

PATRIOTS POINT  
NAVAL & MARITIME  
MUSEUM

# *Special Event Policies*



# Approved Vendors

## Catering & Beverage Services

Catering services must be contracted by the client directly with one of Patriot Point's preferred caterers. Arrangements must be confirmed no later than 30 days prior to event date. No other outside food is allowed. The caterer holds the liquor license and is responsible for the service of all alcoholic beverages. These services must be contracted directly by the client. Third party planners and caterers must have proper permitting to contract for alcoholic beverages. Your Event Manager must be notified in advance when under-aged guests will be in attendance. Alcohol must remain in the event space.

### CATERING

#### Cru Catering

843-534-2433

[www.crucatering.com](http://www.crucatering.com)

#### Duvall Catering & Events

843-763-9222

[www.duvallevents.com](http://www.duvallevents.com)

#### Halls Signature Events

843-242-3185

[www.hallssignatureevents.com](http://www.hallssignatureevents.com)

#### Hamby Catering & Events

843-571-3103

[www.hambycatering.com](http://www.hambycatering.com)

#### Salthouse Catering

843-577-7847

[www.salthousecatering.com](http://www.salthousecatering.com)

#### Southern Bear Catering

803-795-3558

[www.southernbearcatering.com](http://www.southernbearcatering.com)

### SECURITY

#### Extra Duty Solutions

843-614-3875

[www.extradutysolutions.com](http://www.extradutysolutions.com)

#### Omega Guard Services

(843) 696-0844

### AV/LIGHTING

#### Innovative Event Services

843-410-9888

[www.iesproductions.com](http://www.iesproductions.com)

#### PDA

843-554-3466

[www.pdastage.com](http://www.pdastage.com)

[jeff@pdastage.com](mailto:jeff@pdastage.com)

#### Fox Audio Visual

843-608-9473

[www.foxaudiovisual.com](http://www.foxaudiovisual.com)

[joseph@foxaudiovisual.com](mailto:joseph@foxaudiovisual.com)

### BAR SERVICE

#### The Wandering Taps

484-241-6633

[www.thewanderingtaps.com](http://www.thewanderingtaps.com)

#### Spike by Snyder

843-766-3366

[gracej@snyderevents.com](mailto:gracej@snyderevents.com)

#### Lowcountry Taps

[lowcountrytapshhi@gmail.com](mailto:lowcountrytapshhi@gmail.com)

### CROWD MANAGERS

#### Event Staff Services

[rich@eventstaffservices.com](mailto:rich@eventstaffservices.com)

### DECOR

#### Snyder Event Rentals

843-766-3366

[www.snyderevents.com](http://www.snyderevents.com)

### ENTERTAINMENT

#### EastCoast Entertainment

843-442-6549

[www.bookece.com](http://www.bookece.com)

### PHOTO + VIDEO

#### Photogenic, Inc.

843-442-6549

[www.cherryhillprograms.com](http://www.cherryhillprograms.com)

For commercial filming:

Half-day (min.) - \$2,500

Full day - \$5,000

For personal or commercial

photo shoots (2-hour min):

Hourly Rates: \$250 - \$550



## **Accessibility**

Most event venues are handicap accessible. The hangar bays and flight deck are accessible by elevator.

## **Audio Visual & IT Services**

A/V services must be contracted through our exclusive vendors when using our in-house A/V equipment. Patriots Point does not provide a technician. Lighting and production design must also be secured through our exclusive providers. Limited wireless internet for events is provided free of charge. Wireless access is available based on bandwidth availability. Internet speed or wireless connectivity is not guaranteed.

## **Candles**

Open flames are strictly prohibited. Battery operated candles are recommended.

## **Clean-Up & Maintenance**

The client and their vendors are responsible for leaving the museum in the same condition as found on arrival. All equipment, décor, debris or other materials must be cleared from the ship immediately following the event. Rental furniture may be off-loaded on the next business day.

If Patriots Point personnel determine that the post-event clean-up does not return premises to its prior condition, special maintenance services may be contracted by the museum and fees will be added to the client's final invoice.

## **Event Hours**

Events may take place between 6:00 p.m. - 10:00 p.m., for a maximum of 4 hours. Furniture and décor set-up may begin after 3:00 p.m. on the event date. Event attendees must exit the ship at the conclusion of the event.

## **Furniture & Rental Equipment**

Items such as specialty furniture must be contracted through our preferred vendors. A detailed drawing, including the number of pieces and proposed location, must be submitted no later than 30 days prior to the event.

## **Generators**

If the client/vendor power request exceeds available power on the USS Yorktown, generators are permitted. Generators may be utilized and placed on the pier.

## **Hazardous/Inclement Weather**

For the safety of all involved, should hazardous weather occur, severe thunderstorms or hurricane watches and warnings, Patriots Point reserves the right to mandate taking shelter, halt beverage service, and require bands or musicians to cease amplified music until the hazardous weather is deemed no longer be a threat by Patriots Point. In the event Patriots Point determines that hazardous weather requires the evacuation of the property for the safety of the guests, the event will be terminated and guests will be required to vacate the premises. Patriots Point reserves the right to cancel and/or relocate any event due to predicted hazardous weather. Patriots Point assumes no responsibility or liability for the weather conditions during your event and will make every effort to coordinate a safe back-up plan should inclement weather occur on the date of your event. In the event of hazardous weather, Patriots Point will relocate any event occurring on the flight deck, one-day prior to the scheduled event date.

### **Insurance**

A certificate of insurance (COI) in the amount of \$1,000,000, is required from all vendors. The COI must include Patriots Point as additionally insured.

### **Load-In / Load-Out**

Load-in/out for rentals must take place between 7:00 a.m. and 10:00 a.m., Monday- Friday. Patriots Point provides personnel to operate the ship's lift to assist in loading equipment from the pier before business hours. Catering and other vendor-related load-in may begin at 3:00 p.m. on the day of the event. Vendor load-out must take place immediately following the event. Rentals will be off-loaded the following business day. Patriots Point will confirm the schedule for all vendor load-in/out needs.

### **Museum Admission**

Events beginning before the museum closes must pay general admission to the museum. Discount tickets may be purchased by contacting [groupsales@patriotspoint.org](mailto:groupsales@patriotspoint.org).

### **Parking**

Onsite parking is available at an hourly rate. Groups are encouraged to arrive by bus and/or Ride Share. Parking is managed by Palmetto Parking.

### **Political Affiliation**

Patriots Point reserves the right to decline politically based events or cancel the event if political affiliation is not disclosed before contracting. Patriots Point does not directly or indirectly participate in partisan or political campaigns on behalf of any candidate or political issue, including but not limited to renting event space for candidate-related activities or make any type of donation in support of a political candidate. The museum reserves the right to solely determine whether proposals comply.

### **Promotional / Printed Materials**

Patriots Point name, likeness, and/or trademarked logo may not be used without written approval by Patriots Point Event Sales and Marketing Department. All advertisements, brochures, pamphlets, programs and press releases must be approved prior to production. Approval of such materials shall not be unreasonably withheld. For invitations, please contact your Event Manager if you wish to include a picture of Patriots Point Naval and Maritime Museum in your invitation. Claims cannot be made that imply sponsorship, endorsement, or hosting of an event by Patriots Point. Under no circumstances will clients or their representatives be permitted to solicit or distribute written materials for any purpose on the ship without prior authorization. Any expected press coverage of your event must be approved by Patriots Point Marketing Department in advance.

### **Propane**

Propane use is prohibited inside the vessel.

### **Security**

Events over 100 guests require one security officer per 75 attendees. Clients are required to hire security through our preferred vendor list.

### **Set-up & Diagrams**

All event layouts should be discussed with your Event Manager throughout the planning process. Proposed locations must not interfere with any exhibits or daytime museum operations and visitor flow. Compliance with all fire codes and regulations regarding public passageways is required. Doorways and exits are not to be blocked or obstructed. The event layout including vendor equipment, food and beverage locations and electrical needs for diagrams must be finalized with the Event Manager no less than 30 days prior to the event.

### **Signage**

Event-specific signage, and its location, must be approved in advance. Tape of any kind is prohibited; zip ties, or magnets are recommended. Nothing can be attached, mounted, propped, or adhered to the USS Yorktown artifacts.

### **Smoking**

Smoking anywhere on the vessel is prohibited. Smoking is restricted to the designated area under the main stairwell entrance.

### **Sound Amplification Regulations**

All amplified sound must cease by 10:00 p.m. in accordance with the Town of Mount Pleasant. Sound level at Front of House (FOH) limit 95 dB during all shows with FOH at 100' from stage edge. Sound checks may be conducted after 5:00 p.m. on the event date.

### **Tenting**

Tents and canopies must be rented from one of our preferred vendors. The proposed size and location of a tent/canopy must be approved by the Event Manger before contracting is completed with the rental company. Proposed locations must not interfere with any exhibits or daytime museum operations and visitor flow. A detailed drawing is required a minimum of 30 days prior to the initial event load-in date.

### **Touring**

Self-guided tours are prohibited during evening events. Groups may make arrangements for guided tours by contacting: [groupsales@patriotspoint.org](mailto:groupsales@patriotspoint.org).

### **Trash Removal**

Caterers and vendors are responsible for the collection, off-loading and disposing of all trash that occurs as a result of the event. Dumpster space is limited, and in some cases the client and/or the caterer/vendor may need to provide additional dumpsters.

## **QUESTIONS?**

Contact our **Events Department** today for more information or assistance booking your next event!

[www.patriotspoint.org](http://www.patriotspoint.org) | [eventrentals@patriotspoint.org](mailto:eventrentals@patriotspoint.org)

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