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PUTTING PEOPLE FIRST



NEGRO SOUTHERN LEAGUE MUSEUM

RESERVATION GUIDE



Team up with the Negro Southern League Museum and host your next event here. This one-of-a-kind facility is just what you need to hit a homerun on your next event!

RESERVATION AREAS AND PACKAGES

The NSLM Showroom is absolutely impressive. This modern event space features one-of-a-kind artifacts and will provide a stunning backdrop for your next event. The NSLM Showroom is perfect for corporate mixers and meetings.

The NSLM Showroom is available for private reservations Monday through Saturday from 5:00 p.m. to midnight. Reservations booked during normal hours of operation or before will be assessed an additional \$1,000.00. Reservations are not accepted on Tuesdays due to the museum sponsored program Tour Tuesdays at NSLM.

*Semi-private events should be discussed with the museum's director so we can try to meet your event needs. **\$1200***

The Garden Pathway is a beautiful outdoor event space nestled beside the museum. The Garden Pathway offers a unique mix of lush green





Décor

- All decorations should be pre-approved by the museum's Director.
- Decorations and event furnishings should be kept at arm's length away from the artifact casings. Also, no event items or signage should be pinned or taped to the cases.
- Because of the museum's extremely high ceilings, no balloons are allowed.
- The use of open flame candles is not allowed.
- We apologize, but unfortunately, the museum's display lights may not be altered.

Office Space: No office space or supplies will be provided to you or your organization during a scheduled event.

Event Coordinators: The Negro Southern League Museum provides space to host your event. The museum recommends the use of a professional event coordinator for the arrangement and direction of your event. The staff of the Negro Southern League Museum is present to ensure your event is a success, but cannot coordinate or direct your event.

Marketing: The use of, or any reference to the Negro Southern League Museum's name, logo or image to promote, advertise or sell tickets to an event is allowed after full payment is received.

The Negro Southern League Museum does not assume any liability for items lost or stolen while on-site.

space and pavement to accommodate your outdoor event needs. Plus the Garden Pathway is conveniently located to the museum's parking area, making this reservation area absolutely perfect.

*Reservations for the Garden Pathway are available Monday through Saturday from 11:00 a.m. to 10:00 p.m. **\$600***

The Dugout Package provides you with a reserved section of the museum accompanied with one 6ft table. This package is perfect for entertaining small, intimate groups. Gift your colleagues, family members and friends with an evening at the museum!

*Clients may reserve the Dugout Package for two hours. The estimated guest count should not exceed 20 guests and your event time frame should not extend past 8:00 p.m. **\$200***

Enjoy the best of both worlds with the **Just Play Ball Package**. This package allows you to enjoy the great outdoors as well as the museum. The Just Play Ball package includes two 6ft tables and is perfect for family reunions and other social gatherings.

*Clients may reserve the Just Play Ball Package for three hours. The estimated guest count should not exceed 50 guests and your event time frame should not extend past 10:00 p.m. **\$400***

RESERVATION POLICIES AND PROCEDURES

How to Reserve Space

Reservations are on a first come, first served basis. Clients must submit an events request form. Once received, a representative from the museum will contact you within 2 to 3 business days. Once approved, clients will receive an invoice regarding the reservation. Reservations are confirmed once full payment has been received. Email your events request form to events@birminghamnslm.org.

Payments

The Negro Southern League accepts cash, checks and all major credit cards. Checks should be made payable to the Negro Southern League Museum.

All payments are final and may not be refunded. In case of a schedule change or unforeseen circumstance, the client may reschedule the event around existing reservations and museum sponsored programs and events. The client will have one calendar year from the event date to reschedule.

Discounts

Non-profit organizations receive a 20% discount off of reservation areas. A copy of the organization's 501c3 should accompany the events request form. The non-profit discount does not apply to the museum's packages The Dugout and Just Play Ball.

The Negro Southern League Museum is a non-profit entity and therefore cannot donate to other charitable organizations other than through the non-profit discount.

Event Logistics

Check-in: On the day of your event, clients should report to the museum representative on duty prior to setting up your event space.

Event time frame: Reservations are for three hours. If your event requires more than the standard, it will be an additional \$100.00 per hour. Reservations should not begin before 6:00 a.m. and should not extend past 12:00 a.m.

Event set-up: Clients will receive two hours to set-up their reserved event space. Large-scaled events will receive four hours to set-up. An event can only be deemed large-scaled by the museum's director. If your event requires more than the standard set-up time, it will be an additional \$25.00 per hour.

Event breakdown: Clients will receive one hour to breakdown their reserved event space. Large scaled events will receive two hours. An event can only be deemed large-scaled by the museum's director. If your event requires more than the standard breakdown time, it will be an additional \$100.00 per hour.

24-Hour event set-up: Events deemed large-scaled by the museum's director may set-up 24-hours in advance if and only if the event set-up does not interfere with other previously scheduled reservations, programs or events. The 24-hour event set-up fee is \$500.00.

Additional charges per hour may apply to provide security or janitorial service.

Check-out: Immediately following the event, clients should be prepared to participate in a walk-through with a representative from the museum to ensure no event items are left on-site and the museum is returned to its natural state. If any museum property (e.g. display cases, equipment, event furnishings, etc.) are damaged as a direct result of your event, you will be assessed a minimum fee of \$500.00 to cover the total cost of repair.

