



Drop off at Kroc Center  
 Member Services or mail to:  
 RJKCCC  
 Events  
 PO Box 208  
 Biloxi, MS 39533

# Birthday Party Request Form

To book a party at The Salvation Army Ray and Joan Kroc Corps Community Center of the Mississippi Gulf Coast, please fill out and submit this form to our Member Services Department. **This request does not guarantee a party space.** A representative from the Kroc Center will contact you to confirm your reservation. A 50% deposit is required at confirmation. Full payment is due at time of party.

## CONTACT INFORMATION

PRIMARY CONTACT \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_ AGE (TURNING) \_\_\_\_\_  BOY  GIRL

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CELL PHONE \_\_\_\_\_ DAY PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

CURRENTLY A MEMBER?  NOT A MEMBER

## EVENT INFORMATION

You will have access to your room for set-up and decorating approximately 30 minutes prior to party start time.

DATE OF INTEREST (MM/DD/YY) CHOICE # 1 \_\_\_\_\_ TIME OF INTEREST \_\_\_\_\_

DATE OF INTEREST (MM/DD/YY) CHOICE # 2 \_\_\_\_\_ TIME OF INTEREST \_\_\_\_\_

CONFIRMED PARTY DATE: \_\_\_\_\_ CONFIRMED PARTY TIME: \_\_\_\_\_

50% deposit is due at time of booking. Full payment is required by day of party; charges for additional swimmers will be collected at the time of the party. **All parties must have a credit/debit card on file for any incidentals.** No cash re-funds are given unless the birthday party is cancelled by The Salvation Army Kroc Center. If the party is cancelled by the Kroc Center, you will be given the choice of a full credit or a full refund. If you request to cancel a birthday party fourteen or more days prior to the booked date, you will receive a refund, minus a \$50 non-refundable booking fee. You may also choose to transfer to another party date for a \$10 transfer fee. Cancellation/transfer requests made less than fourteen days prior to the event date are not eligible for a refund or credit. Party packages are interchangeable (fees apply) up until one week before the party.



**PARTY PACKAGES -- No outside food or drinks are allowed into the facility besides cake and ice cream.**

**All Salvation Army Kroc Center Aquatic Parties Include:**

- Two hours of space to include party room and Aquatics center. You and your guests must exit the Kroc center after the two hours or purchase a day pass
- You may bring your own cake with all packages
- We provide basic white paper plates, cups, napkins and utensils.
- **Each additional swimmer \$12 for all parties.**

**#1 Party Package**

**1A    \$125.00        \_\_\_\_\_**

- 10 swimmers
- Two hours of space to include (1) party room and Aquatics Center.

**1B    \$175.00        \_\_\_\_\_**

- 10 swimmers
- Two hours of space to include (1) party room and Aquatics Center.
- 4 pizzas per party (pepperoni or cheese – please select) \_\_\_\_\_
- 2 pitchers of soda

**#2 Party Package**

**2A    \$200.00        \_\_\_\_\_**

- 15 swimmers
- Two hours of space to include (1) party room and Aquatics Center.

**2B    \$250.00        \_\_\_\_\_**

- 15 swimmers
- Two hours of space to include (1) party room and Aquatics Center.
- 6 pizzas per party (pepperoni or cheese – please select) \_\_\_\_\_
- 4 pitchers of soda

**#3 Party Package (This package reserves BOTH party rooms. Advanced notice required.)**

**3A    \$250.00        \_\_\_\_\_**

- 20 swimmers
- Two hours of space to include (2) party rooms and Aquatics Center.

**3B    \$300.00        \_\_\_\_\_**

- 20 swimmers
- Two hours of space to include (2) party rooms and Aquatics Center.
- 8 pizzas per party (pepperoni or cheese – please select) \_\_\_\_\_
- 6 pitchers of soda

**PARTY PACKAGES -- No outside food or drinks are allowed into the facility besides cake and ice cream.**

**Art Party Packages:**

**#1 CERAMIC ART Party Package (suggested for ages 4 and up)**

**1A     \$150.00**

- Two hours of party time which will include instructed painting on a **ceramic piece**
- Includes 11 participants

**1B     \$200.00**

- Two hours of party time which will include instructed painting on a **ceramic piece**
- Includes 11 participants
- 4 pizzas per party (pepperoni or cheese –please select) \_\_\_\_\_
- 2 pitchers of soda

**#2 CANVAS ART Party Package (suggested for ages 8 and up)**

**2A     \$200.00**

- Two hours of instructed painting on **canvas**
- Includes 11 participants

**2B     \$250.00**

- Two hours of instructed painting on **canvas**
- Includes 11 participants
- 4 pizzas per party (pepperoni or cheese –please select) \_\_\_\_\_
- 2 pitchers of soda

**Music Party Packages:**

**#1 MUSIC Party Package (suggested for ages 2 -6) \$150/\$200 ☐**

**1A     \$150.00**

- Two hours of party time which will include an hour of Instructor led music fun.
- Each child creates their own instrument to take home.
- Includes 15 participants

**1B     \$200.00**

- Two hours of party time which will include an hour of Instructor led music fun.
- Each child creates their own instrument to take home.
- Includes 15 participants
- 6 pizzas per party (pepperoni or cheese –please select) \_\_\_\_\_
- 4 pitchers of soda

# Aquatic Center Rules:

1. Aquatic Center is permitted only when a lifeguard is on duty.
2. Obey the lifeguards at all times.
3. No Running.
4. Absolutely no jumping or diving in the pool is permitted.
5. Shower before entering pool.
6. **An adult 16 years or older must accompany children under the age of 10. Children 5 years old and under must be accompanied by an adult in the water at all times.**
7. **Absolutely no cotton is allowed in the pool.**
8. Approved swimsuits only. Males must have a drawstring and a liner in their swimsuits. Females may not wear any street clothes, thong suits, and bathing suits with metal ornamentations on them. **Infants and toddlers (2 and under) must have on an appropriate swim diaper and plastic pant covering.**
9. Anyone with open sores or contagious sores is not permitted in the pool.
10. Absolutely no glass is permitted in the pool area.
11. No hanging on lane lines or lane markers.
12. Only toys that are permitted by pool staff are allowed in the pool. **Water guns or squirt guns are not allowed.**
13. **Must be 48" tall to go down the slide.**
14. No food or drinks are allowed in the pool area.

By signing below, you acknowledge and understand the policies and procedures regarding the aquatics center at The Salvation Army Ray and Joan Kroc Corps Community Center of the Mississippi Gulf Coast.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Welcome to the Kroc Center

We are excited that you have chosen our facility to host your birthday party! Below is just a reminder of the rules for the birthday party:

1. You may arrive 30 minutes before the party is scheduled to decorate and set up.
2. **There will be a \$12 charge for any additional "swimmers" over the amount given in the party package chosen.**
3. You can bring in your own cake and ice cream, but no other outside food or drinks will be allowed.
4. You can bring in your own decorations.
  - If you would like hang decorations on the walls, please bring in tape that will not ruin the paint on the walls or place holes in the walls.
5. You and your guests have access to **ONLY** the Aquatic Center, Locker Rooms, and the Party Room.
  - For access to the rest of the facility, you or your guests can purchase day passes which are \$10 for adults and \$8 for children (please see the Membership Desk to purchase these passes.)
6. You have access to the party room only during the allotted time you have scheduled the party. **You and your guests only have access to the pool during your allotted 2 hour party time.** If you or your guests wish to stay longer a day pass must be purchased at the Member Services Desk.
8. If you request to cancel a birthday party fourteen or more days prior to the booked date, you will receive a full credit, minus a \$50 non-refundable booking fee.
9. You may also choose to transfer to another party date for a \$10 transfer fee.
10. Cancellation/transfer requests made less than fourteen days prior to the event date are not eligible for a refund or credit. You will be responsible for the full amount of the party regardless if you cancel the party or change the times of the party.
11. You must clean up after your party, place the trash in a trash can, and remove all of your items from the room **within 10 minutes of the end of the allotted party time.**
12. The Member Services Staff will place wristbands on you and your guests that will allow access to the pool party. Everyone (including the party family and members) must have a wristband unless they are only dropping off a child.
13. You must follow ALL pool rules.
  - Please read the attached sheet for rules regarding the pool.
14. Please see the membership desk before your party begins to pay your remaining balance.

By signing below, you acknowledge and understand the policies and procedures regarding the aquatics center at The Salvation Army Ray and Joan Kroc Corps Community Center of the Mississippi Gulf Coast.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BIRTHDAY PARTY FEE ESTIMATE**

Total \$ \_\_\_\_\_ Extra Guests (\$12 per guest) \_\_\_\_\_

**OFFICE USE ONLY**

Security Deposit \_\_\_\_\_ Balance Remaining \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_ Date Paid in Full \_\_\_\_\_

VISA  MASTER CARD  VISA/MASTERCARD #: \_\_\_\_\_ EXP DATE \_\_\_\_\_

CASH  CHECK DATE PROCESSED \_\_\_\_\_ BY: \_\_\_\_\_

**General Policies**

- Each party includes 2 hour access to a private birthday party room.
- Aquatic Party rooms are equipped with tables, chairs, sink and counter space. Each room accommodates approximately 25 people.
- Approved table top decorations & balloons may be brought in to decorate. Guests are responsible for removing gifts, towels and personal items before the scheduled party time is over. Please no glitter or confetti.
- **Children must be 48" tall to ride the large slide. Children under 48" will not be allowed to ride the large slide due to safety reasons.**
- **Children 5 years and under must have an adult in the water within arms reach at all times. Children ages 6-12 must have an adult supervising them from inside the Aquatics Center, on the pool deck.**
- Permission is granted for TSA Kroc Center to make visual and audio recordings of all individuals listed on this form for its responsible use (including promotional materials.)
- After the party time has expired, all guests of the party must exit the facility unless they purchase a separate day pass from member services.

**Booking and Cancellations**

- To book a party, please fill out and return a Birthday Party Request Form. The form is available online at [www.krocmscoast.org/rentals](http://www.krocmscoast.org/rentals) or at the Front Desk.
- Please note that birthday parties book 4-6 weeks in advance. One month notice is desired to book parties.
- Full payment is required by the day of the party.
- No refunds are given unless the birthday party is cancelled by The Salvation Army Kroc Center; if the party is cancelled by the Kroc Center, you will be given the choice of a full credit or a full refund.
- If you request to cancel a birthday party fourteen or more days prior to the booked date, you will receive a full refund, minus a \$50 booking fee; you may choose to transfer to another party date for a \$10 transfer fee.
- Cancellation/transfer requests made less than fourteen days prior to the event date are not eligible for a refund or credit, except in the case of personal emergencies (documentation required).

To book your party at The Salvation Army Kroc Center, visit us at 575 Division Street, Biloxi, MS 39533 **Phone: (228) 207-1218**

By signing below, you acknowledge and understand the policies and procedures regarding hosting a birthday party at The Salvation Army Ray and Joan Kroc Corps Community Center of the Mississippi Gulf Coast.

\_\_\_\_\_ **If I go over the party limit, I understand my extra guest(s) may not be able to swim.**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

