



The Negro Southern League Museum Event Packet 2024

NSLM Reservation Guide

History

The Negro Southern League was created in 1920 by a group of African-American businessmen and baseball enthusiasts. From 1920 until its demise in 1951, the Negro Southern League served as a feeder route for many great black baseball players to go on to the Negro American League and Negro National League. The mission of the Negro Southern League Museum is to present the history of African-American baseball in an unsurpassed manner by maintaining a world-class facility that recognizes the League's impact on Birmingham, Alabama, and the world of professional baseball. This understanding, along with the acknowledgment of the player's ability to inspire people of all races and transcend barriers, establishes a blueprint for the Museum to evoke a broad sense of community and create unparalleled cultural and educational experiences that acknowledge the past, embrace the present, and frame the future.

Overview

The [Negro Southern League Museum \(NSLM\)](#) in **Birmingham, Jefferson County**, highlights and interprets the role of that city, county, the state of **Alabama**, and the Negro Southern League in professional baseball. Focusing on the famed **Birmingham Black Barons**, NSLM showcases important moments in national baseball history from the city's first **industrial leagues** to the integration of the sport, after which the Negro League gradually ceased operation. The museum opened in August 2015 and is located next to Regions Field and Railroad Park in the Parkside District. It is the largest museum dedicated to African American sports in the country.

Reservation Areas and Packages

The NSLM Showroom is 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, birthday celebrations, and family reunions.

*Clients may reserve the NSLM Showroom package for three hours Monday through Saturday ranging from 5:00 p.m. to midnight. Estimated Capacity: 300 guests **\$1500.00** (for additional hours a \$100/hr. fee will be assessed, not to extend past midnight)*

Reservation policies and procedures

How to Reserve Space

Reservations are on a first-come, first-served basis. Clients must submit an Events Request Form found on pages 7 and 8 of this packet. 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 a 10% deposit of all rental services is received, and the balance is due no later than 3 days before the event. No dates will be held.

Payments and Cancellation Policy

The Negro Southern League accepts checks and all major credit cards. No cash other than donations will be accepted. 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, unforeseen circumstance, or pending balance due, the client may reschedule the event around existing reservations, museum-sponsored programs, events, and availability. The client will have one calendar year from the original event date and one opportunity to reschedule. Future cancellations will forfeit all services, obligations, and commitments provided by the NSLM.

The NSLM cannot directly pay vendors as a subcontractor. Payments for vendors must be made in the form of a check or cashier's check made out to the vendor on the day of the event.

****Security***

For all events after 5 pm, On-site Security is required. A separate payment is made directly to **Shirley Jackson**.

****Janitorial Services***

For all events, janitorial services will be required. The janitorial services company will arrive before setup to confirm the facility is ready for your event and at the end of your event the company will complete their services. A separate payment is made directly to **Absolute Cleaning LLC**.

****Food and Beverage***

Michael's Steakhouse is the sole provider of catering for all events. You will work with the restaurant to curate a menu for your function. A separate payment is made directly to: **The Basar Group LLC**.

Fees + Important Vendor Contacts

Item	Rate	Details	Name	Contact
Tables + Chairs	\$20/Table + Chairs	Includes Chairs	Negro Southern League Museum	(205) 581-3040
* Janitorial	\$75 1 st hour + \$45 each additional hour	Minimum of 4 hours	Absolute Cleaning – Kenneth Jordan	(205) 222 - 3805
* Security	\$50/hour	Minimum of 4 hours	Sgt. Shirley Jackson-	(205) 706 - 8383
Catering	Variable	Coordinate directly with the vendor.	Dr. Bernadine Birdsong	Store: (205) 871-9525 Cell: (205) 335-1274
Deposit	10% of the Total Invoice	Due 3 weeks before the event.	Negro Southern League Museum	(205) 581-3040

-- The Negro Southern League Museum does not provide tablecloths.

*If the event is longer than four (4) hours, call Absolute Cleaning to verify the rate. The NSLM cannot directly pay this vendor as a subcontractor. Payments for this vendor must be made by check or cashier's check.

*Security is required for events held after 5 pm and on Sundays. The NSLM cannot directly pay this vendor as a subcontractor. Payments for this vendor must be made by check or cashier's check. Additional security may be required based on the size and type of event hosted at the museum.

Event Logistics

Check-in: On the day of your event, clients should report to the museum representative on duty before 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-scale 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 two hours to breakdown their reserved event space. Large-scaled events will receive four hours. An event can only be deemed large-scale 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 be 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.

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.) is damaged as a direct result of your event, you will be assessed a minimum fee of \$500.00 to cover the total repair cost.

Décor

1. All decorations should be pre-approved by the museum's Director.
2. Decorations and event furnishings should be kept at arm's length from the artifact casings. Also, no event items or signage should be pinned or taped to the cases.
3. Because of the museum's extremely high ceilings, no balloons are allowed.
4. The use of open flame candles is not allowed.
5. We apologize, but 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 for special events. 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 events.

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

Lost or Stolen Items:

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

***Note:** The Negro Southern League Museum reserves the right to refuse usage to any individual, organization or event. The usage of the Negro Southern League Museum will not be denied based on reasons of race, sex, national origin, or other illegal basis.*

**Thank you for selecting the Negro Southern League Museum to host your event!
Booking with us supports the City of Birmingham and its citizens.**

