



The Soundside

CATERING & EVENTS

WEDDINGS



Photo taken by Anneliese

THE PERFECT LOCATION

The Soundside on Hurlburt Field Air Force base

Our versatile event space warmly welcomes all DoD ID cardholders, along with their cherished dependents, families, and esteemed guests. It features three elegant ballrooms to choose from with the ability to accommodate up to 300 attendees. Complemented by a sophisticated pre-event foyer adorned with floor-to-ceiling windows that present a stunning view of the lush lawn, serene waterfront, and majestic Floridian skies. Our Emerald Coast's charm contributes to the exceptional setting of your private event, tailored to suit any reception.

EVENT PACKAGES

We offer three distinct service packages to cater to your specific event needs: Classic, Ceremony, and Waterside. The Classic package is tailored for traditional events, providing the quintessential setting for any occasion. Our Ceremony package captures the essence of your special day with outside options for a picture-perfect event. Lastly, the Waterside package elevates any celebration with the experience of the whole property for your event.

Please note that these packages do not include your ballroom, which are sold separately to provide you with the flexibility to choose a suitable event space based on your preferences and requirements. See ballroom sections below.

BALLROOMS

Broadway \$1,500
(max 60) 1,911 ft²

Tan Son Nhut \$2,000
(max 100) 2,646 ft²

Entire Waterside \$5,000
(max 300) 6,468 ft²

TIER ONE UP TO 100 GUESTS | TIER TWO UP TO 200 GUESTS



CLASSIC PACKAGE

Tier One - \$500
Tier Two - \$700

Includes:

- All linens
- Set up
- Clean up
- Decorating block either the evening prior or morning of depending on booked events
- Cake cutting service
- Dance floor
- Audio & visual
- Customized event layout
- One bartender for up to 100 guests and two bartenders for up to 200 guests



CEREMONY PACKAGE

Tier One - \$600
Tier Two - \$1000

Includes:

- Set up of white chairs on the lawn
- Private use of gazebo



WATERSIDE PACKAGE

Tier One - \$1500
Tier Two - \$2000

Includes:

- Bridal Suite Package
- Ceremony Package
- Classic Package

Bridal Suite Package \$500

Includes: Bridal room to get ready, a welcome bouquet of flowers, 2 floor length mirrors, audio for music, champagne and a fruit and cheese board.



THE SOUND SIDE



GAZEBO

LODGING

BALLROOMS

PRE-FUNCTION SPACE

ARRANGEMENTS

LENGTH

Ceremony & Reception - 5 hours

Reception Only - 4 hours

Additional hours can be purchased at \$400 an hour. This must be coordinated 10 business days before the event for scheduling purposes.

RAIN PLAN

The standard rain plan is to have the bride and groom married in the center of the ballroom(s) with guests at their tables.

SEND OFF

For the end of the night send off, permitted items include real petals, bubbles, and bird seed. No fake petals, rice, confetti, or sparklers are allowed on the property. Other items are based on approval.

TIMELINE

- **Ten days prior to event**
Menu and final headcount due by 4pm
- **Three business days prior to event**
Entry access list due by noon to Visitor Control Center
- **One business day prior to event**
Timeline of event due
- **One business day after event**
Payment due by 4pm

AMENITIES

PERSONAL CATERING CONSULTATION

Our team will advise you through the process of selecting the menu for the event.

LODGING

There are two lodging facilities at your disposal. All lodging accommodations are done through the Commando Inn, they can be reached at (850) 884-7115. Lodging accommodations can be made once you have signed a contract and paid the deposit.

PARKING SPACES

Ample parking on site.

OPTIONS

- Tables & chairs
- All necessary tableware which includes silverware & table linens with napkins (choice of linen color)
- Portable bar
- Head table or sweetheart table
- Ceremony seating for up to 300

CUISINE & BEVERAGES

All food and beverage must be provided by the venue. No outside food & beverage is allowed on club property with the exception of ceremonial cakes, cupcakes, and party favors.

SPECIALTY MEALS & KIDS MEALS

For specialty meals or plated meals with multiple entrees, it is required that the POC provide solid color coded indicators (e.g, green name cards for vegetarian meals).

CASH BAR & OPEN BAR

You can choose to have a Cash Bar where guests pay for their own drinks, or have an Open Bar with a monetary limit. When you are nearing provided limit, the bartender or duty manager will notify the POC to determine if you want to stop or increase the limit. The Open Bar tab will be added to the invoice and is paid for when the invoice is finished. For other alcohol options, please inquire about our Beer Bath/Wine Bath.

CHAMPAGNE TOAST

We offer a champagne toast at \$20 per bottle.

PREPARATIONS

SET UP & TEAR DOWN

You will be given a time to be able to come in and decorate the day of or night before, TBD. You will have time after the event for cleanup. This is strictly the removal of what was brought into the club.

All party favors must be approved by a manager. This includes during set up and tear down.

DECORATIONS

All decorations are welcome and are the responsibility of the POC. Soundside is not responsible for set up of any decor items brought in.

ADDITIONAL

BASE ACCESS LIST

A Base Access List will be emailed to you. Please see BAL template for instructions.

MEMBERSHIP

Hurlburt Club members receive a 10% discount on food and beverage for personal events. This excludes alcohol and is applied before the service charge.

FAQS

MAY WE BRING IN AN OUTSIDE CATERER?

With the exception of cake, we do not allow outside food. Soundside Catering must provide all of your food & beverage items. We do provide a knife and server if you do not wish to bring your own. We would be happy to cut and serve your cake, as well as save the cake topper. We do ask that the baker/bakery provide a box for the cake topper.

DECORATING GUIDELINES

We do not allow anything to be applied to the walls, ceiling, doors, or building that will cause damage. (e.g nails, glue, tape, etc). Command strips are approved to be used.

If you choose to use candles, we require that they are in containers where the top of the flame, not wick, is lower than the top of the container.

No glitter, confetti, bubbles, sand, or food may be used in the club or placed on the tables.

All cords must be covered to prevent any tripping hazards.



CONTACT

Soundside Event Coordinator

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Hurlburt Field