



Drop off at Kroc Center
 Member Services or mail to:
 RJKCC
 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 allowed into the facility other than 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 \$150.00 _____

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

1B \$200.00 _____

- 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 \$225.00 _____

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

2B \$275.00 _____

- 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 \$275.00 _____

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

3B \$325.00 _____

- 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 allowed into the facility other than cake and ice cream.

Art Party Packages:

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

1A \$175.00

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

1B \$225.00

- 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 \$225.00

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

2B \$275.00

- 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)

1A \$175.00

- 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 \$225.00

- 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

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 Security Code _____ Billing Zip Code _____ Date Processed _____

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 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



KROC
MS GULF COAST