin one hour after the Museum closes to the public. Clients may combine event spaces and include the use of the corridor.

Requests for early access to event space are based on availability.



RENTAL FEES & CAPACITY

RENTAL FEE

Non- Museum Members \$2,500

Museum Members \$2,400

*Please inquire about military discounts.

The Museum rental is a flat fee based on a one to four-hour event.

Your event may be extended for a fee of \$1,000 per additional hour.

Museum rental fees do not include the caterer's fees for food and beverage and the rental of equipment.

ROOM CAPACITY

Event Space	Seated Meal	Program or Ceremony	Reception (no seating)
<i>Education Center</i>	90	100	100
<i>Discovery Center</i>	70	75	100
<i>Courtyard*</i>	90	125	150

**The Courtyard is tented and available from April through October.*



Photos left to right: the Discovery Center; the Courtyard; the Education Center

CATERING

PREFERRED CATERERS

The Museum has developed a catalog of approved caterers who are welcome to work on-site. These caterers have earned the invitation to be included in this catalog through outstanding past performances and compliance with guidelines and procedures. Caterers not included in this catalog must be approved in advance by the Events Manager. The Museum reserves the right to refuse access or collaboration with any vendor.

Anthem Hospitality	Boston Catering & Events	Gourmet Caterers
Boston, MA	Woburn, MA	Roslindale, MA
catering@anthemevents.com	info@bostoncater.com	lauries@gourmetcaterers.com
617-381-4746	781-938-9300	617-522-2820
Jules Catering	Off the Vine	Peppers Artful Events
Somerville, MA	Norwood, MA	Northborough, MA
contact@julescatering.com	aeddy@offthevine catering.com	EventInquiry@peppersartfulevents.com
617-628-5677	781-769-8970	508-393-6844

MUSEUM EVENT POLICY

- The Museum does not allow open flames of any kind; this includes but is not limited to sterno, butane flames, decorative candles, sparklers, etc.
- Food preparation may take place in the Museum's kitchen, an outside tent or a catering truck.
- Served alcoholic beverages are welcome in an open bar setting. Cash bars or monetary transactions for alcoholic beverages or other items are not permitted.
- Event refuse, and waste must be removed from the Museum and the premises on the evening of the event.
- If a group plans to self-cater, clients are responsible for providing TIPS Certified bartenders, staff for set-up, food service, clean-up, and waste removal.

EVENT OPTIONS

RENTAL EQUIPMENT

The Museum has ten 6ft folding tables and six high top cocktail tables available for client use. Chairs for use in a meeting setting are available in the Education Center. Rental of additional tables, chairs, linens, and tableware may be arranged with your caterer.



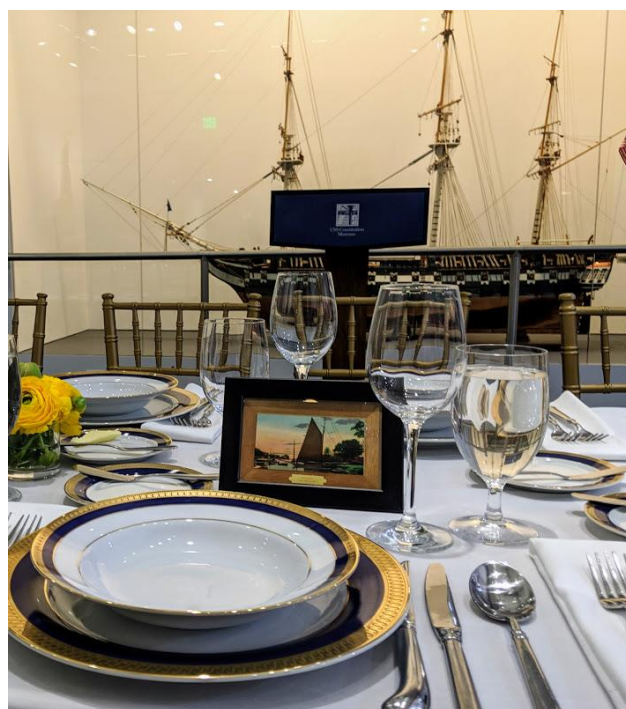
The Corridor

DECORATIONS

The use of decorative items is limited and reviewed before booking. The Museum does not allow small, hard-to-clean-up items like rice or confetti. Displays that can potentially damage the historic structure of the building, such as ice sculptures, are prohibited. Candles must be flameless, including for cakes and table centerpieces. All decorations are subject to final approval.

Rental equipment and furniture may be delivered to the Museum the day of or day before an event. Rental pick up must be scheduled within 24 hours of the conclusion of an event. The Museum is not liable for any damage to rentals or other items left overnight.

Museum furniture, displays, or exhibits may not be moved or altered.



Close-up: Education Center

EVENT OPTIONS

AUDIO VISUAL SUPPORT & MUSIC

The Discovery Center and the Education Center offer PA systems with microphones, projection screens, and connections for laptops with an HDMI output. The Courtyard offers a portable PA system.

Please discuss your A/V needs in advance. A/V needs not covered by the Museum's standard in-house capacity may be discussed at that time.

Music is welcome at Museum events. Due to the sensitivity of the Museum's collection, the proximity to Federal facilities and residents, sound amplification must be discussed and approved by the Museum during the planning process.

GALLERY TOURS

Events provide your group with an exclusive, after-hours Museum experience during which your guests are free to roam the galleries at their leisure. Guided tours by a Museum docent may be arranged for an additional fee.

MUSEUM STORE

The Museum Store can remain open during your event for an additional fee, allowing your guests to purchase mementos of their visit. Popular items include: pens made from "Old Ironsides" wood and medallions made from *Constitution's* copper hull.

PHOTOGRAPHY

Guests and professional event photographers are welcome to take pictures in the Museum event spaces and the galleries.

SECURITY

The Museum may require groups to hire a private security detail. Security fees are not included in rental pricing.

EVENT OPTIONS

PARKING

Guests who arrive by car are encouraged to use Nautica Parking Garage or nearby metered spaces. Visit our website for more travel options and tips for arriving at the Museum.

usscm.org/visit/directions-parking/

Arrangements for event deliveries must be made at least 48 hours in advance with the Museum Manager.

Vehicle make, model, color, state and plate number must be provided to obtain access to the Navy Yard.

Permits are approved at the discretion of Navy Yard security

NOTE: Though the Museum and Ship share a name, the Museum is a private, nonprofit organization and the USS *Constitution* is owned and operated by the United States Navy. The Navy exclusively controls access to the Ship for both public and private tours. If your group would like to tour the USS *Constitution* as an enhancement to your event at the Museum, please use the following contact information to make your request.

constitution.events@navy.mil

(617) 242-2543

Visit **navy.mil/local/constitution** to learn more about USS *Constitution*.



CONTACT US

Museum Event Inquiries

functions@usscm.org

617.426.1812 ext. 127

General Museum Information

usscm.org

617.426.1812

USS *Constitution* Tours & Events

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