

## SOCIAL EVENT POLICIES

### ADDITIONAL CHARGES:

We allot four (4) hours per event. In the case of weddings, one (1) additional hour will be added to the contract at no additional charge when two or more rooms are reserved to accommodate a ceremony and reception. Four (4) hours prior to the event, the reserved room(s) will be open for decorating. Groups are permitted one (1) hour following the function for clean up.

Rental Fee for indoor location includes standard tables and chair set-up.

Rental Fee does not include any table linens, chair covers, outdoor seating for the lawn or patio, or any other décor.

\*\* Additional time may be added to an event at the rate of \$100.00 an hour.

\*\*For Federal Holidays, an additional \$300.00 fee will apply.

\*\*For a Tuesday thru Thursday daytime event, a 20% discount will be applied.

### ELIGIBILITY:

Active Duty and retired military, their family members, reservists, DOD civilians, contractors, and community support groups (with Program Manager's approval) are eligible patrons of the Mustin Beach Club.

### CONTRACTS & ARRANGEMENTS:

All agreements and decisions between the client and Mustin Beach Club must be in writing and included in the contract. This includes the initial agreements for room and any special arrangements. The host will be responsible for all agreements in the contract. No verbal changes can be guaranteed. Any adjustments to the contract require a signed and updated contract. Written approval can be accepted via email. Contracts will be finalized a month prior to the event. Mustin Beach Club will also ask for a credit card to be placed on file at the time of reservation to ensure payment for any incidentals, beverage charges, cleaning fees, and/or fees for additional time. In the event of inclement weather when a group has reserved the patio or lawn area, MBC reserves the right to move an event inside. MBC is not responsible for items left behind following events. Patrons may return to the club during normal business hours to pick up anything left during an event.

### CANCELLED EVENTS:

All cancellations must be submitted to Mustin Beach Club management in writing. Email is an acceptable form of submission. All cancellations made by six (6) months prior to the date of the event are allowed a full refund of the deposit made for the event. Any cancellations made within six (6) months of the date of the event will forfeit the deposit made for the event. Cancellation of an event within 30 days of the event will result in the loss of 100% of the estimated total contract.

### PAYMENT FOR EVENTS & SERVICES:

A deposit payment of \$300.00, a signed copy of MCB Social Event Policies, and a signed contract reflecting the details of the event is required in order to hold space. No space will be held without the payment and completed paperwork. At the time of deposit, a credit card number must be held on file until the completion of the event. **Payment in full for any event is due no later than 30 days prior to the event.**

### SIGNS, DISPLAYS AND DECORATIONS:

All signs, displays, banners, exhibits and decorations proposed by the client are subject to the Mustin Beach Club approval. The use of rice, birdseed, confetti, or hay-grass is not permitted. The throwing of food or wedding cake, or blowing bubbles indoors is not permitted and will result in additional fees. Tacks, pushpins, nails, screws, or any other item that will permanently damage walls may not be used in any function room. Candles may only be used inside the Mustin Beach Club if the container holding the candle is higher than the flame. Mustin Beach Club reserves the right to remove any decor or items deemed unsuitable for the event being hosted or prohibited above. For your safety, the arranging and moving of furniture will be accomplished only under the direction of the Mustin Beach Club personnel. There is no moving of furniture or decorating of the lobby permitted. Smoking is not permitted anywhere inside the Mustin Beach Club, and is only permitted outdoors where there is a cigarette drop. The same applies to electric cigarettes.

### LIABILITY AND DAMAGE:

The Mustin Beach Club reserves the right to inspect and control all private functions. The Mustin Beach Club shall not be liable for any damage to or loss of equipment, merchandise, or articles left in the facility prior to, during, or following the function. The client will be held responsible for any loss or damage to the building, equipment, decorations, or fixtures belonging to the Mustin Beach Club caused by the client or the client's guests. Damages will be billed to the client at replacement cost plus labor. If the premises are not left in good condition and require extra cleaning or repairs or if items have to be replaced because of damage occurring during the rental period, the client will be held responsible for such extra cleaning, repair or replacement costs. The client agrees to pay any extra cleaning, repair or replacement costs within 5 business days after a written request for payment has been made by the Mustin Beach Club.

**FUNDRAISING:**

Private organizations or individuals desiring to engage in fundraising on board NAS Pensacola shall submit the request for fundraiser approval to Commanding Officer of Naval Air Station Pensacola vs the Staff Judge Advocate.

**SPONSORSHIP & RESALE:**

Please see the Club Manager for direction on sponsors and/or sponsorship activities as it relates to your event. The resale of items is generally not permitted. For further direction, please see the Club Manager.

**ADDITIONAL GUEST RESPONSIBILITIES:**

The sponsor of the event ensures all guests of the Mustin Beach Club on Naval Air Station Pensacola are his/her bona fide guest, assuming full responsibility for all guest's conduct and payment of goods or services provided. The sponsor shall also be responsible for proper attire (shirts and shoes required at all times) of all guests. Children under the age of 18 (unless accompanied by an adult) are not allowed in the bar area. Children are not allowed to play in the lobby area or restrooms. It is expected that the function space will be cleaned by the host following the function. A cleaning fee of **\$200.00** will be assessed when the rental space is not returned to the club in the same state as the beginning of the event. MBC will provide trashcans for the disposal of trash. Tables and chairs must be cleaned and free of debris. All linens and decorations must be removed. Groups will have one hour after the contracted event end time for the rental space to be cleaned. If groups exceed this hour, the client will be billed at **\$100.00** per hour.

**FOOD & BEVERAGE POLICIES:**

All food and non-alcoholic beverages that are not being provided by Mustin Beach Club Catering must be provided by a pre-approved catering company authorized by the Mustin Beach Club:

**APPROVED CATERER LIST:**

- |  |                |
|--|----------------|
| 1) Classic City Catering                   | (850) 433-8064 |
| 2) Nancy's Haute Affairs                   | (850) 434-0112 |
| 3) Nouveau Pastries & Catering             | (850) 626-1615 |
| 4) Culinary Productions, Inc.              | (850) 469-0445 |
| 5) Five Sisters Blues Café                 | (850) 912-4856 |
| 6) Great Southern Restaurants (Fish House) | (850) 433-9450 |
| 7) Broussard's Bayou Catering              | (850) 291-5725 |
| 8) Sonny's BBQ                             | (850) 529-3533 |

Due to Food Safety Regulations, Mustin Beach Club cannot allow the patron to give out any leftovers to be taken home with the guests. No To-Go boxes will be allowed. Ceremonial Cakes are the only food item that may be brought in from a source other than the approved caterers. A valid business license must be provided for the bakery where the cake originates from. This must be provided at least a week prior to the event.

MBC will assign staging areas for vendors (caterers) to use prior to and during an event. These staging areas are provided at The Club's discretion. Vendors will not have access to any equipment, ice, nor running water. All vendors must be self-sufficient. At the conclusion of an event, vendors may dispose of trash in the dumpster on site. Catering companies are responsible for cleaning the function area and staging area.

All alcoholic beverages must be furnished through Mustin Beach Club. Bartenders will I.D. to ensure there is no underage consumption of alcohol. Please advise your guest to have their I.D. available. For cash bars, ensure all guests know that cash will be the only form of payment accepted, and there is no ATM in the building.

**BASE ACCESS:**

NAS Pensacola Security Office requires that all persons over the age of 18 without a valid Military ID submit for a background screening when attending an event on base. The following paperwork will be provided to the host of an event:

- Event Request Log: Event host must list each person that meets criteria (in alphabetical order) by Last Name, First name Middle name and DOB. It must be stated the event is being held at Mustin Beach Club, as well as the date and time of the event. The Sponsor's name must also be listed with an asterisk by the name.
- SECNAV 5512/1 Form: This form must be filled out and signed by each person listed on the Event Request Log.

**This paperwork must be turned in to the Security Office 30 days prior to the event.** Mustin Beach Club is NOT responsible for delivering the guest list to the Pass and ID Building. All drivers will need a driver's license, proof of insurance, and registration. Do not forget to add the names of all your vendors including Caterer, DJ, Bakery, Decorator, Planner, Photographer, etc.

I have read and understand the Mustin Beach Policies for hosting a social event as they apply to me and my event.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_