

COREFIRE COMMANDO BIRTHDAY PARTY REQUEST



To book a 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% deposit** is required three days after you receive your invoice. The remaining balance is due one week before the party. Two weeks notice is required to book parties and guarantee food. Food orders cannot be altered 5 days prior to the party.

A Birthday Party Package requires the attendance of 4 adults. This party includes plastic tablecloths, paper supplies (plates, napkins, etc.) and your choice of food and beverage. You can purchase additional Packages/Add Ons below. You may bring cake and ice-cream, however no other outside food is permitted and all food must remain in the party room.

CONTACT INFORMATION

PRIMARY CONTACT _____

CHILD'S NAME _____ **AGE TURNING** _____ **BOY** **GIRL**

PHONE: DAY _____ **CELL** _____ **ALTERNATE** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

EMAIL _____ **KROC CENTER MEMBER** **YES** **NO**

HOW DID YOU HEAR ABOUT KROC BIRTHDAY PARTIES? **Kroc Center Flyer** **Magazine Ad** **Internet** **Friend** **Other** _____

EVENT DETAILS

You will have access to your room approximately 15 minutes prior to your reserved time in the party room. You will have one hour of activity time and one hour in your designated party room. No items may be stored in the party room before or after the allotted time.

DATE OF BIRTHDAY PARTY _____ **TIME OF PARTY** _____

BIRTHDAY PARTY PACKAGE

PARTY PACKAGE INCLUDES 15 PARTICIPATING GUESTS:

\$329.00 +Tax

CHALLENGE PARTY

SELECT ONE FOOD OPTION OF YOUR CHOICE:

CHOICE #1: PIZZA CHOICE OF THREE (3) LARGE PIZZAS

_____ PEPPERONI _____ CHEESE _____ SAUSAGE

CHOICE #2: HOTDOGS EACH GUEST WILL RECEIVE A HOT DOG & CHIPS

CHOICE #3: SLIDERS & CHIPS **CHEESE BURGER** **CHICKEN**

SELECT UP TO THREE (3) BEVERAGE OPTIONS:

COKE **DIET COKE** **SPRITE** **PINK LEMONADE** **FRUIT PUNCH** **WATER** **YELLOW LEMONADE**

GUEST INFORMATION:

_____ # OF CHILDREN (15 Included with package)

_____ # OF ADULTS (Min. of 4 required)

_____ # OF TOTAL GUESTS

BIRTHDAY PARTY "ADD-ONS"

YOU CAN PURCHASE ADDITIONAL FOOD OR ADD ADDITIONAL GUESTS WITH THE OPTIONS BELOW. INCLUDE THE QUANTITY OF EACH ITEM YOU WOULD LIKE TO ADD ON.

_____ **LARGE PIZZA** 16 pieces (\$10.99) **PEPPERONI** **CHEESE** **SAUSAGE** _____ **HOTDOG & CHIPS** (\$3.50 per serving) _____ **VEGGIE TRAY** (\$25)

_____ **BUFFALO CHICKEN FINGERS** Serves 16-20 (\$40.00) _____ **ADD'L PARTICIPATING GUESTS** (\$12.00 +tax) _____ **FRUIT TRAY** (\$30) _____ **CHEESE TRAY** (\$35)

_____ **R.J. APPEARANCE** 30-min (\$25.00) _____ **BALLOONS** (\$1/balloon) _____ **GIFT BAGS** (\$3/bag) _____ **KROC CANDY CUP** (\$6 each) _____ **KROC CUP 16oz** (\$3 each)

Item	Cost
Party Package	\$329.00 +tax
"Add Ons"	
Discount	
Subtotal	
x 9.25% tax	
Estimated Total	

To submit this request please do one of the following:

1. Drop off at the Kroc Center (Welcome Desk)
2. Email to: events@krocmemphis.org

Questions? Please call our Events Team at 901.729.8031

3. Mail to: The Salvation Army Ray and Joan Kroc Corps Community Center
Attn: Event Assistant
800 E. Parkway South
Memphis, TN 38104

800 E. PARKWAY SOUTH • MEMPHIS, TN 38104 • 901.729.8007

BIRTHDAY PARTY REQUEST



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/GUARDIAN SIGNATURE _____

DATE _____ PRINT NAME _____

PHOTO RELEASE

May we take pictures and use pictures for promotional purposes on our website, brochures, etc...? YES NO
(If you indicate yes then you assume responsibility for letting all of the other parents of the other children that may be attending know and your stating "Yes" means that all of the other parents have approved of this).

PARENT/GUARDIAN SIGNATURE _____

DATE _____ PRINT NAME _____

POLICIES, PROCEDURES, RULES AND REGULATIONS

All pricing and rates are subject to change. No cash refunds are given unless the party is cancelled by Have a Standard. If the event is cancelled by H.A.S., you will be given the choice of a full credit or a full refund. If you cancel the party 7 or more days prior to the booked date, you will receive your 25% deposit minus a \$25 cancellation fee. Cancellation requests made less than 7 days prior to the event date are not eligible for a refund. There is a \$30 return check fee.

1. Each party begins with a 60 minute activity, followed by 60 minutes in a space provided by the Kroc Center for food, cake and presents.
2. You can bring your own cake and ice cream, however no other outside food is allowed into the building.
3. Each party comes with napkins, plates, utensils etc. However you are welcome to bring your own decorations. No taping to the walls or windows is permitted. Please, no glitter or confetti. **A \$200 cleaning charge will be added if any of these items are used.**
4. The Salvation Army Ray and Joan Kroc Corps Community Center will provide a party host to assist with room set up & clean up, group check in and check out and to assist you with your needs you may have during the party.
5. Make all checks payable to Have a Standard.

I HAVE READ AND AGREED TO THE ABOVE STATEMENTS.

PARENT/GUARDIAN SIGNATURE _____

DATE _____ PRINT NAME _____

BIRTHDAY PARTY INFORMATION



KROC
MEMPHIS

BOOKING & CANCELLATIONS

- ★ Parties must be booked a minimum of two weeks in advance.
- ★ 25% deposit is due three days after you receive your invoice.
- ★ Charges for any additional guest will be collected at the time of the party.
- ★ Food orders cannot be altered within 5 days prior to the party.
- ★ If you cancel your party 7 or more days prior to the event, you will receive your 25% deposit back minus a \$25 cancellation fee.
- ★ Cancellations made less than 7 days prior to the event date are not eligible for a refund or credit.

KROC CENTER PARTY PACKAGES

- ★ 15 guests are included with your birthday party. Additional participating guest will be \$12 per guest.
- ★ A party attendant is available to assist with your event, including check-in, set-up and clean-up. However, you are responsible for facilitating your one-hour in the party room.
- ★ Parties are built to celebrate one birthday child at a time. For multiple birthday children a \$15 fee per birthday child will be added to your party.
- ★ Outside birthday cakes and cupcakes can be brought into the party area. However, no other outside food or beverages are allowed at the Kroc Center. Please inquire about additional catering add-ons.
- ★ Plastic tableware and serving utensils will be provided at each party for the children. If you choose to provide food for the adults, you are responsible for supplying cups, plates, napkins, and utensils for them.
- ★ Please arrive 15 minutes prior to your party start time to ensure enough time to check-in, receive wristbands and get your party started.
- ★ Approved table top decorations can be brought in to decorate. Your party attendant will use those decorations to decorate your room during your activity time.
- ★ Guests are responsible for removing personal items and gifts before the scheduled party is over. The Kroc Center is not responsible for any lost or stolen items.
- ★ You must leave the party room at the designated end time. Please be mindful of the guest coming in for the next party.
- ★ Tacking, taping or hanging any decorations on the walls,

windows, and ceiling is not permitted.

- ★ 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.
- ★ Every parent/guardian must fill out a required waiver before his/her child can participate in Kroc Center birthday party activities.
- ★ Birthday child's parent/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/guardian.

SPLASH BASH GUIDELINES

- ★ Swim test will be given to all participants 12 years of age and under. Children that cannot pass the swim test will be designated as non-swimmers
- ★ One adult must be in the water for every 5 non-swimmers.
- ★ If the chaperones do not want to swim with the non-swimmers, they must inform the Event Services Office two weeks prior to the party and pay \$25.00 for each staff member needed for the swimming portion of the party.
- ★ If there are not enough chaperones in the water with the non-swimmers, the entire party will be asked to vacate the pool without receiving a refund for the missed pool experience.
- ★ Pool time cannot be guaranteed as situations may occur the day of the event requiring the pool to close. In the event of a pool closure, gym activities will be organized as a backup.
- ★ Parties do not have exclusive use of the pool.
- ★ Kids must be a minimum of 48 inches tall to go down the water slides, regardless of if they pass the swim test.
- ★ All persons swimming must wear a swimsuit. Females age 5 and up are required to wear a lined swimsuit, tankini, or family friendly two piece suit. Males are required to wear swim trunks or triathlon shorts. No cut-off shorts, gym shorts, shorts with zippers, or exposed underwear allowed.

Signature Required:

Name

Date