

Your event belongs here!



KROC
HAMPTON ROADS

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@KROCHAMPTONROADS

1401 Ballentine Blvd., Norfolk, VA 23504

757-622-KROC

2026 FACILITY RENTAL RATES & CAPABILITIES

Revised July 2, 2026

CONTACT OUR EVENT STAFF TODAY!

LATOSHA GOVAN

Sales & Events Coordinator

(757) 622-5762

pmckrochrevents@uss.salvationarmy.org

FACILITY RENTAL RATES & CAPACITIES

* All pricing is subject to 6% sales tax. All pricing is subject to change.

*Nonprofits receive a 5% discount.

Venue	Half Day (4 Hours)	Additional (1 Hour)	Capacities	Other Notes
Landmark Aquatics Center				
Lane Rentals (Price per lane)	--	\$20	16	Lanes are 25 yards
Entire Pool (Exclusive use)	\$1,200	\$100	100	Regular pool rules apply
Aquatics Patio (Exclusive use)	\$175	\$100	30	Table seating for 44
Gymnasium: Sports & Recreation				
Gymnasium (Exclusive use)			300	Must provide own equipment
Peak Hours: 5-9pm M-F & Weekends	--	\$110		
Non-peak Hours: 6am-5pm M-F	--	\$85		
Gym 1 or 2			100	Must provide own equipment
Peak Hours: 5-9pm M-F & Weekends	--	\$75		
Non-peak Hours: 6am-5pm M-F	--	\$65		
Gymnasium: Catered Events				
*Gymnasium (Exclusive use)	\$1,600	\$300	400	*Includes mandatory floor covering
Additional Options				
Add-ons				
Group Activity Pass	\$8/person			
*Available to pre-arranged groups of 25+. Includes access to Aquatics Center for 2 hours (not exclusive).				
Audio/Visual	Half Day (4 Hours)	Full Day (8 Hours)	Additional (1 Hour)	
A/V Technician (Lights/Sound)	\$250	\$500	\$50	
*Priced per technician. Special performances require multiple technicians.				
Manual Spotlight Operator	\$75	\$150	\$20	
Pipe & Drape - \$20 per section				

*Changes effective 6/1/2026

FACILITY RENTAL RATES & CAPACITIES

* All pricing is subject to 6% sales tax. All pricing is subject to change.

*Nonprofits receive a 5% discount.

Venue	Half Day (4 Hours)	Full Day (8 Hours)	Additional (1 Hour)	Capacities			
				Classroom Style	Theater Style	Rounds of 8	Hollow Square
Classroom 1	\$200	\$400	\$100	18	40	24	20
Classroom 2	\$150	\$300	\$75	16	35	16	18
Combined, Classroom 1 & 2	\$300	\$600	\$100	40	75	40	33
Conference Room	--	--	\$75	--	--	--	10

*All classroom rentals include use of patio space and access to projector and screen

Hampton Roads Community Foundation Banquet Rooms

HRCF 1	\$200	\$400	\$125	24	60	24	--
HRCF 1 & Stage	\$250	\$500	\$125	24	60	24	--
HRCF 2	\$250	\$500	\$125	48	108	48	32
HRCF 3	\$175	\$350	\$125	24	80	40	--
HRCF 1 & 2	\$450	\$900	\$125	84	200	88	48
HRCF 2 & 3	\$425	\$850	\$125	--	--	88	48
HRCF 1, 2, & 3	\$675	\$1,350	\$150	120	300	144	56

*All HRCF rentals include use of patio space, 1 microphone, and access to projector and screen.

The Kenneth & Kathryn Perry Chapel & Performing Arts Center

Stage & Audience Seating	\$800	\$1,600	\$300	--	368	--	--
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*All theater rentals include use of loading dock, 1 microphone, and access to projector and screen.

*Seating number does not include the 6 additional handicapped accessible spaces in front rows.

*Dressing Rooms and Green Rooms available for an additional rate of \$25 per room per rental.

Joshua P. Darden Hall

East Lobby	\$400	\$800	\$100	--	--	--	--
West Lobby & Cafe	\$300	\$600	\$125	--	--	--	--

*Changes effective 6/1/2026



EXPERIENCE

CELEBRATIONS MADE SIMPLE

Whether you're hosting an elegant gala for 400 or a training session for 20, our remarkable rooms, complete menu packages, and excellent service ensure a memorable experience for all.



EVENT GUIDELINES

- All food and beverages must be provided through our in-house Catering Department.
- Helium balloons, silly string, confetti, and garlands may not be used.
- Music may not contain suggestive or profane lyrics.
- Drugs, alcohol, and tobacco are strictly prohibited.
- All events must be booked at least two weeks in advance.

SPACE OVERVIEW

MEETING ROOMS & BANQUET ROOMS

Our banquet and meeting spaces provide an inviting, versatile setting for a wide range of events. Featuring natural décor, floor-to-ceiling windows, and state-of-the-art A/V capabilities, our flexible rooms are designed to accommodate everything from training workshops and conferences to family reunions and milestone celebrations. Whatever the occasion, The Kroc Center offers the space, service, and atmosphere to bring your event to life.

MAXIMUM CAPACITY:

- Banquet reception: 144
- Classroom style: 120
- Theater style: 320
- Hollow square: 56



IMPORTANT INFORMATION

- All members of The Kroc Center receive 10 percent off event rentals!
- The Kroc Center offers an ample amount of parking to accommodate groups of 1-300+.
- We are located two minutes from Interstate 64, providing easy access for event guests.



CHAPEL & PERFORMING ARTS CENTER

Stellar lighting, a complete Bose sound system, and nearly 400 of the best seats in the house make The Kroc Center's Performing Arts Center a great choice for recitals, concerts, stage plays, or town hall meetings.

MAXIMUM CAPACITY:

With orchestra, 368 + accessible spaces (Orchestra pit adjustments are available for an additional fee)

* Additional arrangements can be made for varying group sizes and needs.

2026

CATERING MENU

Revised July 2, 2026

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MENU OPTIONS

Break packages start at \$3.95 per person and our hors d'oeuvre selections start at \$25.

Additional charges may apply for the package selections below.

BREAKFAST PACKAGES

Starting at \$11.95 per person

Options may include: Scrambled eggs, bacon strips, pork sausage links, seasoned hash brown potatoes, buttermilk biscuits, freshly brewed coffee, juice, and more!

LUNCH PACKAGES

Starting at \$15.95 per person

Options may include: Deli sandwich assortment, salad selections, glazed chicken breast, roasted chicken breast with Asiago cheese sauce, roast beef, vegetable pasta primavera, starch and vegetable selections, sweet tea, coffee, and more!

DINNER PACKAGES

Starting at \$20.95 per person

Options may include: Roasted pork loin, homestyle fried chicken, baked fish fillet, roast top round of beef, starch and vegetable selections, sweet tea, coffee, and more!

BREAKFAST

THE KROC CONTINENTAL

Minimum of 25 guests

Includes disposable plates, cups & utensils

\$11.95 PER PERSON

- Assorted bagels served with cream cheese
- Assorted individual yogurts
- Assorted breakfast breads
- Iced water & assorted herbal teas
- Freshly brewed regular & decaf coffee

ENHANCE YOUR EXPERIENCE

China, Glassware, & Flatware
+\$1.50 per person

Chilled Fruit Juice
+\$1.50 per person

Seasonal Fruit
+\$2.95 per person

White Tablecloth
+\$10 per table

PREMIUM PLATED BREAKFAST

Minimum of 25 guests; Additional \$5 per person until minimum reached

Includes china, flatware, & glassware

**\$13.95 PER PERSON
\$7.95 PER CHILD
(12 AND UNDER)**

- Fluffy scrambled eggs
- **Select one:** crispy strips of bacon or pork sausage links
- Seasoned country breakfast potatoes
- Buttermilk biscuit: served with butter & assorted jellies
- Iced water, orange juice, & regular coffee

**Herbal tea & decaf coffee available upon request*

**Turkey products available upon request*

ENHANCE YOUR EXPERIENCE

Select one: seasonal fresh fruit or second breakfast meat
+\$2.95 per person

White Tablecloth
+\$10 per table

SUNRISE BREAKFAST

Minimum of 25 guests; Additional \$5 per person until minimum reached

Served buffet style. 1 hour of service
Buffet server available for \$30

Includes china, flatware, & glassware

**\$15.95 PER PERSON
\$8.95 PER CHILD
(12 AND UNDER)**

- Fluffy scrambled eggs
- Crispy strips of bacon & pork sausage links
- Seasoned country breakfast potatoes
- Buttermilk biscuit: served with butter & assorted jellies
- Assorted seasonal fresh fruit
- Iced water, orange juice, & regular coffee

**Herbal tea & decaf coffee available upon request*

**Turkey products available upon request*

ENHANCE YOUR EXPERIENCE

Select one: pancakes, waffles, or french toast served with warm maple syrup
+\$2.95 per person

White Tablecloth
+\$10 per table

BREAKS

COFFEE BREAK

Includes 1 hour of continuous service & disposable cups

\$3.95 PER PERSON

- Iced water & assorted herbal teas
- Freshly brewed regular & decaf coffee: served with sugar, creamer, and honey

ENHANCE YOUR EXPERIENCE

China, Glassware, & Flatware
+\$1.50 per person

THE MORNING BREAK

Includes 1 hour of continuous service, disposable plates, cups, & utensils

\$6.95 PER PERSON

- Assorted breakfast breads and muffins
- Chilled fruit juice
- Iced water & assorted herbal teas
- Freshly brewed regular and decaf coffee

ENHANCE YOUR EXPERIENCE

China, Glassware, & Flatware
+\$1.50 per person

Seasonal Fruit
+\$2.95 per person

THE SWEET & SALTY BREAK

Includes 1 hour of continuous service, disposable plates, cups, & utensils

\$7.95 PER PERSON

- Assorted chips
- Salted mini pretzels
- Variety of cookies
- Fudge brownies
- Iced water & choice of sweet tea or lemonade

ENHANCE YOUR EXPERIENCE

China, Glassware, & Flatware
+\$1.50 per person

Canned Soda
+\$2.00 per can
Assorted canned soft drinks
(Pepsi products)

LIGHT MEALS

BOXED LUNCHES

Minimum of 15 meals

Includes plasticware & napkin packet
Served on-site or as take-out

\$20.95 PER PERSON

Protein Selections (minimum of 10 each):

Deli turkey & cheddar cheese, deli honey ham & swiss cheese, fresh-made chicken salad, tuna salad, grilled vegetables

Bread Selections (please choose one):

Croissant, sub rolls, or tortilla wrap

Every Box Includes:

- Sliced tomato, lettuce, & pickles
- Mayonnaise & mustard packets
 - Potato chips
 - Pasta salad or potato salad
 - Freshly baked cookie
- Choice of small bottled water or canned soda

DELI BUFFET

Generous portions will be available for one hour. This is not an all-you-can-eat buffet.

Minimum of 25 guests
Includes disposable plates, cups, & utensils

\$17.95 PER PERSON

Protein Selections (please choose three):

Sliced turkey, sliced ham, chicken salad, egg salad, & tuna salad

Bread Selections (please choose one):

Kaiser roll, croissant, or sub roll

Side Selections (please choose one):

Potato chips, homemade pasta salad, or creamy potato salad

Accompaniments:

- Assorted cheeses
- Sliced tomato, lettuce, onions, & pickles
 - Mayonnaise & mustard
 - Freshly baked cookies
- Iced water & choice of sweet tea or lemonade

ENHANCE YOUR EXPERIENCE

China, Glassware, & Flatware
+\$1.50 per person

Seasonal Fruit
+\$2.95 per person

BUFFETS

CLASSIC KROC BUFFET

Generous portions will be available for one hour. This is not an all-you-can-eat buffet.

Minimum of 25 guests; Additional \$5 per person until minimum reached.

Buffet server available for \$30 | Includes china, flatware, & glassware.

Lunch Service - 11am-2pm | Dinner Service Monday–Friday, 3–6 pm; Saturday–Sunday, 3–5 pm

TWO ENTRÉES (PRICE PER PERSON)

LUNCH: \$26.95 DINNER: \$29.95 \$14.95 (AGES 12 AND UNDER)

THREE ENTRÉES (PRICE PER PERSON)

LUNCH: \$28.95 DINNER: \$31.95 \$15.95 (AGES 12 AND UNDER)

SALAD SELECTION (PLEASE CHOOSE ONE):

- Mixed green garden salad served with ranch and Italian dressings
- Traditional Caesar salad served with croutons and Caesar dressing

ENTRÉE SELECTIONS:

- | | |
|--|--|
| • Herb Roasted Chicken Breast with creamy Asiago cheese sauce | • Roasted Sliced Turkey with homestyle gravy |
| • Baked Chicken Parmesan lightly breaded with mozzarella & marinara sauce | • Baked Fish Filet with a light lemon sauce |
| • Roast Top Round of Beef served with au jus | • Glazed Salmon served with a sweet maple glaze |
| • Seasoned Roasted Pork Loin served with a teriyaki glaze | • Vegetable Pasta Primavera (V) penne pasta, sautéed vegetables choice of marinara or Alfredo cream sauce |

STARCH SELECTIONS (PLEASE CHOOSE ONE):

- | | | |
|------------------------------|---------------------------|---------------------|
| • Roasted red bliss potatoes | • Rice pilaf | • Macaroni & cheese |
| • Garlic mashed potatoes | • Tri-colored pasta salad | • White rice |

SIDE SELECTIONS (PLEASE CHOOSE ONE):

- | | | |
|-----------------------|-----------------------------|---------------------|
| • Steamed green beans | • Seasonal vegetable medley | • Steamed broccoli |
| • Candied carrots | • Sweet corn | • Sweet potato bake |

ALL BUFFETS INCLUDE:

Freshly baked rolls or cornbread served with butter, chef's choice of dessert, iced water, sweet tea & coffee

ENHANCE YOUR EXPERIENCE

Tablecloths - +\$10 per table

All menu items are subject to availability. Prices and menu selections may change based on product availability. All items subject to 12.5% tax and 20% service charge.

BUFFETS

SOUTHERN STYLE BUFFET

Generous portions will be available for one hour. This is not an all-you-can-eat buffet.

Minimum of 25 guests; Additional \$5 per person until minimum reached.

Buffet server available for \$30 | Includes disposable plates, cups, and utensils.

Lunch Service - 11am-2pm | Dinner Service Monday–Friday, 3–6 pm; Saturday–Sunday, 3–5 pm

TWO ENTRÉES (PRICE PER PERSON)

LUNCH: \$22.95 DINNER: \$24.95 \$12.95 (AGES 12 AND UNDER)

THREE ENTRÉES (PRICE PER PERSON)

LUNCH: \$25.95 DINNER: \$27.95 \$13.95 (AGES 12 AND UNDER)

ENTRÉE SELECTIONS:

• **Homestyle Fried Chicken** breast, wing, drumstick, & thigh variety

• **Oven-Baked Chicken** breast, wing, drumstick & thigh variety

• **Seasoned Pork Barbeque**
Carolina style

• **Baked Barbeque Pork Ribs**
(additional \$2 per person)

• **Boneless Fried Fish Filet**
served with tartar sauce

SIDE SELECTIONS (PLEASE CHOOSE THREE):

• Southern-style green beans

• Sweet potato bake

• 3-cheese macaroni & cheese

• Golden corn on the cob

• Brown-sugar baked beans

• Garlic mashed potatoes

• Homestyle potato salad

• Creamy coleslaw

• Mixed green salad

ALL BUFFETS INCLUDE:

Freshly baked rolls or cornbread served with butter, chef's choice of dessert, iced water, sweet tea & coffee

ENHANCE YOUR EXPERIENCE

Choose additional side selection - +\$2.50 per person

China, flatware, & glassware - +\$1.50 per person

Tablecloths - +\$10 per table

BUFFETS

CASUAL COOKOUT BUFFET

Generous portions will be available for one hour. This is not an all-you-can-eat buffet.

Minimum of 25 guests; Additional \$5 per person until minimum reached.

Buffet server available for \$30 | Includes disposable plates, cups, & utensils.

Lunch Service - 11am-2pm | Dinner Service Monday–Friday, 3–6 pm; Saturday–Sunday, 3–5 pm

TWO ENTRÉES (PRICE PER PERSON)

LUNCH: \$19.95 DINNER: \$21.95 \$9.95 (AGES 12 AND UNDER)

THREE ENTRÉES (PRICE PER PERSON)

LUNCH: \$21.95 DINNER: \$23.95 \$11.95 (AGES 12 AND UNDER)

ENTRÉE SELECTIONS:

- | | | |
|---|---|--|
| • Quarter-pound Hamburgers
includes topping bar of lettuce,
onion, tomato, mayo, mustard,
ketchup, & cheese | • All-beef Hot Dogs includes
topping bar of sweet relish,
onions, mustard, & ketchup | • Oven Roasted or Fried
Chicken breast, wing,
drumstick, & thigh variety |
|---|---|--|

SIDE SELECTIONS (PLEASE CHOOSE TWO):

- | | | |
|------------------------------|---------------------------|--------------------------|
| • Southern-style green beans | • Golden corn on the cob | • Homestyle potato salad |
| • Mixed green salad | • Brown-sugar baked beans | • Creamy coleslaw |
| • 3-cheese macaroni & cheese | • Tri-colored pasta salad | |

ALL BUFFETS INCLUDE:

Freshly baked rolls or cornbread served with butter, chef's choice of dessert, iced water, sweet tea & coffee

ENHANCE YOUR EXPERIENCE

Add fried fish filets - +\$3.00 per person

Choose additional side selection - +\$2.50 per person

China, flatware, & glassware - +\$1.50 per person

Tablecloths - +\$10 per table

PLATED MEALS

BUSINESS SPECIAL

Minimum of 25 guests; Additional \$5 per person until minimum reached.

Includes china, flatware, & glassware.

Prices listed are per person. Maximum 2 entrées per party.

Lunch Service - 11am-2pm | Dinner Service Monday–Friday, 3–6 pm; Saturday–Sunday, 3–5 pm

SALAD SELECTION (PLEASE CHOOSE ONE):

- Mixed green garden salad served with ranch and Italian dressings
- Traditional Caesar salad served with croutons and Caesar dressing

ENTRÉE SELECTIONS:

• **Herb Roasted Chicken Breast**
with creamy Asiago cheese
sauce

\$17.95

• **New York Strip** prepared to
medium temperature

\$24.95

• **Stuffed Portabello Mushroom
(V)** stuffed with cheese, onions,
spinach, & breadcrumbs

\$17.95

• **Glazed Salmon** with a sweet
maple glaze

\$23.95

• **Baked Fish Filet** with a light
lemon sauce

\$20.95

• **Vegetable Pasta Primavera (V)**
penne pasta, sautéed vegetables
choice of marinara or Alfredo
cream sauce

\$16.95

• **Seasoned Roasted Pork
Loin** served with a teriyaki
glaze

\$18.95

DINNER ONLY:

• **Prime Rib** prepared
medium rare, served with
au jus and horseradish
cream

\$27.95

STARCH SELECTIONS (PLEASE CHOOSE ONE):

- Roasted red bliss potatoes
- Rice pilaf
- Garlic mashed potatoes
- 3-cheese macaroni & cheese

SIDE SELECTIONS (PLEASE CHOOSE ONE):

- Steamed green beans
- Seasonal vegetable medley
- Steamed broccoli
- Candied carrots
- Sweet corn

ALL MEALS INCLUDE:

Freshly baked rolls or cornbread served with butter, chef's choice of dessert, iced water, sweet tea & coffee

ENHANCE YOUR EXPERIENCE

Tablecloths - +\$10 per table

PLATED MEALS

A LIGHT LUNCH

Minimum of 25 guests; Additional \$5 per person until minimum reached.

Includes china, flatware, & glassware.

Lunch Service - 11am-2pm

\$16.95 PER PERSON

• **Traditional Caesar Salad** with croutons & Caesar dressing, served with your choice of soup

• **Choice of Sandwich:** Turkey & cheese on sub roll or chicken salad on croissant, served with your choice of soup

SOUP OPTIONS (PLEASE CHOOSE ONE):

•Hearty vegetable beef

•Italian minestrone

•Creamy broccoli cheddar

•Homestyle chicken noodle

•Tomato basil bisque

SERVED WITH:

Crackers, freshly baked rolls with butter, chef's choice of dessert, ice water, sweet tea & coffee

ENHANCE YOUR EXPERIENCE

Tablecloths - +\$10 per table

Seasonal Fresh Fruit - +\$2.95 per person



All menu items are subject to availability. Prices and menu selections may change based on product availability. All items subject to 12.5% tax and 20% service charge.

RECEPTION

CARVING STATIONS

All Carving Stations are priced for 1-hour service.

CHEF ATTENDANT FEE: \$75 PER STATION

- **Spiral Glazed Honey Ham** served with spicy mustard

\$6.95 per person

- **Pork Loin** served with teriyaki sauce

\$8.95 per person

- **Top Round** served with horseradish cream sauce & homemade au jus

\$10.95 per person



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RECEPTION

Receptions include: 4-hour room rental (room based on guest total), silver top reception tables, 1 silver-top 6' table for cake/gifts, & 1 microphone.

Minimum of 25 guests; additional \$5 per person until minimum reached.

Includes disposable plates, cups, & utensils.

GOLD RECEPTION

\$21.95 per person

Choose selections from each
of the following:

- 1 - Display Platter
- 2 - Column A
- 1 - Column B
- 1 - Column C
- 1 - Column D
- 2 - Assorted Beverages

SILVER RECEPTION

\$19.95 per person

Choose selections from each
of the following:

- 1 - Display Platter
- 1 - Column A
- 1 - Column B
- 2 - Column F
- 2 - Assorted Beverages

BRONZE RECEPTION

\$16.95 per person

Choose selections from each
of the following:

- 1 - Display Platter
- 1 - Column A
- 1 - Column D
- 1 - Column F
- 1 - Assorted Beverages

ENHANCE YOUR EXPERIENCE

China, glassware, & flatware - +\$1.50 per person

Tablecloth - +\$10 per table

HORS D'OEUVRES

CLASSICS

Each order serves approximately 12 guests, unless otherwise stated.

Includes disposable plates, cups, & utensils.

Please plan your menu accordingly.

COLUMN A \$34

Gourmet Meatballs

BBQ, marinara, or sweet & savory
sauce

Deviled Eggs

Topped with paprika

Spanakopita

Served with Greek yogurt sauce

Mini Quiche Lorraine

Spinach & cheese

Buffalo Chicken Bites

Served with blue cheese sauce

Chicken Salad Tartlets

Pinwheel Wraps

Turkey, ham, & cheese

COLUMN B \$39

Stuffed Mushrooms

Breadcrumbs, cheese, spinach

Spring Rolls

Served with duck sauce

Fried Chicken Tenders

BBQ, ranch, or honey mustard
sauce

Pork Eggrolls

Served with mustard

Marinated Chicken Skewers

Teriyaki style

Tomato-Basil Mozzarella

Skewers drizzled with balsamic

COLUMN C \$49

Golden Coconut Shrimp

Served with sauce

Mini Crab Cakes

Served with roasted red-pepper
remoulade

Old Bay Seasoned, Steamed Shrimp

Served with cocktail sauce

DISPLAY PLATTERS

Serves 20-25 people

Includes disposable plates, cups, & utensils

\$60

Vegetable Crudités

Served with buttermilk ranch or
hummus

\$70

Mixed Cheese Display

Served with assorted crackers

\$80

Fresh Seasonal Fruit

Served with sweet yogurt
dipping sauce

ENHANCE YOUR EXPERIENCE

China, glassware, & flatware - \$1.50 per person

All menu items are subject to availability. Prices and menu selections may change based on product availability. All items subject to 12.5% tax and 20% service charge.

PARTY ADD-ONS

Each order serves approximately 12 guests, unless otherwise stated.

COLUMN D

Mozzarella Sticks - \$20

Served with marinara sauce
Priced per 25 pieces

Fried Chicken Tenders - \$40

BBQ, ranch, or honey mustard

Fried Chicken Wingettes - \$40

Ranch or blue cheese dressing

Pasta Salad - \$45

Serves 25

Macaroni & Cheese- \$45

Serves 25

COLUMN E

Cheeseburger Sliders - \$30

Priced per dozen

All-Beef Hot Dogs - \$19

Served on buns; priced per
dozen
Condiment packages available

Nachos - \$25

Tortilla chips & nacho cheese

Chips & Salsa - \$16

Tortilla chips & cilantro salsa

COLUMN F

Tossed Salad - \$25

Serves 25
Served with 2 dressings

Creamy Coleslaw - \$35

Serves 25

Potato Salad - \$35

Serves 25

Cheese Pizza - \$12

Serves 6-8

Pepperoni Pizza - \$14

Serves 6-8

Vanilla Ice Cream Cups - \$15

Priced per dozen

ADDITIONAL OFFERINGS

- **Assorted Beverages:** Sweet tea, unsweet tea, lemonade, chilled fruit juice, or fruit punch. Serves approximately 12 guests. - **\$20**
- **Assorted Soft Drinks:** Priced per can - **\$2**
- **Bottled Water:** Priced per bottle - **\$2**
- **Regular & Decaf Coffee with Assorted Herbal Teas:** Priced per person, per hour - **\$3.95**
- **Assorted Individual Chip Bags:** Priced per dozen - **\$18**
- **Assorted Granola Bars:** Priced per dozen - **\$17**
- **Assorted Fresh Baked Cookies:** Priced per dozen - **\$15**
- **Fresh Baked Brownies:** Priced per dozen - **\$15**

All menu items are subject to availability. Prices and menu selections may change based on product availability. All items subject to 12.5% tax and 20% service charge.

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.

FOOD & BEVERAGES

All food and beverage selections must be confirmed no later than two weeks prior to the event date. All food items will be available until consumed, for a maximum of one hour. All beverage selections will be available until consumed. To assist with portion control and to ensure a steady flow of the line, buffet servers are strongly recommended. Buffet servers are available to assist for an additional fee of \$30 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.**

FEES & PAYMENTS

In order to secure your event and date, a 25% non-refundable down payment will be due at the time of booking. Once the Client has signed the agreement, a \$50 change-of-date fee will apply if the event date needs to be changed. Changes made to the room setup on the day of the event will result in a \$50 charge, which must be paid before the room change is made. 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. Two weeks prior to the event date, the final balance is due. No refunds are given after this date. Any additional guests, meals, or 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 stating that the organization is a 501(c)(3) organization upon confirming the reservation. Nonprofit organizations utilizing The Kroc Center at a discounted rate may not use the facility for personal, private, or commercial gain.

SET UP & CLEAN UP

Tables, chairs, wireless internet, set up, and teardown 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. Charges will apply if additional time elapses.

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

Room set up changes, including adding or removing items, will result in a \$50 charge. Payment must be made immediately.

VENDOR TABLES

Six vendor tables are available for vendor sales for \$20 per table. Each table comes with two chairs. Clients are provided one table free of charge for registration. Vendors may not sell any food or beverage items. The Kroc Center cannot process any sales or make change for vendors. **Vendors may not provide their own tables due to capacity requirements.**

GENERAL POLICIES

PHOTOGRAPHY

The Kroc Center may take photographs of events for promotional purposes, including use on our website, brochures, newsletters, social media, and other marketing materials. The Client is responsible for informing all guests that photography may occur during the event and that images may be used for promotional purposes by The Kroc Center.

AUDIO/VISUAL NEEDS

Audio/visual equipment and amenities are available. The Kroc Center utilizes approved contractors for certain A/V services, which may require an additional fee. Clients booking the Theater or Chapel who require lighting, music, multiple microphones, whether wired or wireless, or video projection must use our approved A/V Contractor for their event. This requirement helps ensure that events run smoothly and provides support in the event of unforeseen A/V equipment issues.

Clients who need A/V services in the classrooms or HRCF Banquet Rooms must provide their own laptops, HDMI cords, and power cords. The Kroc Center will not supply these items. Only music suitable for a public, family-friendly facility is allowed, and volume levels are subject to control by The Kroc Center.

DECORATIONS

No open flames are allowed, except for candles that meet the following requirements: votive candles must be enclosed in votive holders, and all other candles must be placed in globes or containers where the flame is at least 1 inch below the rim. Birthday cake candles are allowed.

Helium-filled balloons are not allowed inside the facility. Confetti, glitter, and Silly String are also prohibited. Decorations must be free-standing and may not be pinned, thumbtacked, taped, glued, or otherwise adhered to walls, ceilings, floors, or furnishings. If these policies are violated, a \$200 clean-up charge will be added to the final payment.

EVENT PARKING

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

MARKETING MATERIALS FOR PUBLIC EVENTS

We ask that copies of marketing materials for all public events be submitted for review. This allows us to ensure that the message is in line with The Kroc Center's policies. The Kroc Center may post fliers for your event if the materials fall within our guidelines. Please submit all marketing materials to the Event Coordinator at least two weeks prior to publication.

EVENT CONDUCT

Swearing, inappropriate behavior, and fighting are not allowed. Any guest who does not adhere to general standards of conduct will be asked to leave the premises. All groups must comply with the policies and regulations established by The Kroc Center.

Violations of these policies and regulations, or inaccurate or untruthful statements during the application and rental process, may result in cancellation of the contract or prohibition from holding future events. Agreements may be canceled at any time if there is evidence that The Kroc Corps Community Center policies or regulations are being violated.

GENERAL POLICIES

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 to hire 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

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.