

# NEGRO SOUTHERN LEAGUE MUSEUM BIRMINGHAM

EVENT PACKET







## NSLM Reservation Guide

### OVERVIEW

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 acknowledgement 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.

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, 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)***

Reservations booked during normal hours of operation or before will be **assessed an additional \$1,000.00**. (With the exception of children birthday parties not exceeding 20 guests)

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 need.



**Restaurant/Unfinished Area** is a great open space with endless possibilities. This area is available until the museum's highly anticipated restaurant and rooftop bar begin renovations.

***Clients may reserve the Unfinished Area package for three hours Monday thru Saturday ranging from 5:00 p.m. to midnight. Estimated Capacity: 175 guests \$900.00***



**The Garden Pathway** is a beautiful outdoor event space nestled beside the museum. The Garden Pathway offers a unique mix of luscious green 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. Estimated Capacity: 50 guests \$700.00***



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 (NSLM Showroom package). 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. Estimated Capacity: 50 guests and your event time frame should not extend past 10:00 p.m. Additional \$500.00***



**Left-field Promenade** – Exclusively is the name of the game. Enjoy a private outdoor area outfield at Regions Field overlooking the award-winning Railroad Park. This area is perfect for outdoor mixers, fundraising events, family reunions, birthday parties and church socials.

***Clients may reserve the Left-field Promenade package for three hours. Estimated Capacity: 400 guests. \$1200***

Initial: \_\_\_\_\_



## 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 a 10% deposit of all rental services is received and the balance is due before the event setup can begin. No dates will be held.** Email your events request form to [events@birminghamnslm.org](mailto:events@birminghamnslm.org).

### Payments

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 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 original event date and one opportunity to reschedule. Future cancellations will forfeit all monies previously paid.

### Security

For all events after 5pm On-site Security is required (separate payment of \$180.00 must be made directly to the Security Service)

### Janitorial Services

For all events Clean-up Services will be required. The janitorial services company will arrive prior to setup to confirm the facility is ready for your event and at the end of your event the company will complete their services. (separate payment of \$125.00 must be made directly to the Janitorial company)

### 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 two hours to breakdown their reserved event space. Large scaled events will receive four 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.

Initial: \_\_\_\_\_

**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.

### **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 for special events. The museum recommends the use of a professional event coordinator for 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.*

Until the museum's highly anticipated restaurant and rooftop bar opens, clients may utilize their caterer of choice. The museum asks that each client, along with their caterer, schedule a meeting with the museum to review important policies and procedures and participate in a walk through.

**Thank you for selecting the Negro Southern League Museum to host your event!  
We appreciate and value your business.**



Initial: \_\_\_\_\_

## EVENTS REQUEST FORM

**Date of Application:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
Day Month Year

Primary Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Event Date:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
Day Month Year

Select your preferred reservation area and/or package.

**RESERVATION AREAS:** ☐ NSLM Showroom ☐ Garden Pathway ☐ NSLM Parking

**PACKAGES:** ☐ Just Play Ball ☐ Restaurant/Unfinished Area *(available until restaurant renovations begin)*

What is your preferred event time frame? \_\_\_\_\_ ☐ A.M. \_\_\_\_\_ ☐ A.M.  
\_\_\_\_\_ ☐ P.M. \_\_\_\_\_ ☐ P.M.

Does your event require more than the standard set-up and/or breakdown time? ☐ Yes ☐ No

If yes, please indicate your preferred set-up and breakdown time frame. \_\_\_\_\_ ☐ A.M. \_\_\_\_\_ ☐ A.M.  
\_\_\_\_\_ ☐ P.M. \_\_\_\_\_ ☐ P.M.

What type of event are you hosting at the museum?

☐ Mixer ☐ Meeting ☐ Family Reunion ☐ Birthday Party

☐ Wedding ☐ Rehearsal Dinner ☐ Ceremony ☐ Reception

Other: *(Please specify)* \_\_\_\_\_

Is your event: ☐ Public ☐ Private What is your anticipated guest count? \_\_\_\_\_

### ALL VENDORS MUST BE ON THE CITY OF BIRMINGHAM VENDOR'S LIST

Please list and provide the contact information for each caterer/vendor who will be assisting you with your event.

☐ Caterer ☐ Vendor Company Name: \_\_\_\_\_

Primary contact: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Services to be provided: \_\_\_\_\_

☐ Caterer ☐ Vendor Company Name: \_\_\_\_\_

Primary contact: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Services to be provided: \_\_\_\_\_

☐ Caterer ☐ Vendor Company Name: \_\_\_\_\_

Primary contact: \_\_\_\_\_ Telephone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Services to be provided: \_\_\_\_\_



## EVENTS REQUEST FORM

Primary contact/Event coordinator: \_\_\_\_\_

Primary phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Sponsoring organization or Individual: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

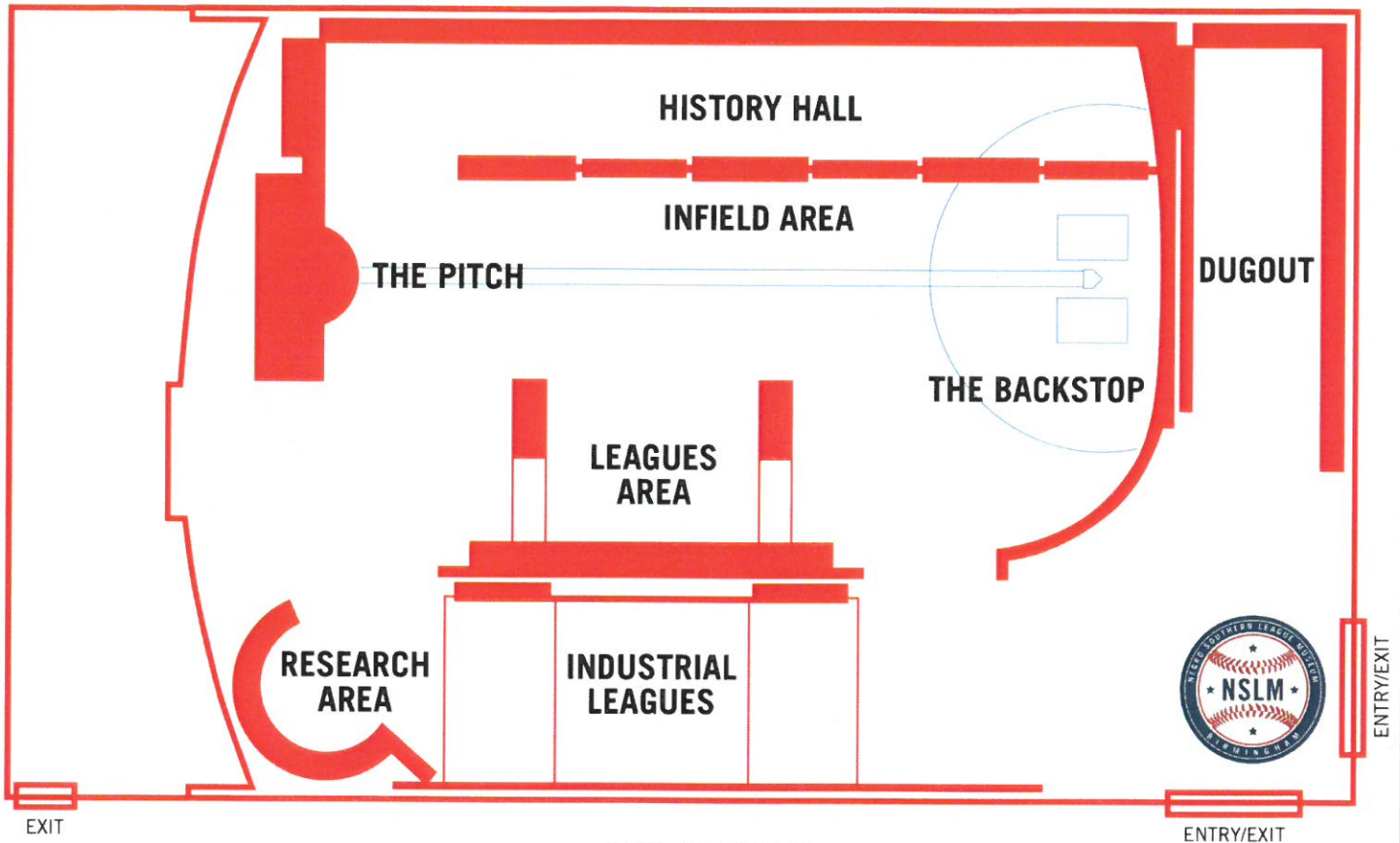
**FOR INTERNAL USE ONLY**

**NEGRO SOUTHERN LEAGUE MUSEUM**  
B I R M I N G H A M

## EVENTS REQUEST FORM

### Safety:

In the case of a medical emergency during your visit, a staff member will call 911 from a landline phone and follow the instructions of the dispatcher. In case of an emergency evacuation, all visitors will exit the museum, using the nearest set of exit doors, and convene in the museum's parking lot located directly beside the museum underneath the Venue at the Ballpark. If the parking lot is unavailable, guests will meet in the museum's alternative location, which is Railroad Park, 16th Street entrance.



### MUSEUM RULES

#### While at the Museum no visitor shall:

- ◆ Solicit for commercial or charitable purposes or distribute advertisements, pamphlets, handbills, and flyers
- ◆ Smoke on the premises
- ◆ Display or carry placards, signs, or banners
- ◆ Destroy, damage or remove property
- ◆ Use loud, abusive or otherwise improper language
- ◆ Run or participate in excessive horseplay
- ◆ Engage in disorderly conduct
- ◆ Use, possess or sell illegal drugs
- ◆ Loiter, sleep or participate in unwarranted assemblies
- ◆ Bring dogs or other animals, other than service animals

#### Americans with Disabilities Act (ADA)

The Negro Southern League Museum does not discriminate on the basis of disability in access to programs, services, activities or any practices mandated by the Americans with Disabilities Act of 1990. Every effort will be made to provide reasonable accommodations when requested. Some requests may require advance notice depending upon the request.



# INVOICE



Invoice #: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
Day Month Year

*"It Was More Than Just A Game"*

Attention: \_\_\_\_\_

Bill to: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## EVENT SERVICES:

Reservation Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Terms and Conditions: \_\_\_\_\_

Renter is fully responsible for any damages to the building, equipment or displays which may occur during time of setup until departure of last guest. All rental fees are due in full prior to setup. 10% of total is due to confirm reservation.

**JANITORIAL** ☒ Yes ☐ No Terms: Required Cleaning svcs of \$125 to ABSOLUTE CLEANING is due before setup of the event. At the scheduled end of your event cleaning services will begin. Should you need additional time after your scheduled end time, please contact management for a 30 minute grace period.

**SECURITY** ☐ Yes ☐ No Terms: All events scheduled after 5pm requires Security. \$180

Renter shall indemnify and hold harmless NSLM, its employees and agents from all loss, cost and expense arising out of any liability or claim or liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone whoever, by reason of the use or occupation by lessee or any of its officers agents, employees or guest.

**TOTAL:** \_\_\_\_\_ All payments are final and will 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 original event date and one opportunity to reschedule. Future cancellations will forfeit all monies previously paid.

## PAYMENT:

The Negro Southern League Museum accepts major credit cards, money orders and cashier's checks. Other than donations, cash is not accepted. Please make payable to the Negro Southern League Museum.

Renter Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Amt Received \$ \_\_\_\_\_

NSLM Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Amt Due \$ \_\_\_\_\_

Thank you so much for choosing the Negro Southern League Museum.  
120 - 16th Street South / Birmingham, Alabama 35233 / (205) 581-3040 / [www.birminghamnslm.org](http://www.birminghamnslm.org)