

Bremerton Historic Ships Association
300 Washington Beach Avenue
Bremerton, WA 98337
Gift Shop/Museum: (360) 792-2457
FAX: (360) 377-1020
Email: dd951@sinclair.net

GROUP RESERVATION/TOUR AGREEMENT

Below is confirmation of your scheduled event aboard the USS Turner Joy. Please thoroughly read all information regarding your reservation details and the following policies and procedures prior to signing and returning agreement.

Event Date _____ Event Time _____ Number of Guests _____

Group Name: _____ Type of Activity: _____

Contact Person: _____ Alternate Contact: _____

Address: _____ State: _____ Zip _____

Daytime Phone: _____ Cell/Alt Phone: _____ FAX _____

Deposit: _____ Rental:\$ _____ Total \$ _____

Additional Comments:

Food will be served: Yes No

Alcohol will be served: Yes No

*See Below-Additional Fee

*See Below-Additional Fee, Insurance & State Permit Required

SHIP RENTAL: Ship rental of a private meeting space such as the Officer's Ward Room, Mess Decks, Enlisted Men's Galley or the Chief Mess will cost **\$50** per hour with a minimum rental of 2 hours. Advanced reservations are required. Private meeting spaces can only be used between the hours of 8:00am (with prior approval) to 5:00pm daily between May and September; and with prior arrangement with BHSA between October and April. After hours ship rentals for large group or dinner functions can be held between the hours of 6:00pm and 9:00pm. The cost is **\$300** for 3 hours with a required **\$50** cleaning deposit. The cleaning deposit is refundable based on cleanliness of area(s) used.

MEMORIAL SERVICE: The rate for holding a Memorial Service aboard the ship is **\$150**. in addition to price of admission for the varying age groups of attendees. Memorial Services include seating, a podium, sound system, and taped music. Other services available include color guard, rifle salute and bugler however, these are based on availability at the time of reservation and cannot be guaranteed.

ENLISTMENT/RE-ENLISTMENT CEREMONIES: Enlistment and Re-enlistment ceremonies are free to all participants. We simply ask that should you invite your guests to tour the ship following the ceremony that they return to the Gift Shop and pay admission prior to proceeding. Those in uniform are free of charge at all times.

RETIREMENT CEREMONIES: Retirement ceremonies are free to all participants. However, should a retirement function occur following the ceremony, all stated rental policies and procedures apply. Additionally, we ask that should you invite your guests to tour the ship following the ceremony that they return to the Gift Shop and pay admission prior to proceeding. Those in uniform are free of charge at all times.

DAMAGE DEPOSIT: A damage deposit of **\$50.00** will be assessed for group events serving food and/or alcohol. The deposit will be refunded within 20 business days following the event, providing there is no damage to the area of the ship used. The damage deposit is due at time of payment.

EVENT DEPOSIT/PAYMENT: A deposit of **25%** of total fee will be assessed on all reservations. Payment of event deposit is due upon return of signed agreement. Final payment is due one week prior to event; unless prior arrangements have been made.

CANCELLATIONS: Cancellations must be received by BHSA no more than 14 days prior to event reservation for a full refund. After 14 days BHSA will withhold an administrative fee of 15% from deposit.

ALCOHOLIC BEVERAGES: Additional fee of **\$150** payable to BHSA, a State issued liquor license, liquor liability insurance naming Bremerton Historic Ship Association as an additional insured; and a State of Washington Liquor Control Board Banquet Permit is required for any event where alcohol is consumed. Apply at all Washington State Liquor stores. Permits can take up to 60 days to be issued. **Apply Early!**

I have reviewed all information pertaining to my reservation and find no further changes necessary.

Signature of Rental Representative

Date

Signature of BHSA Representative

Date