

# Birthday Party Request Form

To book a party at The Salvation Army Ray and Joan Kroc Corps Community Center, please fill out this form. This request does not guarantee a party space. The Kroc Center will contact you to confirm your reservation. A \$50 deposit is required at the time the party is confirmed. The remaining balance, including extra guest fees, is due the day of the party. Extra guests may be added and paid for at the time of your party. One week notice is required to book parties and guarantee food. Food orders cannot be altered 3 days prior to the party.

A Birthday Party Package requires the attendance of 2 adults. The party includes party decorations, personalized poster, party host, paper supplies (plates, napkins, table cover, etc.) and your choice of food and beverage. You can purchase additional Packages/Add Ons, see 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

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_ CELL \_\_\_\_\_

How did you hear about Kroc Birthday Parties?  Kroc Center Flyer  Magazine Ad  Internet  Friend  Other \_\_\_\_\_

## EVENT INFORMATION

You will have access to your room approximately 10 minutes prior to party start time. You have one hour in the party room per party room package, then the party will move to the designated location for the Package you selected. No items may be stored in the party room after allotted time.

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

## BIRTHDAY PARTY PACKAGE

SELECT THE PARTY PACKAGE OF YOUR CHOICE:

\$12.99 PER PERSON + TAX

- POOL PARTY**
- PRINCESS PARTY**
- SPORTS PARTY**
- COMBO: POOL & SPORTS PARTY**

\$19.99 PER PERSON + TAX

- POTTERY PARTY**
- ART PARTY**
- COOKING PARTY**
- DANCE PARTY**
- DRAMA PARTY**

GUEST INFORMATION:

\_\_\_\_\_ # OF CHILDREN (Minimum of 10 required)

\_\_\_\_\_ # OF ADULTS (Minimum of 2 required)

\_\_\_\_\_ TOTAL GUESTS

SELECT THE FOOD OPTION OF YOUR CHOICE:

**CHOICE 1: PIZZA** EACH GUEST WILL RECEIVE ONE INDIVIDUAL-SIZE PIZZA. PLEASE LIST THE QUANTITY OF EACH PIZZA TYPE NEEDED.  
\_\_\_\_\_ PEPPERONI \_\_\_\_\_ CHEESE (Total quantity should equal the number of guests in your party)

**CHOICE 2: HOT DOGS** EACH GUEST WILL RECEIVE A HOT DOG & CHIPS

SELECT THE BEVERAGE OF YOUR CHOICE: (3 REFILLABLE PITCHERS PER PARTY)

PEPSI  DT.PEPSI  DR.PEPPER  CRUSH  SIERRA MIST  LEMONADE  ROOT BEER  MT. DEW  ICED TEA

## BIRTHDAY PARTY "ADD ONS"

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

\_\_\_\_\_ **LARGE PIZZA** Approx. 20 pieces (\$14.91 + TAX)  HAMBURGER  PEPPERONI  CHEESE \_\_\_\_\_ **SHEET CAKE** (ASK ABOUT PRICING)

\_\_\_\_\_ **HOTDOG & CHIPS** (\$2.50 + TAX PER SERVING) \_\_\_\_\_ **ICE CREAM** (.70¢ PER SERVING)

\_\_\_\_\_ **ADDITIONAL SUPERVISING ADULTS** Not included in the Party Package/Meal above (\$5.00 + TAX)

ITEM	COST
PARTY PACKAGE	
"ADD ONS"	
TOTAL	
x 7% TAX	
<b>ESTIMATED SUBTOTAL</b>	

To submit this request please do one of the following:

- Drop off at the Kroc Center Welcome Desk
- Email to: [krocbirthday@usc.salvationarmy.org](mailto:krocbirthday@usc.salvationarmy.org)
- Fax to: (402) 905-3599
- Mail to: The Salvation Army Ray and Joan Kroc Corps Community Center  
Attn: Special Events Manager  
2825 Y Street  
Omaha, NE 68107

Questions? Please call Rachael at (402) 905-3531

OVER 

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## 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 AND PROCEDURES

All pricing and rates are subject to change. Full payment is required at the time of booking. No cash refunds are given unless the party is cancelled by The Kroc Center. If the event is cancelled by The Kroc Center, 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 full balance, minus a \$50 booking 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

## RULES AND REGULATIONS

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1. Each party includes 1 hour in the party room. Once the allotted party room time is over, the group will no longer have access to the party room. Guests are responsible for removing gifts, towels and personal items at this time.
2. You are welcome to bring your own cake and ice cream, however no other outside food is allowed into the building. Food is not to leave the party room.
3. Each party comes with decorations, 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.
4. The Salvation Army Kroc Center will provide a Party Host to assist with room set up and take down, group check-in and check-out and to assist you with needs you may have during the party. Every person participating in the party will be wrist banded by Party Host.

All persons swimming must wear a swimsuit. Please bring a towel and other swim items since they will not be provided. A lock for the lockers is suggested but not required. The Kroc Center is not liable for items lost or stolen.

I HAVE READ AND AGREED TO THE ABOVE STATEMENTS.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_