



BIRTHDAY PARTY REQUEST

To book a birthday party at The Salvation Army Ray & Joan Kroc Corps Community Center, fill out this form. **This request does not guarantee a party space. The Kroc Center will contact you to confirm your reservation. A 25% non-refundable deposit is required at the time the party is confirmed. The remaining balance and guest count guarantee is due 3 weeks before the party. Three weeks' notice is required to book parties and guarantee food. No outside food or drink is permitted with the exception of birthday cakes or cupcakes.** All food items must remain in the party room. All party guests must have a completed waiver form to participate. Children's forms must be signed by a parent/legal guardian.



CONTACT INFORMATION

TODAY'S DATE _____ PRIMARY CONTACT _____ KROC CENTER MEMBER ☐ YES ☐ NO
CHILD'S NAME _____ AGE TURNING _____ ☐ BOY ☐ GIRL
PHONE _____ EMAIL _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
HOW DID YOU HEAR ABOUT KROC BIRTHDAY PARTIES? ☐ Kroc Center Flyer ☐ Magazine Ad ☐ Internet ☐ Friend ☐ Other _____



EVENT DETAILS

Your party begins with 1.5 hours* of activity time followed by 1 hour of celebration time in a private party room. Activity time slots are fixed. Late arrival does not result in the activity time being extended. Please arrive 15 minutes before your party begins to check-in, sign waivers and receive wristbands.

***A combination party includes 2 hours of activity time.**

Celebration Room (Max # of 35)

PREFERRED DATE (MM/DD/YY) _____

PREFERRED TIME (please check one): SATURDAY:
12pm - 2:30pm 4 - 6:30pm
SUNDAY: 1:15 - 3:45pm

ALTERNATE DATE (MM/DD/YY) _____

ALTERNATE TIME (please check one):
SATURDAY: 12pm - 2:30pm 4 - 6:30pm
SUNDAY: 1:15 - 3:45pm

Child Watch (Max # of 25)

PREFERRED DATE (MM/DD/YY) _____

PREFERRED TIME (please check one): SATURDAY:
1:15 - 3:45pm
SUNDAY: 3 - 5:30pm

ALTERNATE DATE (MM/DD/YY) _____

ALTERNATE TIME (please check one):
SATURDAY: 1:15 - 3:45pm
SUNDAY: 3 - 5:30pm



BIRTHDAY PARTY PACKAGE

The party package includes basic decorations, paper supplies (plates, napkins, etc.) and your choice of food and beverage.

If you will provide themed decorations and paper supplies, check here: ☐

Helium balloons are not permitted inside the facility.

PARTY PACKAGE:

PARTY package: \$320.00 +tax

1 - 20 attendees (Adults + children combined)

☐ **SPLASH BASH**

Pool Party

☐ **ROCK THE KROC***

Rock Wall Party (ages 6+)

*Available on Saturdays at 12PM

☐ **LET'S HAVE A BALL****

Bubble Soccer (ages 10+)

**Availability varies

☐ **COMBINATION PARTY (add \$75.00)**

PLEASE CIRCLE ONE: Pool + Rock Wall Party (ages 6+) | Pool Party + Bubble Soccer Party (ages 10+)

GUEST INFORMATION:

_____ # OF CHILDREN (Including birthday child) + _____ # OF ADULTS = _____ # OF TOTAL GUESTS

One adult must be in the water within arm's reach for every 3 children under the age of 10 at all times unless child is able to pass a swim test.

SELECT ONE FOOD AND ONE BEVERAGE OPTION:

☐ **CHOICE #1: 4 LARGE PIZZAS (16")**

_____ PEPPERONI _____ CHEESE _____ SAUSAGE

☐ **CHOICE #2: HOTDOGS & CHIPS**

1 HOT DOG AND 1 BAG OF CHIPS PER PERSON

☐ **CHOICE #3: CHICKEN TENDERS & CHIPS**

2 TENDERS AND 1 BAG OF CHIPS PER PERSON

☐ **CHOICE #1: LEMONADE**

☐ **CHOICE #2: FRUIT PUNCH**

ICE WATER IS INCLUDED



BIRTHDAY PARTY "ADD-ONS"

YOU CAN PURCHASE ADDITIONAL FOOD FROM THE OPTIONS BELOW. PLEASE INCLUDE THE QUANTITY OF EACH ITEM YOU WOULD LIKE TO ADD ON.

_____ **LARGE PIZZA** 8 slices **PEPPERONI (\$14)** _____ **CHEESE (\$12)** _____ **SAUSAGE (\$14)** _____ **COMBO (\$15)** _____

_____ **CHICKEN TENDERS** price per 25 pieces (\$39.00 +tax) _____ **HOTDOG & CHIPS** (\$4.00 per serving +tax) (MIN. 10 ppl)

_____ **NUMBER OF ADDITIONAL GUESTS** (add maximum of 5 in Childwatch and up to 15 in Celebration Room for \$10.00/person)

_____ **ADDITIONAL SWIM TIME** (30 additional minutes/\$50.00+tax)

BIRTHDAY PARTY GUIDELINES

BOOKING, PAYMENT & CANCELLATIONS

- ★ Parties must be booked a minimum of three weeks in advance. Final guest count and food orders due 14 days before event date.
- ★ 25% deposit, Birthday Party Request, and Birthday Party Guidelines forms are due at the time of confirmation. Birthday Parties cannot be booked without these items.
- ★ The remaining balance is due 3 weeks prior to the event date.
- ★ Food orders cannot be altered within 14 days prior to the event. No additional food items may be added the day of the event.
- ★ 25% deposit payments are non-refundable.
- ★ Cancellations made less than 14 days prior to the event date are not eligible for a refund or credit.

KROC CENTER PARTY PACKAGE

- ★ Twenty (20) attendees are included with your birthday party package. Celebration Room max is 35, Child Watch max is 25. Additional guests are \$10 plus tax per guest. No guests can be added within 14 days of event.
- ★ Your party begins with 1.5 hours* of activity time followed by 1 hour of celebration time in a private party room. Please arrive 15 minutes before your party begins to ensure enough time to check-in, sign waivers, and receive wristbands. *Combination parties include 2 hours of activity time.
- ★ A party host is available to assist with your event for check-in.
- ★ Outside birthday cakes and cupcakes are allowed and must remain in the party room at all times. No other outside food or beverages are allowed at the Kroc Center.
- ★ Basic decorations, plastic tableware and paper supplies (plates, napkins, etc.) will be provided. If you provide your own themed decorations, plastic tableware and paper supplies please inform The Kroc Center at the time the remaining balance is paid.
- ★ Tacking, taping or hanging any decorations on the walls and ceiling is not permitted.
- ★ Helium balloons are not permitted inside the facility.
- ★ Please do not decorate with glitter, confetti, silly string, garland, or anything that "sheds". If these items are used, a \$200.00 clean up fee will be charged to your event.
- ★ Guests are responsible for removing personal items and gifts before the scheduled party time ends. The Kroc Center is not responsible for any lost or stolen items.
- ★ All attendees must leave the party room by the designated end time or an additional fee of \$50.00 per 30 minutes will apply. Please be mindful of the guests coming in for the next party.
- ★ For the health and safety of our guests, it is our policy that no left over food from the party be allowed to leave the premises with the party parents or any attendees. However, left over cake and cupcakes will be permitted to leave the premises with the party parents.
- ★ All guests, listed by first and last name, must be on the guest list. Only guests on guest list will be permitted into Party Room.
- ★ All participants, adults and children, must have a signed waiver form to participate in Kroc Center birthday events. All waiver forms for children must be signed by a parent/legal guardian. Families may submit one waiver.

- ★ Birthday child's parent/legal guardian is responsible for every child and adult in their party and must stay until the last child has been picked up by a parent/legal guardian.

BIRTHDAY PARTY GUIDELINES

- ★ One (1) adult must be in the water within arm's reach, for every 3 children under the age of 10 at all times. Adult must be parent or approved guardian at least 16 years old. Adult must be in proper swim attire.
- ★ Children 12 and under must be accompanied by a parent or approved guardian at least 16 years old at all times.
- ★ No inflatables allowed in the pool area. Slide and lazy river height requirement is 48 inches or taller.
- ★ Parties do not have exclusive use of the pool or rockwall.
- ★ All swimmers are required to wear a family friendly swimsuit. Males are to wear swim trunks or triathlon shorts. No cut-offs, gym shorts, shorts with zippers or exposed underwear are allowed.
- ★ All climbers must wear closed-toe shoes. No bare foot climbing, open-toed sandals, hiking boots or hard soled shoes. Climbers must remove all jewelry, watches, keys, etc. All equipment is provided for rock wall climbing. Helmets must be worn at all times.
- ★ Appropriate athletic attire, including footwear, is required for all gymnasium activities.
- ★ If the pool area is closed due to inclement weather or unforeseen circumstances, an alternate activity will be planned and no refund is available. Inclement weather consists of lightning/thunder in which the Aquatics Center will be closed. Guests will be asked to clear the pool and deck for a minimum of 30 minutes. If we hear thunder or see lightning, the 30-minute closing period will reset each time.

I HAVE READ AND AGREED TO THE ABOVE STATEMENTS.

CHILD NAME: _____

PARENT/LEGAL GUARDIAN PRINT NAME: _____

PARENT/LEGAL GUARDIAN SIGNATURE: _____

DATE: _____



KROC
HAMPTON ROADS

Deposit: _____

Remaining Balance: _____

Client Credit Card Authorization



KROC
HAMPTON ROADS

757-622-5762

757-502-4010

1401 Ballentine Blvd.
Norfolk, VA 23504

Client Credit Card Authorization

In an effort to better serve our clients and simplify your billing experience, The Salvation Army Kroc Center requires a credit card to be placed on file during the entirety of your event. Charge card information is filed with your confidential client information and kept secure.

OPTIONS	____ (initial) I hereby authorize <u>The Kroc Center</u> to immediately charge my credit account for deposit payments, remaining balances, and/or any other miscellaneous payments. Deposit payments will be charged at the time of booking. Remaining balances will be charged 14 days prior to your event. ____ (initial) I would like to use an alternative payment method (check, additional credit card, cash) for the space rental fees balance, catering, equipment, and/or miscellaneous costs. Please note that if you choose to use an alternative form of payment, payment time frame remains the same. If the alternative method of payment has not been received by the due date the original credit card will be charged.
PAYMENT INFORMATION	Client Name: _____ Client Billing Zip Code: _____ Type of Card: ☐  ☐  ☐  ☐  Card Number: _____ Expiration Date: _____ Security Code: _____ (last three digits on card, last four on AMEX) The undersigned guarantees performance of the financial provisions of this agreement. Card Holder Name: _____ Signature of Card Holder: _____ Date: _____
CHARGE POLICY	____ (initial) Being the authorized cardholder or the Corporate Officer, by signing above I understand and agree to the terms set forth in this agreement, agree to pay, and specifically authorize to charge my credit card for the services provided. I further agree that in the event my credit card becomes invalid, I will provide a new valid credit card upon request, to be charged for the payment of any outstanding balances owed. If outstanding balances owed are not paid, The Kroc Center reserves the right to cancel your event and any payments made will not be returned. I furthermore confirm that I have received all services and goods to satisfactory conditions. ____ (initial) Charges made for actual services performed by our center are non-refundable.



BIRTHDAY PARTY WAIVER



LIABILITY GUIDELINES

I understand that use of the facilities and equipment at The Salvation Army Kroc Center may involve risk of bodily injury or property damage and I agree to assume any such risks. I understand that it is up to me to consult physicians and other professionals to make sure that I can safely participate in activities and events at The Salvation Army Kroc Center. I also understand and agree that by signing this agreement, I am giving up my right (and/or the right of the minor(s) for whom I sign) to make any claim against The Salvation Army Kroc Center, its agents, employees and volunteers, including the right to sue them, for bodily injury or property damage or any other loss that I might suffer while using The Salvation Army Kroc Center facilities and services, except as limited by law. If The Salvation Army has actual knowledge that an individual is a registered sex offender, such individual shall be denied access to the Ray and Joan Kroc Corps Community Center (RJKCCC). By signature on this document, I represent to The Salvation Army, that neither I, nor any of my guests, which may from time to time attend the RJKCCC are registered sex offenders in any legal jurisdiction and that furthermore, I have an affirmative duty to The Salvation Army to immediately disclose to The Salvation Army any change in registered sex offender status for myself or any of my guests who may from time to time seek admittance at the RJKCCC.

PARENT/LEGAL GUARDIAN INITIAL _____



PHOTOGRAPHY/FILM/AUDIO WAIVER

The child or adult participant for which this waiver is signed shall be here-after known as The Participant. I hereby irrevocably grant to The Salvation Army, its successors and assigns, its agents and those by whom it is commissioned, the absolute, unrestricted and unlimited license, right, permission, and consent to use and reuse, disseminate, copyright, print, reproduce, publish and republish, for any and all trade purposes or commercial or other advertising or public purposes, and in any and all advertising, publicity, display, publication or media, the name, signature and likeness, and any portraits, pictures, photographic prints or other representations of The Participant, or any reproductions or sketches thereof or parts thereof, photographic or otherwise, with such additions, deletions, alterations or changes therein as you in your discretion may make, either separately or together with The Participant's name or a fictitious name, or the name of another person, with or without any statements or testimonials made by me, or authorized by me which you may, in your discretion, prepare for use in connection therewith. I warrant that I have not limited or restricted the use of The Participant's name or photograph to the use of any organization or person. I hereby grant unrestricted use of audio tracks or text by The Salvation Army for such purposes as The Salvation Army may deem appropriate. I hereby release and discharge The Salvation Army, its successors, assigns and agents from any and all claims and demands arising out of or in connection with the use of any of the foregoing, including any claims for defamation, invasion of privacy or violation of any statutory right.

May we take pictures/video/audio and use for promotional purposes on our website, brochures, etc....? ☐ YES ☐ NO

PARENT/LEGAL GUARDIAN INITIAL _____



POLICIES, PROCEDURES, RULES AND REGULATIONS

Appropriate swimming attire is required (no street or workout clothes). All swimmers are required to wear a family friendly swimsuit. All males are to wear swim trunks or triathlon shorts. No cut-offs, gym shorts, shorts with zippers or exposed underwear are allowed. Appropriate athletic attire, including footwear, is required for gymnasium activities. All climbers must wear shoes. No bare foot climbing, open-toed sandals, hiking boots or hard soled shoes. Climbers must remove all jewelry, watches, keys, etc. All equipment is provided for rock wall climbing. Helmets must be worn at all times. Children under the age of 10 must have adult supervision. A lock for the lockers is suggested but not required. The Kroc Center is not liable for items lost or stolen.

PARENT/LEGAL GUARDIAN INITIAL _____

I HAVE READ AND AGREED TO THE ABOVE STATEMENTS.

CHILD NAME _____

PARENT/LEGAL GUARDIAN PRINT NAME _____

PARENT/LEGAL GUARDIAN SIGNATURE _____ DATE _____

GENERAL POLICIES

ALCOHOL, TOBACCO, & FIREARMS

The Kroc Center is a drug, alcohol and tobacco free facility. Firearms and explosives are strictly prohibited. Guests should be informed prior to arrival that these items are not permitted.

INITIALS

FOOD & BEVERAGES

All food and beverage selections must be confirmed no later than two weeks prior to event date. All food items will be available until consumed of a maximum of one hour. All beverage selections will be available until consumed. To assist with portion control and to ensure steady flow of the line, buffet servers are strongly recommended. Buffet Servers are available to assist for an additional fee of \$25/per hour.

The Kroc Center has a full-service commercial kitchen regulated by The Norfolk Health Department. No outside food or beverages are permitted with the exception of a cake or cupcakes. **For the health and safety of our guests, it is our policy that no leftover food from the event leave the premises.**

INITIALS

FEES AND PAYMENTS

In order to secure your event and dates, a 25% non-refundable down payment will be due at the time of booking.

One the client has signed their agreement, change of date fee of \$50 will apply if date needs to be changed. Changes made to room setup on day of event will result in a \$50 charge and will need to be paid prior to room change. All changes must be submitted in writing.

Two weeks prior to an event, all final A/V needs, and room set-up changes must be submitted.

Three weeks prior to event date the final balance is due. No refunds are given after this date. Any additional guests/ meals/changes made less than seven days before the event will incur an additional charge of \$50.

Any group wishing to claim tax-exempt status must provide a copy of their Virginia Department of Revenue Tax Exempt form or an IRS document that states your organization is 501(c)3 organization upon confirming the reservation. Non-profit organizations utilizing The Kroc Center at a discounted rate may not use the facility for personal, private or commercial gain.

INITIALS

SET-UP & CLEAN UP

Tables, chairs, wireless internet, set up and tear down are included with your room rental. Set up must occur within the time frame of the rental. Additional time must be discussed with the Event Coordinator. Additional charges will apply. Changes to an event's time may not occur less than 7 days prior to the event. Each group has 30 minutes to clean up and remove any items after the event. Hourly rates charges or any part of will apply if additional time elapses.

Please note that it is expected for the room(s) be left in the same condition as prior to the rental. The Kroc Center not be responsible for equipment or other items left in the building.

Room set up changes (adding or taking away) will result in a \$50 charge. Payment must be made immediately.

VENDOR TABLES

INITIALS

6' Vendor Tables are available for vendor sales for \$20/table. Each table comes with 2 chairs. Clients are provided 1 table free of charge for registration. Vendors may not sell any food or beverage items.

Kroc Center cannot process any sales or make change for vendors. **Vendors MAY NOT provider their own tables, to capacity requirements.**

INITIALS

PHOTOGRAPHY

The Kroc Center may take photographs of events for promotional purposes on our website, brochures, newsletters, etc. The Client assumes the responsibility of informing guests that they are representing the group and have approved the release.

INITIALS

AUDIO/VISUAL NEEDS

Audio/visual equipment and amenities are available. The Kroc Center utilizes contractors which are an additional fee. Clients booking Theater or Chapel that require lighting, music, multiple microphones (wired or wireless), or video projection must use our approved A/V Contractor for their event. This requirement is to ensure all events run smoothly for paying clients and provides a contingency in the event of unforeseen A/V equipment issues.

Clients who will need A/V Services in the Classrooms and HRCF Banquet Rooms will need to bring their laptops, HDMI cords, and Power cords. The Kroc Center will not supply these items. Only music suitable for a public family facility will be allowed and its volume is subject to control by The Kroc Center.

INITIALS

DECORATIONS

No open flames are allowed, except for candles. Votive candles must be enclosed in votive holders. All other candles must be in globes or in a container where the flame is at least 1" below the rim. Birthday cake candles are allowed.

No helium filled balloons are allowed inside the facility. There can be no confetti, glitter or Silly String. Decorations must be free-standing. Decorations may not be pinned, thumbtacked, or in any way adhered to the walls, ceilings, floors or furnishings. If these policies are broken, a clean-up charge of \$200 will be billed to final payment.

INITIALS

EVENT PARKING

The parking lot is open to all members and guests of the facility. Reserved parking is not available.

INITIALS

MARKETING MATERIALS FOR PUBLIC EVENTS

We ask for copies of the marketing materials for all public events. This allows us to ensure that the message is in line with the policies of The Kroc Center. The Kroc Center will post fliers for your event if the material falls within our guidelines. Please submit all marketing materials to the Event Coordinator at least 2 weeks prior to publication.

INITIALS

EVENT CONDUCT

No swearing, inappropriate behavior, or fighting. Any guest(s) who cannot adhere to general standards of conduct will be asked to leave the premises. All groups shall comply with the policies and regulations as established by The Kroc Center. Violations of these policies and regulations or inaccurate or untruthful statements in the application and rental process may result in a canceled contract or prohibition on future events. Agreements may be canceled at any time if there is evidence that The Kroc Corps Community Center policies and regulations are being violated.

INITIALS

CHANGE/CANCELLATION POLICY

Cancellation of rentals will result in a cancellation fee. In order to cancel or change a room reservation, you MUST notify the Event Coordinator in writing. A \$50 fee will be applied and must be paid prior to date change.

- » More than 90 days prior = Full refund minus the 25% non-refundable deposit
- » More than 7 days prior, balance is paid in full = 50% refund
- » All sales final if cancellation is within 7 days of event.
- » The event can only be rescheduled once.

INITIALS

LIABILITY & DAMAGE

The Client is liable for theft and damages to The Kroc Center premises, equipment, or property. The Renter is responsible for the proper conduct of their guests.

The Kroc Center reserves the right to require clients professional, licensed security personnel for an event. These costs are the responsibility of the Renter. No firearms or explosives.

The Client will not hold The Salvation Army Ray & Joan Kroc Corps Community Center or any of its employees responsible for the failure to execute an event due to occurrences beyond their control, such as, but not limited to, acts of God, public emergencies, or threats to the community.

The Kroc Center reserves the right to exclude or terminate any group or individual deemed to be adversarial to, or a risk to, The Salvation Army Ray & Joan Kroc Corps Community Center, its property, interests or mission.

The Client agrees to assume the risk for any injuries, including death, that may be sustained by any person invited as part of the event in connection with the use of said premises. Further, the Client agrees to indemnify, hold harmless, assume liability for and defend The Salvation Army, its trustees, officers, members and agents from all costs and expenses including, but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs and any other sums which The Salvation Army, its trustees, officers, members and agents may pay or become obligated to pay for injury, including death, to persons or damage to property resulting from the rental of said premises or from actions or omissions of the Client or their guests and arising from any cause, including vehicles, except for matters caused by the negligence or willful misconduct of The Salvation Army or its trustees, officers, members and agents while acting within the scope of duties of such relationship to The Salvation Army.

Commercial Renters/Organizations not a part of The Salvation Army must, upon request, provide a copy of their Certificate of Insurance as evidence of general liability insurance with a \$1,000,000 combined single limit for bodily injury and property damage.

Please list the additional insured certificate holder as:

The Salvation Army Ray & Joan Kroc Corps Community Center, 1401 Ballentine Blvd, Norfolk, VA 23504

INITIALS

CLIENT NAME _____

CLIENT SIGNATURE _____

DATE _____

KROC SALES _____

DATE _____

The Salvation Army Ray & Joan Kroc
Corps Community Center of Hampton Roads
1401 Ballentine Blvd, Norfolk VA 23504
757.622.KROC (5762)





BIRTHDAY PARTY GUEST LIST

★ Please fill out and return the guest list below, one name per line. This form along with the remaining balance and final guest count is due 14 days prior to the event date. Twenty (20) attendees are included with your birthday party package. Please include the birthday party child and family. The maximum number of attendees is 35 people.



BIRTHDAY PARTY GUESTS

DATE OF PARTY _____

NAME OF PARTY _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
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17. _____
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19. _____
20. _____
21. _____
22. _____
23. _____
24. _____
25. _____
26. _____



BIRTHDAY PARTY GUEST LIST

27. _____
28. _____
29. _____
30. _____
31. _____
32. _____
33. _____
34. _____
35. _____