

FACILITY RENTAL APPLICATION



KROC GREENVILLE

Please use this application to submit your request to rent space at The Salvation Army Kroc Center Greenville. A \$200 **Non-Refundable Security Deposit** is required to secure your date. All set up and breakdown must take place within contracted time. Overtime charges will be billed accordingly.

CONTACT INFORMATION:

Name of Group/Organization: _____
Contact Name: _____ Title: _____
Phone: _____ Alternate Phone: _____
Email: _____
Address: _____ City: _____ State: _____ Zip: _____

EVENT INFORMATION:

Days/Dates Requested: _____
Type of Event: _____ (Circle One) Public OR Private
Space Requested if known: _____
Rental Start Time: _____ Rental End Time: _____ *Times include set-up, tear-down, & clean-up.*
Estimated Attendance: _____ Will your event require Audio/Visual? _____
Will your organization be requiring food and/or beverage service at your event? (Circle One) Yes No
Please State purpose and description of your event: _____

LIABILITY INSURANCE:

Facility users are required to provide liability insurance of at least \$1,000,000.00 naming The Salvation Army as additional insured no later than 10 days prior to the scheduled start time or make other arrangements with Kroc Greenville regarding liability coverage. Additional Information about insurance options and requirements are available on request. Insurance may be obtained through homeowners or rental insurance providers.

ACCESS POLICY:

Kroc Greenville is an alcohol and tobacco free facility and is owned and operated by The Salvation Army, which reserves the right to grant access to its facilities to those groups or individuals whose activities are in harmony with the mission of The Salvation Army and appropriate for family participation.

Signature: _____ Date: _____

MISSION STATEMENT

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible, its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in his name without discrimination.

In keeping with the mission of The Salvation Army, Kroc Greenville is committed to producing tangible outcomes that will change lives and rebuild souls of the youth, families, and seniors of the Upstate South Carolina region.

GENERAL RENTAL GUIDELINES

Based on the most frequently asked questions, we'd like to advise interested clients of the following. All policies and requirements would be reviewed with a client prior to signing a contract.

- The Kroc Center is an alcohol free and tobacco free facility. There are no exceptions
- All catering must be provided by the Kroc Center Catering Department, with the exception of baked items such as cakes and pies that are provided by a licensed bakery.

PAYMENT POLICIES & SCHEDULE

To reserve a date, please return the Facility Rental Application along with \$200.00 non-refundable deposit to hold your date. After your event is on our calendar and the planning process has begun, a payment plan will be setup with your Event Manager (50% of payment is due 4 weeks prior to the event, and final payment must be paid in full 2 weeks prior to the event). Any cancellation less than 30 days prior to the event, or failure to meet payment schedule will result in loss of all funds paid to date (including the security deposit) and the right to use the rented space. Any over payments and deposits will be refunded back to you within 30 days of the event.

Please make all checks payable to: Kroc Greenville

CLEANING/TRASH REMOVAL

Kroc Greenville will provide janitorial service during normal operating hours in halls, restrooms, and other public places.

The Kroc Center will also provide limited trash removal during an scheduled event should the facilities manager deem it necessary.

DECORATIONS

No decorations may be fastened to walls, doors, or drapes and nothing may be suspended from the ceiling without prior written permission from Kroc Greenville management. No tape, tacks, nails, etc. may be used on any walls, windows, floors, furniture, or doors. No cables, cords, wires, etc. are to be in the way of guests.

All equipment, flowers, etc. must be brought in the day of the event with arranged time frame.

Rice, birdseed, glitter, confetti, liquid string, spray paint, spray snow, real rose petals, etc. may not be used in the building.

Only chase candles can be used in candelabras stands; Enclosed votive candles may be used as table centerpieces; No other real flame candles are allowed.

PARKING

Kroc Greenville's staff can assist you with any of your parking needs. If your event will have a guest count of 75 or more, we require parking personnel on-site. Vehicles arriving on Kroc Greenville property will be directed by signs and parking personnel to their intended location. Signs and personnel will also direct attendees from their parking location to the Kroc Center. Should an event's attendance exceed 200 vehicles, one or more shuttles may be required to facilitate the movement of attendees from their parking location to the Kroc Center. We also recommend use of our overflow parking lot at 355 S. Hudson St. for event attendees.

CATERING

The Kroc Center also offers full service catering for events of all shapes and sizes. Our event planning and culinary team will work with you every step of the way to create a menu and event plan to ensure your event is a stress-free success. We offer packages to work within any budget and can also work with you to create a custom menu designed just for you. Outside food and drink are allowed at the Kroc Center if a certificate of insurance and copy of food service license are provided from desired vendor. Entrees from licensed caterers from grocery and restaurant establishments are acceptable. **For outside catering, there is a \$100 Vendor Charge.**

INSURANCE

Clients of Kroc Greenville must have insurance coverage naming Kroc Greenville as additional insured in effect during the entire contract period, including move-in, event days, and move-out.

Thank you for your interest in hosting your event here at the Kroc Center. This packet is intended to offer basic information to help you decide if we are a good fit for your event. Feel free to contract us to schedule a tour and preliminary consultation at angelapyles@uss.salvationarmy.org

Angela Pyles
Events Coordinator