

Welcome to Ocean Breeze

Dear Guest,

Thank you for considering Ocean Breeze Catering & Conference Center at Mayport Naval Station for your upcoming event. Our distinctive venue is the preferred choice for weddings, receptions, command events, conferences, family reunions, and more.

We are proud to offer affordable elegance and fine dining experiences tailored to your culinary taste and style. Our full-service facilities and planning assistance ensure your event is truly outstanding, while our catering professionals bring creativity and attention to detail to every occasion.

Our facilities and services are open to the public when sponsored by an active-duty service member, retiree, reservist, or Department of Defense employee. Please contact me to arrange a tour and begin planning your perfect event.

The success of your event is our priority. Do not hesitate to let us know how we can assist you.

Sincerely,

Diane Shannon

Food and Beverage Manager

Ocean Breeze Catering & Conference Center

Mayport Naval Station

(904) 270-5313

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Ocean Breeze Catering Package

Room Capacities

Pricing is based on a four-hour reservation and includes a dance floor.

NOTE: All federal holidays are subject to an additional surcharge of \$1000.00.

- **Jetties Room (48 guests max):** Monday — Saturday: \$500.00 | Sunday: \$1000.00
- **Sea Glass Wine Bar (40 guests max):** Monday — Saturday: \$500.00 | Sunday: \$800.00
- **South Ballroom (60 guests max):** Monday — Saturday: \$1750.00 | Sunday: \$2250.00
- **North Ballroom (80 guests max):** Monday — Saturday: \$2750.00 | Sunday: \$3250.00
- **Grand Ballroom (240 guests max):** Monday — Saturday: \$4500.00 | Sunday: \$5500.00
- **Micro Wedding (40 guests max):** Monday — Saturday: \$1000.00 | Sunday: \$2000.00

Booking a Room

Room rental includes tables, chairs, standard cloth linens (tablecloth to lap), china, glassware, silverware, dance floor, up to two bartenders, cake cutting and a complimentary bottle of champagne or sparkling cider for the bride and groom's toast. Specialty linens and other items may be rented at an additional cost. A deposit of full room rental fee is due at time of booking. Rooms will be guaranteed upon receipt of the room deposit. Cash, cashier's check or credit card can make the deposit. Make cashier's checks payable to Ocean Breeze. We cannot accept personal checks. Sponsor Form and Catering Policies must be filled out completely at time of booking. _____ \ Initials

Additional Costs & Rentals

- **Standard Linen:** \$20.00 per tablecloth
 - **Specialty Linen (120in to floor):** \$10.00 per tablecloth
 - **Specialty Linen (132in to floor):** \$15.00 per tablecloth
 - **Additional Hours (Booked in advance):** \$350.00 per hour
 - **Additional Hours (Day of, if permitted):** \$500.00 per hour
 - **White or Black chair Covers:** \$4.00 each
 - **With bows (white, silver, gold, black, red, Coral or pool blue):** \$5.00 each
 - **Tulle in the reception hall connected to the chandeliers:** \$200.00
 - **Tulle with Lights:** \$400.00
 - **Overhead Projector with screen:** \$35.00
 - **Laptop Computer:** \$25.00
 - **Podium with microphone:** \$25.00
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Ceremony Options

- **Garden Ceremony (\$800.00):** Your ceremony may be held in our beautiful gardens, overlooking spectacular views of the Atlantic Ocean. The space will be set with ceremony chairs and a center aisle, complete with our wedding gazebo, decorated with Bishop Sleeve. Includes a Brides' dressing room and a fruit water station.
 - **Beach Weddings (\$1000.00):** Ocean Breeze is a perfect location for a beach wedding, barefoot or otherwise. Includes up to 30 ceremony chairs, set up/break-down, bridal arch (customer decorated), a Brides' dressing room and a fruited water station. Additional chairs are available at \$5.00 per chair.
 - **Elopement/Micro Weddings (Starts at \$1000.00):** Includes chairs for 40 people in front of the dolphin fountain. Two-hour reception in Seaglass or overlooking the spectacular view of the Atlantic Ocean from our lanai. The Staff at Ocean Breeze will assist with serving champagne to you and your guests, and chocolate covered strawberries will be served to pair with the champagne. Additional services are available. Focus on the details that matter to you!
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Catering Policies

Fifty percent of the estimated cost of the event will be due no later than 90 days prior to the event during your menu planning appointment. Final payment is to be made 7 to 10 business days prior to function. During this appointment, you will need to provide a final guest count and entrée choice selections, if applicable. In addition, a complete review of your contract, room diagrams and all necessary information will be discussed and provided to you on your typed party contract. Guaranteed minimums must be met or exceeded. The catering office requires the final estimated cost of the wedding/special event at that time by credit card or Cash. Additional services added the day of the wedding must be paid by credit card or cash. No checks will be accepted _____ _ initials.

14 business days prior to your event, a typed guest list, alphabetized (last name, first name, middle initial), with the last 4 of the guest's Social Security number (for 10 year olds and older), date of birth, and guest gender is required to be sent via email to Pass and ID to be vetted and a copy to Ocean Breeze staff on the Naval Stations Special Events Form. All vendors and early arrivals are to be placed on an early arrivals list with no more than 24 names. Once sent the list is finalized, changes will not be accepted. All guests are required to bring Photo ID to be granted access to the base during designated times. Ocean Breeze Staff can be hired to stand at the gate for \$60.00 for 2 hours. [On the other hand, the host may provide a member with valid military ID card.] _____ initials

Ocean Breeze will be prepared to accommodate and to serve the amount of food contracted. Reductions in the guarantee will not be accepted within seven business days of the event. If a guaranteed count is not provided, Ocean Breeze will consider the estimate to be final

guarantee. Billing will be based on the guaranteed count or the actual number, whichever is greater. With the exception of a host provided wedding cake, ALL food and beverage must be provided by the Ocean Breeze Conference & Catering Center. Navy regulations prohibit the removal of any leftover food or beverages from Ocean Breeze. _____ initials.

Cancellations will result in a complete forfeiture of all deposits if canceled within 6 months of the event date. In the event of a cancellation after the contract is signed or later than 10 business days prior to the scheduled function, all catering services must be paid in full for the guaranteed or estimated number of guests, whichever is greater. Should the bride or groom be an active-duty military member and unable to fulfill contractual obligations with Ocean Breeze due to unexpected change of orders, any deposits will be refunded in full or transferable, providing a copy of the original orders are submitted with written notice. ____ initials

MWR reserves the right to inspect and control all private functions. Client(s) will be held responsible for any losses or damages to the building, equipment, decorations or fixtures belonging to Mayport Naval Station caused by self or guests. Tacking, taping and stapling are considered damages. Client will be billed at market replacement cost plus labor if damages occur. MWR is not liable for any damage to or loss of merchandise left in the facility.
____ initials

MWR is responsible for the administration, sale and service of alcoholic beverages in accordance with Federal and Florida regulations. All alcohol must be supplied by MWR and consumed on the premise. Under no circumstance will minors be allowed to consume alcoholic beverages. Should minors be discovered consuming such beverages, the host will be requested to arrange for the guest to be removed from Ocean Breeze. MWR reserves the right to discontinue service to any event or to individuals obviously inebriated or exhibiting conduct deemed in any way to be socially unacceptable. Host is responsible for ensuring invited guests adhere to this regulation.

Force Majeure: No party shall be responsible for events beyond its reasonable control such as acts of God, weather delays, government restrictions, or security alerts.

I HAVE READ AND BEEN ADVISED OF THE FOREGOING POLICIES AND I AGREE TO ABIDE BY THEM.

Name of Host (Printed): _____ Phone: _____

Address: _____ E-Mail: _____

Function Room: _____ Minimum Guaranteed Guests: _____

Day/Date/Time of Function:

Signature of Host: _____ Date: _____

Sponsorship Form

Clarification of eligibility for private parties and other events:

1. SPONSOR: Must be an MWR eligible patron.
2. GUESTS: Authorized patrons may invite Bonafide guests to the club. A Bonafide guest is an individual who has been specifically invited to accompany an authorized patron or group to the club. The authorized patron assumes overall responsibility for the guests' conduct.

Sponsor's Name (print): _____ Rank/Grade: _____

Command: _____

Type of event (circle one): Command/ Wedding/ Special Event

Host's Name, if not sponsor: _____

Event Name: _____

Day/Date/Time of Event: _____

I state that I am sponsoring a private party in which all Bonafide guests are in response to a specific invitation for a specific occasion. I assume full responsibility for this function; including the overseeing of the entire payment for services rendered.

NOTICE: This form grants temporary permission by the sponsor to his/her guest to use and arrange with the Ocean Breeze Catering & Conference Center.

Morale, Welfare and Recreation (MWR) reserves the right, after providing 10 days' notice of any uncollected debt, to garnish wages of active duty, retired, reserve personnel or MWR employee for payment of said debt.

E-mail: _____

Phone: (Work): _____ (Home): _____

(Cell): _____ Address: _____

Signature of sponsor: \ _____ \ Date: \ _____ \

NAVAL STATION MAYPORT SPECIAL EVENTS

3. All special event requests must be emailed to: NSMYPT_SPECIAL_EVENT@NAVY.MIL, and a copy to Leticia.g.gonzalez4.naf@us.navy.mil or matthew.d.guevara.naf@us.navy.mil at least 10 business days prior to your event. Once you have submitted your guest lists security will NOT accept any changes.
4. The sponsor must be a military member, dependent, retired, or civil service employee with a valid ID card.
5. Your request must include the following:
 - a) Sponsor's name, military status and contact phone number
 - b) Location of the event
 - c) Start and end time of the event
 - d) Name and date of the event
6. Your guest list must be sent as an Excel attachment and include:
 - a) Last name, first name, and middle initial
 - b) Date of Birth
 - c) Last 4 of the SSN (only for guest 17 and over)
 - d) Specify gender (male/female)
7. If your guest list is over 24 people, the military sponsor is responsible for assigning a military representative to assist with getting your guest onto the installation at the time of the event. Ocean Breeze offers an option of hiring a staff member to be at the gate to assist security in checking your guests in. The staff member will be at the gate for 2 hours and the fee is \$60.00.

NOTE: Special events are only for the day of the event. The sponsor requesting extended passes for guests staying at the Navy Lodge/Gateway Inn/ etc. would have to provide a receipt confirming their guests are staying overnight and bring it to the Pass & ID Office for an extended pass, along with the guests in tow. SECNAV 5512 form must be completed for each civilian staying overnight on base.

Menus & Catering

Dietary Legend: 1-Gluten free | 2-Dairy Free | 3-Vegetarian | 4-Vegan

Note: A 21% service charge will be added to all food and beverages.

BRUNCH MENU

- **\$26.00/PERSON:** Seasonal Tropical Fruit & Berries(1-2-3-4), Assorted fresh Breakfast Pastries(2-3), Mini Muffins(2-3), Crispy Bacon(1-2), Country Sausage(1-2), Sausage Gravy Country & Biscuits, Roast Beef w/Carver(1-2), Omelet Station(1-3), Scrambled Eggs(1-3), Roasted Potatoes(1-2-3-4), Medley of Fresh Garden Vegetables(1-2-3-4), Coffee, Orange Juice, Hot Tea.
- **\$24.00/PERSON:** Tossed Green Salad(1-2-3-4), Fruit Salad(1-2-3-4), Omelet Station(1-3), Scrambled Eggs(1-3), Crispy Bacon(1-2), Country Sausage(1-2), Fluffy Pancakes, Ham w/ Carver(1-2), Rice Pilaf(1-2-3-4), Green Beans(1-2-3-4), Dinner Rolls(2-3-4), Breakfast Pastries & Croissants(2-3), Coffee, Orange Juice, Hot Tea, Iced Tea.

Lunch Menu

All lunches include Coffee, Iced Tea and Water with appropriate breads and butter. (All luncheons must be served prior to 1400)

- **MARINATED CHARBOILED CHICKEN BREAST(1-2):** Served with Tossed Green Salad, Rice Pilaf or Wild Rice, Vegetable - \$20.95
- **CHICKEN PICATA(1-2):** Served with Tossed Green Salad, Rice Pilaf or Wild Rice, Vegetable - \$20.95
- **PRIME RIB au JUS (Luncheon cut - 8 oz)(1-2):** Served with Tossed Green Salad, Baked Potatoes w/ Butter & Sour Cream, Vegetable - \$29.95
- **NEW YORK STRIP STEAK (8 oz)(1-2):** Served with Tossed Salad, Roasted Red Potatoes, Vegetable - \$30.95
- **SAVORY PORK LOIN W/ BROWN SUGAR MUSTARD GLAZE(2):** Served with Tossed Salad, Roasted Red Potatoes, Vegetable - \$18.95
- **STUFFED SHELLS(3):** Served with Caesar Salad, Italian Style Green Beans, Garlic Bread - \$16.00

Desserts

- **Strawberry Cheesecake:** \$4.00 per person
- **Blueberry Pie(2):** \$3.25 per person
- **NY Style Cheesecake w/ Raspberry Sauce:** \$4.00 per person
- **Southern Key Lime Pie:** \$3.50 per person
- **Old Fashioned Carrot Cake:** \$4.50 per person
- **Southern Style Pecan Pie(2):** \$3.75 per person
- **Chocolate Cake(2):** \$4.50 per person
- **Apple Pie(2):** \$3.25 per person

Beverage Options

- **Unlimited Non-Alcoholic:** Regular Coffee, Decaffeinated Coffee, Iced Tea, Unsweet Tea, Lemonade, Tropical fruit Punch - \$50.00 - \$55.00
- **House Champagne- Wycliffe:** \$17.50 per Bot
- **House Wine- Canyon Road (1.5 liter):** \$38.50 per 1.5 liter Bot (Chardonnay, Pinot Grigio, Moscato, White Zinfandel, Merlot, Cabernet Sauvignon)
- **Specialty Cocktail (by 1.5 Gal):** Sangria (\$140.00), Watermelon Sangria (\$170.00), Mimosa (\$127.50), Bloody Mary (\$129.50), Blue Hawaiians (\$195.00), Margaritas on the Rocks (\$195.00), Rum Runner (\$215.00).

Buffet Dinners

All Buffet Dinners require a minimum of 50 guests and include Regular and Decaffeinated Coffee, Iced Tea, Water and warm dinner rolls w/ butter. Buffets will be served for 1.5 hours.

- **Salads – Select Two:**

Tossed fresh Green Salad w/ Choice of 2 Dressings, Pasta Salad Primavera, Spinach Salad with Strawberries, Walnuts & Raspberry Vinaigrette

- **ENTREES Select two for \$36.00, or three for \$39.00:**

Roast Beef Au Jus w/ Carver, Beef Tips & Gravy, Sliced Pork Loin with Creole Mustard, Savory Baked Chicken, Southern Fried Chicken, Grilled Marinated Charbroiled Chicken Breast, Parmesan Crusted Chicken, Salmon with fresh Mango Salsa, Grilled Mahi Mahi w/ fresh Pineapple Salsa.

- **Accompaniments- Select Two:**

Rice Pilaf, Roasted Yukon Gold Potatoes, Mashed Potatoes, Garlic Mashed Potatoes, Macaroni & Cheese, Wild Rice, Herb Roasted Red Potatoes.

- **Vegetables- Select Two:**

Pea's w/ Baby Carrots, Medley of fresh Garden Vegetables, Collard Greens, Green Bean Medley, Seasoned Green Beans, Whole Baby Carrots.

Special Events Theme Buffets

All Theme Buffets require a minimum of 50 guests, and will be served for 1.5 hours

- **HOLIDAY BUFFET (\$29.00):** Tossed Green Salad with Assorted Dressings, Roast Turkey with Dressing, Baked Ham, Mashed Potatoes with Gravy, Baby Carrots and Sweet Peas, Cranberry Sauce, Dinner Rolls, Coffee, Iced Tea, Water
- **SOUTHERN BUFFET (\$27.00):** Tossed Green Salad with Assorted Dressings, Southern Fried Chicken, Smothered Pork Chops, Oven Browned Potatoes, Coleslaw, Baked Beans, Corn Bread, Coffee, Iced Tea, Water

- **TOP ROUND OF BEEF BUFFET (\$29.00):** Tossed Green Salad with Assorted Dressings, Roasted Top Round of Beef w/ Carver, Baked Chicken, Whipped Potatoes w/ Gravy, Green Bean Medley, Dinner Rolls, Coffee, Iced Tea, Water
- **ITALIAN BUFFET (\$29.00):** Caesar Salad w/ fresh Parmesan Cheese and Croutons, Stuffed Shells in Marinara Sauce, Choice of Two Pastas (Penne, Bow Tie, Spiral) served with Meat Sauce and Alfredo Sauce, Chicken Piccata, Italian Green Beans seasoned with fresh Garlic Olive Oil, Garlic Bread, Coffee, Iced Tea, Water

Luau Island Beach Party

Theme Buffets require a minimum of 50 guests and will be served for 1.5 hours

- **Luau #1 (\$49.00/person):** Cheese Cracker Display, Fresh Seasonal Fruit Display, Spinach, Strawberry and Toasted Coconut Salad, Roast Suckling Pig surrounded by Savory Pork Loin, Hawaiian Chicken w/ Fresh Pineapple and Vegetables, Vegetable Fried Rice, Stir Fry Vegetables, Honey Coconut Bread, Iced Tea, Lemonade & Water
- **Luau #2 (\$52.00/person):** Cheese & Cracker Display, Seasonal Fruit Display, Spinach, Strawberry and Toasted Coconut Salad, Roast Suckling Pig surrounded by Savory Pork Loin, Huli-Huli Grilled Chicken w/ Toasted Sesame Seeds, Marinated Grilled Salmon with fresh Pineapple Salsa, Vegetable Fried Rice, Stir Fry Vegetables, Honey Coconut Bread, Iced Tea, Lemonade & Water
- **Island Beach Party (\$43.00/person):** Fresh Fruit/Vegetable and Cheese Display, Hawaiian Cole Slaw, Calypso Beef Skewers with Vegetables, Jerk Chicken, BBQ Pulled Pork with Rolls, Fried Rice, Stir Fried Vegetables, Sweet Coconut Bread, Iced Tea, lemonade & Water

Note: All food and beverages will be subject to a 21% service charge.

Note: Your event will not be guaranteed until the room rental fee is paid. This acts as a deposit.

Thank you for the opportunity to provide your special event at Ocean Breeze. We look forward to serving you.