



BREAKAWAY

EVENT CENTER



(813) 840-2020


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

Weddings • Birthdays

Bridal & Baby Showers

Anniversaries • Reunions

Bar Mitzvahs • Quinceaneras

Sweet 16 • Holiday Parties



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.



Breakaway Event Center Catering Services

Our team of caterers, cater to every event type and size. If you prefer to customize a menu, our catering professionals will be happy to work with you. Our event management team will assist with all on-site conference support and protocol function set-up which is guaranteed to make your event unique and memorable. Our objective is to make event planning easy and within your budget. Our choice caterer(s) will help you plan for additional items needed, over and above the standard banquet needs. All beverage services are provided by Breakaway Event Center – 2 Brews Catering. We appreciate the opportunity to serve you!

To set-up an appointment or coordinate your special event, call (813) 840-2020

- **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 Restaurant.

Planning to host a larger cocktail/social event? 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/>



Bar Service

IAW AFI 34-219, MACDILL AFB SUP '09, Alcoholic Beverage Program, "individuals are not permitted to bring personal supplies of alcoholic beverages into buildings or on the grounds where activities sell or serve alcohol." Therefore, the Breakaway Event Center, is available to bartend the sponsored event(s) for a fee to cover costs/labor, or alcohol can be purchased from them, for the event.

Reference Beverage Policies & Charges



Our team has developed and vetted a preferred vendor list to support your special event.

Our preferred caterers, florists, entertainment, and cake vendors is a simple guide to assist you in planning that perfect celebration with your family and friends.

Please request a copy to assist you in the planning of your special day.

Special Event Linen Services

- Breakaway On-Site Rental

Chambray, Color or Bon Appetite Napkins • \$1.00 ea

Table Cloths (Any Size) • \$5.00 ea

**Specialty Sizes for Tablecloths Subject to Upcharge*

Personalized Gifts

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



In House Facility Support

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

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

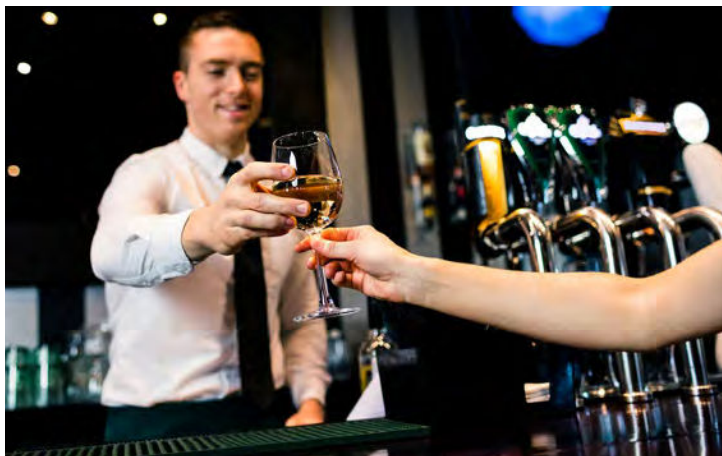
- Cocktail – 220-300

Patio Room

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

Heritage Room

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



Policy & Procedures

Room Fees

- Room usage fees are assessed to cover cost of operating and custodial fees. Personal events do require event center staffing.

Event Deposits

- All event(s) secured must have signed facility reservation terms & condition form – Official/Unit and Personal events
- Deposit for paid events are cost room set-up (See rates) – include custodial and staff member(s) oversight.

Event Center Rates***

- No Fees for Official/Unit Events*
 - Fees assessed personal events use of facilities/equipment set-up/janitorial/staff member oversight
- | | |
|---------------------------------------|--------------------|
| \$275 – Heritage Room | \$375 – Patio Room |
| \$375 – Dining Room | \$475 – Ballroom A |
| \$1500.00 (Mon-Sat) • \$1750.00 (Sun) | |
| Complete Venue Buyout | |

Setup Price – 4hr Block Period

- Official events requiring room set-up are subject to charge
- Set-up costs is an addition to room fee for personal events

Small Room Set-Up: \$250

Large Room/and or All Rooms Set-Up: \$500

**Client set-up required*

***Linen rental available*

****4-hour reservations*

• Bar Service

Bar Service (\$35 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.



Bird Seed/Flower Petals

The throwing of bird seed or flower petals at wedding receptions is an accepted custom. Throwing of rice is not permitted due to the health hazard it presents to wildlife. The Event Center manager must approve the throwing of any other materials. A modest clean up fee will be charged for throwing items inside or in the entrance area outside the Event Center.

Table Skirting & Linens

Table skirts and linens are available in several colors for your celebration. In addition, the Event Center manager can order specialty linens and skirts for a nominal fee.

Table Numbers

Table numbers are available and our staff will place them on the tables to correspond with the seating arrangements. There is no charge for this service.

On Site Rental

Linen see rates

Silverware: Dinner Knives, Forks, Teaspoons	\$4.00 dozen
Glassware:	
Bar, Wine, Water, Champagne Glasses	\$6.00 dozen
Dinner Plates	\$5.50 dozen
Salad Plates	\$3.25 dozen
Dessert Plates	\$2.50 dozen
Coffee Cups	\$5.00 dozen
Saucers	\$3.00 dozen
Punch Bowl with Ladle (Glass)	\$12.00 each
Punch Bowl with Ladle (Silver)	\$10.00 each
Chafing Dishes / Sterno (8qt)	\$20.00 each



Beverage Policies & Charges

Beverages

Beverages may be pre-ordered from the event drink menu or we can provide a private bar for your guests. We have a “designated driver” program that provides free coffee, soda, and juice to drivers you designate from your group. The Event Center staff will stop serving alcoholic beverages to any individual they feel is intoxicated or nearing intoxication.

Party Bars

There are two types of bars: “pay-as-you-go” and an “open” bar. Bar Service (\$35 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.

Pay-as-you-go Bar: The guests order and pay for their drinks. Standard lounge drink prices apply. There is no service charge added to this type of bar service.

Open Bar: The host/sponsor agrees to pay for all drinks served. Drinks are dispensed to the guests free of charge with the host/sponsor assuming responsibility for payment. An open bar can be set-up with a predetermined dollar amount or time limit. The dollar limit amount will be annotated in the contract. A register tab will be computed until the pre-set limit is reached. A 20% service charge will be added to cover gratuity/labor.

The host/sponsor is responsible for assuring minors do not consume supervised or unsupervised alcoholic beverages.



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. See attached list of approved catering sources.

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.*

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 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 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 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

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MacDill AFB • FL 33621

