



SPECIAL EVENT GUIDELINES

USS Constitution Museum



USS Constitution
Museum

WELCOME

Thank you for choosing the USS Constitution Museum for your special event! The following document provides standard guidelines and policies governing the use of our space.

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 spaces for both daytime and evening functions. Guests are welcome to explore our galleries and the extraordinary 218-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!



SCHEDULING & SPACES

The Museum is available for rent year-round, day or evening, and features three unique spaces ideal for a variety of events.

A logistics walk-through with the Museum Event Manager, the renter, and any vendors for the event must take place at least **30 days prior to the event**. This is to make certain all details can be appropriately outlined on National Park Service permits the Museum must submit prior to any event.

Museum Hours:

Monday - Sunday

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

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

DAYTIME EVENTS

Events that take place during regular Museum hours may begin as early as 8:00am and must be confined to one room in order to continue to accommodate the public.

Daytime events must conclude and spaces must be cleaned and vacated by Museum closing.

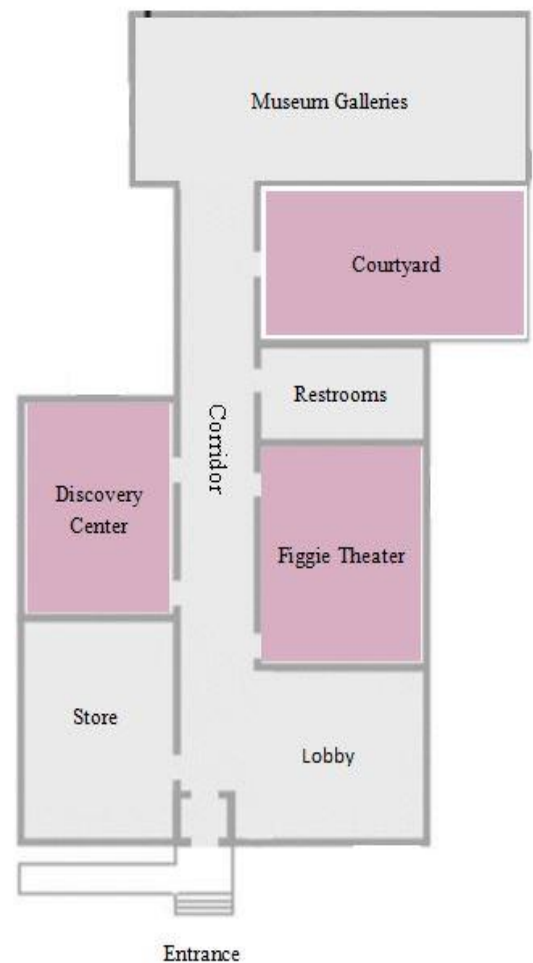
EVENING EVENTS

Evening events may begin one hour after the Museum closes to the public. Evening events may combine rooms and use the corridor to accommodate capacity and function without additional cost.

Evening events must conclude and spaces must be cleaned and vacated 12:00am.

Clients may request early access to their chosen event space for additional set-up time before Museum closing. Early access is based upon availability.

Absolutely no set-up of any kind can take place in the Museum corridor before the Museum closes to the public.



RENTAL FEES & CAPACITY

RENTAL FEES

	Daytime	Evening	
Non- Museum Members	\$750	\$1,750	Please inquire about nonprofit and military discounts
Museum Members	\$650	\$1,650	

There is a one-hour minimum for daytime events, and a two-hour rental minimum for evening events.

Events may not exceed four hours; any event that exceeds four hours is subject to additional fees.

For any event duration, clients are given one hour before and one hour after their event for set-up and cleanup. This time does not factor into minimum or maximum requirements. Events that need additional time may be discussed with your Event Manager.

Rental fees provide exclusive use of your chosen space for you and your guests. For evening events, the fee is the same regardless of how many or few rooms are used to accommodate guests.

Museum rental fees do not include your chosen caterer's fees for food and beverage or rental equipment and furniture. Please inquire with your selected caterer for these costs.

ROOM CAPACITY

Event Space	Meeting	Seated Meal	Program or Ceremony	Reception	Reception with Corridor
Theater*	50	90	100	100	+50
Discovery Center	40	70	75	100	+50
Courtyard**	---	120	125	150	+50

*The Theater is the only space where dancing with the rental of a dance floor is permitted.

**The Courtyard is available and tented from April through October only and has limited audio/video capability.



CATERING

PREFERRED CATERERS

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

Boston Café & Catering

325 New Boston St
Unit 15
Woburn, MA 01801
781-938-9300

Decca Boston

Building 10
Charlestown Navy Yard
315-416-5986

Off the Vine

163 Morse Street
Norwood, MA 02062
781-769-8970

East Meets West

212 Old Colony Ave
S. Boston, MA 02127
617-269-2662

Gourmet Caterers

3867 Washington St
Roslindale, MA 02131
617-522-2820

Putterham Grille

1012 W. Roxbury Pkwy
Chestnut Hill, MA 02467
617-327-2202

The Catered Affair

PO Box 432
Hingham, MA 02043
781-982-9333

Timothy S. Hopkins

8 Scott's Way
Essex, MA 01929
978-768-9990

Jules Catering

66 South Street
Somerville, MA 02143
617-628-5677

Cuisine Chez Vous

11 Miller Street
Somerville, MA 02143
617-576-3652

POLICIES REGARDING CATERING

- NO open flames of any kind, clam bakes, or steam trays. This includes but is not limited to sterno or butane flames, decorative candles, sparklers etc. Caterers should plan accordingly for food preparation.
- Food preparation location (i.e. kitchen, tent outside, catering truck) MUST be agreed upon with Museum event staff 30 days prior to the event.
- Served alcoholic beverages are welcome at events, but must be in an open bar setting and remain inside the Museum. **Cash bars or monetary transactions for alcoholic beverages or other items are NOT allowed.**
- Caterers must remove all trash from the Museum and premises. Trash bags may not be placed in the dumpsters outside of the Museum.
- If a group plans to self-cater, clients are responsible for clean-up procedures that would normally fall to the catering staff and must provide TIPS certified bartenders for alcohol service.

EVENT OPTIONS

RENTALS

The Museum has ten 6ft folding tables and six high top cocktail tables available for client use without charge. Chairs for use in a meeting setting are available in the Theater. All other tables, chairs, linens, tableware, and decorations must be rented through your chosen caterer.

Rental equipment and furniture can be arranged to be delivered to the Museum the day of or day before an event and stored in the Courtyard at the discretion of your Event Manager. Rentals must be picked up within 24-hours of the conclusion of an event. The Museum is not liable for any damage to rentals or other items left overnight.

Clients may request early access to their chosen event space for additional set-up time before Museum closing. Early access is based upon availability. **Absolutely no set-up of any kind can take place in the Museum corridor before the Museum closes to the public.**

Museum furniture, displays, or exhibits may NOT be moved for any purpose – very limited exceptions are subject to the Event Manager’s approval.



DECORATIONS

Decorative items may not be fastened to doors, walls, floors, glass or any other part of the building. Lights and flowers may be hung under the Courtyard tent at the discretion of the Event Manager. 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, no exceptions. All decorations are subject to the final approval of the Event Manager.

EVENT OPTIONS

AUDIO VISUAL SUPPORT & MUSIC

Please discuss your A/V needs in advance with your Event Manager to ensure adequate quality and availability for the date of your event. Any A/V needs not covered by the Museum's standard in-house capacity are the client's responsibility.

The Museum does not provide wireless internet access or extension cords for events. Microphones with audio support are available in all of the spaces. The sound system in both the Theater and the Discovery Center have connections for laptops and projection screens for slide shows or videos. The Courtyard is limited to microphone with speakers only.

Music is welcome to accompany any event. Clients must inform the Event Manager of the type of music, and if live or stereo is planned. Live musician sound amplification must be limited due to the sensitivity of the Museum's collection as well as the proximity to Federal facilities and local residents. Sound amplification of any kind beyond what the Museum provides must be approved first. Dancing is permitted only in the Theater to protect the historic nature of our building.

TOURS

Evening 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 can be arranged for an additional fee. During daytime events guests are also welcome to explore our galleries or schedule a guided tour, but *please note* the Museum will also be open to the public.

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/visitors.asp for more information about visiting USS *Constitution*.

EVENT OPTIONS

PHOTOGRAPHY

Photography within the Museum is permitted in event spaces and the galleries WITHOUT the use of a flash. If you'd like to coordinate a photoshoot for your event, please consult with your Event Manager for options.

PARKING

There is no immediate onsite parking available at the Museum or in the Navy Yard. Clients must request access to the Navy Yard if they wish to drop-off items at the Museum. This must be arranged at least 48 hours in advance with your Event Manager to provide adequate vehicle information and approval time for the permit process. Permits are approved at the discretion of Navy Yard security.

Special arrangements may also be made for handicap drop-off. Additionally, there are two handicap parking spots available at the Museum based on availability. Please inquire with your Event Manager to arrange.

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 to the Museum.

usscm.org/visit/directions-parking/



CONTACT US

Book your Museum event

functions@usscm.org

617.426.1812 ext. 127

General Museum Information

usscm.org

617.426.1812

USS *Constitution* Tours & Events

constitution.events@navy.mil

617-242-2543





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STATEMENT OF UNDERSTANDING

My signature below attests to the fact that I have read and understand all of the rules and regulations concerning the rental of the facilities at the USS Constitution Museum and agree to abide by them.

I understand that the Museum reserves the right to disallow access and future access to the building to and client or vendor who has violated these rules.

I understand that policies or guidelines can change without notice, and all use of Museum space and property is subject to availability and approval.

My signature below indicates that I am responsible for ensuring guests and vendors for my event are also aware of the policies in this guideline.

Client's Name (Please Print)

Phone Number

Client's Signature

Date

Name of Organization

Address

Thank you for choosing the USS Constitution Museum for your special event!