



## Princess 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 \_\_\_\_\_

Princess's NAME \_\_\_\_\_ AGE (TURNING) \_\_\_\_\_

BOY  GIRL

ADDRESS \_\_\_\_\_

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

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

EMAIL \_\_\_\_\_

CURRENTLY A MEMBER?  NOT A MEMBER

### EVENT INFORMATION

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: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

50% deposit is due at time of booking. Full payment is required by day of party. No cash re-funds are given unless the princess party is cancelled by the 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 princess party seven 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 seven days prior to the event date are not eligible for a refund or credit, except in the case of personal emergencies.



## Princess Party Package: \$350.00

### All Princess Parties Include:

**(2) services for 12 guests.**

Make-up    Nails

**Two hours of space in party room fit for a princess**

You and your guests must exit the Kroc center after the two hours or purchase a day pass

**(2-3) Party Attendants for your Princess Experience**

**A crown for all attendees**

**Make-it-yourself bracelets for all attendees.**

**Food for 12 guests**

- Finger sandwiches
- Fruit tray
- Chocolate Dipped Pretzel Sticks
- Petite Fours

### *A la Carte items:*

- Additional guest with princess services for \$15 per guest  
Number adding on: \_\_\_\_\_ (up to 8 guests)
- Finger Sandwich tray (6 portions) \$10.00
- Fruit Tray (6 portions) \$15.00
- Petite Fours (6 portions) \$18.00
- Chocolate Dipped Pretzel Sticks (6 portions) \$10.00

## BIRTHDAY PARTY FEE ESTIMATE

Princess Party Minimum Fee: \$ \_\_\_\_\_ Extra Guests: \$ \_\_\_\_\_

A la Carte Items: \$ \_\_\_\_\_

Estimated Total: \$ \_\_\_\_\_

### OFFICE USE ONLY

Grand Total \$ \_\_\_\_\_ Date Paid in Full \_\_\_\_\_

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

CASH  CHECK SECURITY CODE \_\_\_\_\_ BILLING ZIP CODE \_\_\_\_\_ DATE PROCESSED \_\_\_\_\_

#### General Policies

- Each princess party includes 2 hour access to a private princess party room.
- Party room will be decorated with a princess theme.
- Approved table top decorations & balloons may be brought in to decorate. Guests are responsible for removing gifts and personal items before the scheduled party time is over. Please no glitter or confetti.
- 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 princess party is cancelled by The 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 princess party seven 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 seven days prior to the event date are not eligible for a refund or credit, except in the case of personal emergencies.

**To book your party at The Kroc, 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.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

