



# BREAKAWAY

## EVENT CENTER



(813) 840-2020



[macdillfss.com](http://macdillfss.com)



# *Welcome...*

## **to Breakaway Event Center**

We are happy you chose our on-base Event Center and stand ready to make this a memorable event.

The Event Center is ideal for all types of events - large or small - Military events; promotions, unite, team building, retirements, team building; formal or informal, business meetings, birthday parties, weddings and receptions; family and class reunions; high school proms - your imagination is the limit!

Your event will become more than just a special occasion. It becomes a memory to savor for a lifetime. Each event is unique, and our caring and professional staff listens to you and pays attention to what is truly important to you.

We cater to all your specific needs — from rental only, to recommendations for catered meals and service, bartending and more. Our goal is to coordinate your vision for your special event!

Our team is honored to serve you, and will work to ensure event satisfaction every time.

Respectfully,  
*Event Center Team*

*Change of Command*

*Retirements*

*Commander's Call*

*Unite Event*

*Unit Team-building*

*Community*

*Hail & Farewells*

*Training Classes*

*Promotions*

*Professional Military Organizations*



## Facility Use

### FREE Use

IAW AFI 34-109, Air Force Community Center Programs, 3.1.4.2. Official usage for retirements, promotions, or squadron activities must comply with Special Morale and Welfare (SM&W), policies authorized in AFI 34-201, Chapter 12, Use of Non-appropriated Funds (NAFS). Activities must take place during regular operating hours.

Custodial/Janitorial fees – if/when required – if guest not cleaning & setting up function space.

## Facility Highlights

### Breakaway Event Center

The dual personality is a unique fusion of the modern and traditional – the high energy, action packed Boomers Bar & Grill on one side and an elegant ballroom ideal for special events on the bayside. Boasting a terrific view of the Tampa skyline, and high ceilings, the ballroom is the epitome of class and is perfect for weddings, retirements and promotions.

### Boomers Bar & Grill

Boomers is the ultimate location for hanging out with friends and having fun while watching sports or playing pool. A state of the art sound system, flat screen TV's and patio ensure there is something for everyone.

### 2 Brews Catering\*

Welcome to Two Brews Catering where our goal is to provide you with high-quality food and beverage(s) coupled with outstanding customer service. Two Brews Catering is an expansion to our already branded NAF operations: Rickenbacker's, Brews of the Bay, 8 Iron Grill, Hangar 6 Grill and SeaScapes.

Planning to host a larger cocktail/ social events? Then our Two Brews Catering professionals can assist in planning that special occasion too. Host at our on-base Event Center with full beverage and bar service, along with a tantalizing selection of hors d'oeuvres. All catered events are supported by our dedicated Catering professionals.

*We look forward to serving you!*

(813) 840-2020

6FSS.2.brewscatering@us.af.mil

<https://macdillfss.com/2-brews-catering/>







## **In House Facility Support**

- Podium / Sound System
- Flags – USA, Air Force.
- Ceremonial Chairs
- Banquet Chairs
- Tables – Banquet & Rounds
- Wooden Dance Floor & Stage
- Kitchen Prep & Storage Space

## **Rooms Available**

### *4-Hour Reservations*

- Room assignments based on guest counts.
- Multiple events may occur in facility same day.

### **Main Ballroom (Ball A)**

- Theatre – 215 without Dance Floor 250
- Seating – with Dance Floor & Ten Top Round Tables – 120
- Without Dance Floor – 170
- Cocktail – 220

### **Dining Room (Ball B)**

- Theatre – 80
- Seating – 120
- Cocktail – 150

### **Ballroom A & B**

- Cocktail – 220-300

### **Patio Room**

- Theatre – 80
- Seating – 90
- Cocktail – 120

### **Heritage Room**

- Theatre – 30
- Seating – 40
- Cocktail – 48-50



## Policy & Procedures

### Room Fees

- **Official Events**

No fees for official events

*\*POC must sign and agree upon as condition of free use.*

#### Official Events are:

- Change of Command
- Retirements
- Commander's Call
- Unite Event
- Unit Team-building
- Community
- Hail & Farewells
- Training Classes
- Promotions
- Professional Military Organizations

### Event Deposits

- All event(s) secured must have signed facility reservation terms & condition form – Official and Personal events
- Deposit for paid events are cost room set-up (See Rates) – include Custodial and Staff member(s) oversight.
- **Bar Service**  
Bar Service (\$25 per bartender): \$150 in bar sales for 1st hour & \$75 in bar sales each additional hour or host pays difference. \$3 corking fee for specialty wines.
- All deposits are non-refundable if the event is canceled less than 14 days prior (Personal Events)
- All official events – No Room Rate is assessed

***\*\*REMINDER: 6th ARW Protocol has the ability to postpone personal events in the event of contingency or emergency.***

*The Installation Commander has the authority to cancel/reschedule catered events in cases of natural disasters and mission related emergencies without incurring charges.*



## **Group/Individual Responsibilities**

Check-in for room reservations is located at the Business Office at Event Center, bldg. 499. Room inspections will be made before and after room use by an Event Center Staff member. Patrons may not start setting up until the room has been inspected by a staff member. Damage or problems must be annotated on the check-in sheet. Any damages made to the room or furnishings will be charged to the POC after post inspection is made. Groups are responsible for providing manpower for the set-up and tear-down of rooms. At the conclusion of the room reservation, trash must also be taken to the dumpsters behind building

## **Fundraising/Admissions Charge: Fundraising Events**

Fundraising events & projects may be hosted & pre-approved with the 6th Force Support Squadron. These fundraising events cannot benefit non-Federal entities, private individuals or installation-recognized private organizations, even if the Force Support non-appropriated fund instrumentalities share in the proceeds. Reference AFI 34-101.

Installation-recognized private organizations, per AFI 36-3101 and AFI 34-223, may use Force Support facilities, with installation commander authorization in writing ahead of time, for fundraising events on an occasional basis. Occasional is defined as not more frequently as three times a quarter. Gambling is STRICTLY prohibited! AFI 34-109: Facility use by any group or organizations including food service must conform to Public Health requirements and local policy.

## **Plaques & Awards – Personalized Gifts**

• Arts & Crafts Center • (813) 828-4413



## Catered Event Procedures

Public Health will maintain food safety and sanitation oversight IAW AFMAN 48-147 and as approved through the AMC, for seasonal and temporary food service Operations associated with air shows, festivals, wing sanctioned events (i.e. Top 3, Chief's Group, private organizations, etc.) and similar installation events. Breakaway Event Center offers 3 options for catering at events; Pre Approved Caterer, Personal Catering and Pot Luck\* *Limited approval/small unit events*

### Option 1: Pre-Approved Caterers

MacDill AFB currently has approved off-base catering establishments. Ask your Event Center POC for the list.

### Option 2: Personally Catered

Any personally catered event must use approved food sources and an approved kitchen to prepare food in. An application and statement of understanding must be turned in to Public Health for approval at least 14 days prior to the event. Please contact Public Health at (813) 827-9825 to turn in application and to arrange any training that may be required.

### Option 3: Potluck

Any event hosting a Potluck will ensure food quality and temperatures are monitored at all times.

Potlucks do not require public health approval. However, the Event Center staff reserve the right to request removal of any item(s) if they do not meet public health standards.

Any events with DV's, Base leadership or elderly in attendance may require Public Health Coordination. Your Event Center Staff will assist and advise you if your event requires Public Health inspection prior to the event date.

## Event POC Requirements & Responsibilities

### Facility Reservation Terms & Conditions

- Checklist provided by Event Center reservations staff member.
- All reservation POC's are responsible for ALL set-up & tear down. ALL set-up and tear-down must happen within reservation window of 4 hours including practice/rehearsals.\*
- Event POC's who do not wish to set-up and tear down rooms will be assessed fees. Cost of linen is additional.

*\*Practices/rehearsals MUST BE held on the same date of event booked. Alternate dates will not be booked.*



# Official Function – Duty Day

1st Sergeant Contact Name & Phone Number required with this reservation to ensure no damage is done to facility and ensure facility is returned to original condition.

*Note: \$100 fee will be charged for any damages, or for improper tear down. This fee covers cost of janitorial and return facility to original state.*

## Gate Access Procedures for MacDill AFB

### Access List Instructions

The Visitor Control Center (VCC) administers the Base Access List (BAL). These instructions should be used when:

- Having a unit sponsored event such as a conference or meeting
- Having a private event, such as a wedding, birthday party or picnic

The Base Access List is NOT for the following situations:

- Long term contractors (exceeding 5 days)

### Step 1

Obtain the template from VCC by emailing [6sfs.bal@us.af.mil](mailto:6sfs.bal@us.af.mil) or calling (813) 828-2737 Ext. 4.

LAST NAME, FIRST NAME, MI

DRIVER LICENSE #, DL STATE & EVENT NAME

### Step 2

- Ensure all personnel in the vehicle 16 years and older are listed on the Base Access List with a valid driver license, state issued ID, or U.S. passport.
- List all minors (15 & under).  
Annotate “MINOR” under the license column.
- Make sure to use their given name shown on their driver’s license and not nicknames.
- Save your excel spreadsheet and email the document to [6sfs.bal@us.af.mil](mailto:6sfs.bal@us.af.mil) or use the Safe Access File Exchange (SAFE) to encrypt your document (<https://safe.amrdec.army.mil/safe/>) and add [6sfs.bal@us.af.mil](mailto:6sfs.bal@us.af.mil) to the “recipient list.” An email will come to us from SAFE with a provided link to access your document.
- If sending the request from a personal email (Yahoo/Gmail), include DoD ID number in the body of your email, or if using SAFE insert your DOD ID number in the “description of files.”

### NOTE:

- In order for an event to be placed on the Base Access List, requests must be submitted at least three (3) duty days in advance.
- In the subject line of the email, annotate the event name and date of event.
- Do not submit authorized DoD ID holders (i.e., active, guard, civil service, retiree, dependent etc.).
- On the day of the event, each guest can proceed directly to the Dale Mabry or Bayshore gates for base access. Each vehicle occupant over the age of 16 will be required to present to the gate sentry their driver’s license, U.S. passport, or state issued ID.
- If using a US passport in lieu of a license/ID, also include the guests DOB.
- Only U.S. citizens can be added to the BAL. Foreign guests must physically stop by the VCC for a base pass.







**(813) 840-2020**

7315 Bayshore Blvd, Bldg 499  
MacDill AFB • FL 33621

