



**Bayview Event Center Eglin AFB**

Building 10870 - Hours of Operation: 0800-1700, Monday – Friday

\*Hours may vary due to special events\* Email: [96FSS.Event.Center@us.af.mil](mailto:96FSS.Event.Center@us.af.mil)

Office: 850-882-4766

Personal Appointments available on request

**BAYVIEW RESERVATION REQUEST 2023**

Today's Date: \_\_\_\_\_ Requested Reservation Date: \_\_\_\_\_ Sanddollar\_\_ Ballroom\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Estimated Number of Participants: Children: \_\_\_\_ Adults: \_\_\_\_ Total: \_\_\_\_

Event Description: \_\_\_\_\_

POC Name: \_\_\_\_\_ Rank: \_\_\_\_ Org/Office: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: Day \_\_\_\_\_ Cell \_\_\_\_\_

Is this event a fundraiser? Yes  No  - if yes, see section titled Fundraisers

Will alcohol need to be served? Yes  No  - if yes, see section titled Beverages

Will food need to be served? Yes  No  - if yes, see section titled Food

Approved Caterer  Potluck Style

**Reservation Priority**

**Initials** \_\_\_\_\_

Bayview Event Center (BEC) events and programs have priority. All other requests are approved on a first-come, first-served basis. The BEC Manager approves requests and reserves the right to cancel or reschedule a reservation if official military events require the room space. Reservations may be made in advance with for non-official and private functions. For military events, reservations may be made 90 days in advance. BEC does not charge rental charges. Weddings may be reserved a year in advance at the discretion of the manager. You will be contacted by the BEC Manager to confirm or deny your reservation request via email or telephone. Personal appointments are encouraged to see the venue in advance.

**Facility Availability**

**Initials** \_\_\_\_\_

BEC facilities are available for use during the following hours: Monday - Friday 0800-1700; Saturday & Sunday –times vary due to event/staff availability and up to a 12-hour reservation.

\*Manager has final Approval on availability. Exceptions can be made at the discretion of the BEC Manager. BEC facilities are closed on all Federal Holidays and Family Days. Reservations will not be confirmed until this form is completed and signed. BEC representative will confirm event is logged and confirmed. Events that do not have completed and confirmed contracts are not guaranteed\*



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**All Events:**

**Initials:** \_\_\_\_\_

The event POC is responsible for ensuring the facility is clean and all furniture is returned to its original location. In addition, the POC signing this reservation form, is responsible for insuring all indoors and outside areas are free of trash and debris from the event and all equipment is put away. The POC must check with the manager on duty prior to leaving the bldg. to ensure all is completed.

All bouncy castles or recreational rides/attractions are prohibited inside the Bayview. All attractions must be outside and approved by the manager prior to event.

**Equipment/Liability**

**Initials:** \_\_\_\_\_

Tables and chairs are available for customer use. Reservation of tables and chairs are required one (1) week prior to event start date. Tables and chairs may be limited in quantity, please ask BEC staff what is available. If current equipment supplies are minimal, Outdoor Recreation (850-882-5058) has additional tables and chairs for rent. Linens (tablecloths/chair covers) have limited in quantity and availability for use. If used, the EVENT POC is responsible for the dry cleaning of the linens. Our preferred Laundry/Dry cleaner is the UNICOR Laundry/Dry Cleaning Services on base. UNICOR phone number is (850-882-5462). If you choose to use our tablecloths/chair cover, you will need to provide a receipt for dry cleaning services. Ensure the quantity given to POC is the quantity returned. Home cleaning is not authorized. All linens must be returned to the BEC within 5 calendar days.

The reserving individual/organization is responsible for the conduct and behavior of the individuals attending the event. Children under the age of 10 must be always accompanied by a parent/guardian/chaperon. **The reserving individual is liable for any damages to the facility and/or equipment.**

**BEC does not provide the following:**

**Initials:** \_\_\_\_\_

**Labor for setup/teardown, décor, guaranteed linens, AV equipment, extension cords etc. Base COMM (phone: 882-4412 email [96cs.scmil.96csscmilpublicaddresssupport@us.af.mil](mailto:96cs.scmil.96csscmilpublicaddresssupport@us.af.mil)) can be contacted for OFFICIAL FUNCTIONS ONLY**

**Cancellation Policy**

**Initials:** \_\_\_\_\_

BEC programs, then official wing functions have priority over private reservations. The BEC Manager reserves the right to cancel any reservation at any time to accommodate BEC programs or wing functions. Should a cancellation occur, notification will be made, and alternate date if available can be arranged.

**As a courtesy, POC should give two (2) working days' notice on their reservation cancellations.**



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**Fundraisers**

**Initials:** \_\_\_\_\_

Fundraisers are generally not allowed to take place in BEC facilities. Permission to hold a fundraiser can be obtained from the 96th Force Support Squadron Commander. An authorized letter will need to be presented to the BEC at time of reservation to verify fundraising activity permission.

**Food**

**Initials:** \_\_\_\_\_

If you desire to have your event catered with meals, only the following catering contractors are authorized to be used:

- Corner Café: Bridget Spolsky (850) 803-0263 or Cherie Hodges (850) 218-8953
- The Eventful Planner: Tammy D’Agostino (850) 424-6215 or (818) 939-4216 or (850) 460-4023
- Classic City Catering: Lauren Rowe (850) 433-8064
- Culinary Catering 365: Lindsey Offen (850) 428-0691 or Heyward McKenzie 850-428-3060

However, you may choose to bring in your own food and have a potluck style event.

**Beverages**

**Initials:** \_\_\_\_\_

Outside wine, liquor, beer, and any other type of alcoholic beverages are **PROHIBITED** to be brought and consumed in BEC facility. Under no circumstances will alcoholic beverages be served to minors under the age of 21.

For events in the BEC, the alcoholic beverages must be purchased at the BEC bars and coordinated with the Bar Manager. Drinks must be paid for with cash or credit/debit. Military members failing to obey the provisions in this Air Force Instruction are in violation of Article 92 UCMJ, Failure to Obey Order or Regulation.

Bar services can be coordinated with 96 FSS/Legends Sports Grill. Please contact Richard Neese @ 850-882-4728 or William Dubose @ 882-4727 [william.dubose.1@us.af.mil](mailto:william.dubose.1@us.af.mil) . Bartenders can be scheduled with a minimum of \$100 per hour per bartender for bar service. A beer truck can also be reserved for \$60 an hour service fee with a sales minimum.



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**Special Event:**

**Initials:** \_\_\_\_\_

The POC is granted permission to decorate the BEC but is responsible to remove all decorations in the BEC. If using confetti or combustible paper product, ensure the area is free of debris and vacuumed. The use of cotton on carpet areas is prohibited. The POC signing this contract is responsible for any damages to walls, ceilings, and floors. In addition, the POC signing the contract is responsible for ensuring the fire code is followed.

**EAL/Pass and ID**

**Initials:** \_\_\_\_\_

Email [96sfs.s5b.passandreg@us.af.mil](mailto:96sfs.s5b.passandreg@us.af.mil) to request an EAL template and any current pass requirements. We do not have control over pass procedures. Reserving party is responsible for any outside services contracted personnel.

*I \_\_\_\_\_ understand and agree to abide by the standards and terms of this Bayview Event Center (BEC) reservation request. Failure on my part to meet any and all of the requirements as described in the above criteria will/may result in refusal of future service and/or loss of the ability to reserve the BEC for myself or my organization. I understand that I am the acting Point of Contact for myself or organization for this reservation request and agreement. I acknowledge that I will be held responsible for collecting fees from my organization for after-hours charges, damage fees or excessive cleaning fees due to improper clean-up at check-out and payment must be made to the NAFI in coordination with the BEC within 24 hours following the event.*

Date \_\_\_\_\_ POC Signature \_\_\_\_\_

**Office Use Tracking Only:**

Approved Caterers \_\_\_\_\_ COMM \_\_\_\_\_ BAR \_\_\_\_\_

(check mark what is used by customer)