

# Party Request Form

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Please follow these steps to submit your Party Request Form properly.

- Download the Party Request Form to your desktop.  
(filling out this form in the browser preview mode does not save the information)
- Open the downloaded Party Request Form in Adobe Acrobat Reader from your desktop.
- Fill out the Party Request Form and resave it to your desktop.
- Email your filled out Party Request Form to [krocparties@krocda.org](mailto:krocparties@krocda.org)

# Party Request Form

To book a party at The Salvation Army Ray & Joan Kroc Center, please fill out and submit this form to our Birthday Party Attendant. **This request form does not guarantee a party space.** A representative from The Kroc Center will contact you to confirm reservation. To book a party, please return this form to the front desk. Ten day notice is required to book parties and guarantee food. Food cannot be altered within 10 days prior to the party. Full payment is required at time of booking.

## CONTACT INFORMATION

PRIMARY CONTACT

CHILD NAME \_\_\_\_\_ CHILD'S AGE (TURNING) \_\_\_\_\_  MALE  FEMALE

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

ARE YOU CURRENTLY A MEMBER?  GOLD  SILVER  NOT A MEMBER

## EVENT INFORMATION

You will have access to your room for set-up approximately 15 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 \_\_\_\_\_

## PARTY DETAILS

TYPE OF PARTY  BIRTHDAY  TEAM  OTHER: \_\_\_\_\_

TOTAL NUMBER OF ATTENDEES (CHILDREN, PARENTS AND GUESTS) MAX 21 GUESTS \_\_\_\_\_

PLEASE CHOOSE FROM THE FOLLOWING:

**16" PIZZA** (12 slices of pizza of your choice includes juice boxes.)

CHEESE (\$13.95 CHEESE PIZZA) QTY. \_\_\_\_\_  HAWAIIAN (\$15.95 PER PIZZA) QTY. \_\_\_\_\_

PEPPERONI (\$15.95 PER PIZZA) QTY. \_\_\_\_\_  SAUSAGE (\$15.95 PER PIZZA) QTY. \_\_\_\_\_

12" GLUTEN FREE PEPPERONI, 8 SLICES (\$16.95 PER PIZZA) QTY. \_\_\_\_\_

12" GLUTEN FREE CHEESE, 8 SLICES (\$11.50 PER PIZZA) QTY. \_\_\_\_\_

**VEGGIE TRAY** 4LB (\$11.95 EA) QTY. \_\_\_\_\_  **FRUIT TRAY** 3LB (\$11.95 EA) QTY. \_\_\_\_\_

SPECIAL REQUESTS/NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SWIM PARTY FEE ESTIMATE

\$130 (\$117 Gold Mbrs.), up to 12 swimmers \$ \_\_\_\_\_  
Extra swimmers (more than 12) can be paid for on day of party for \$5 each.

## CLIMBING WALL PARTY FEE ESTIMATE

\$130 (\$117 Gold Mbrs.), up to 10 climbers \$ \_\_\_\_\_

## ADD-ONS

Butcher Paper (free of charge) \_\_\_\_\_

Food total (food cost x quantity) \$ \_\_\_\_\_

Balloon Bouquet (\$12.95/12 balloons) \$ \_\_\_\_\_

Room Upgrade (\$50/ 1 Community Room) \$ \_\_\_\_\_

Max Attendance 40 Guests

\*Check RMS for room availability

SUBTOTAL (WITHOUT TAX) \$ \_\_\_\_\_

TAX (SUBTOTAL X .06) \$ \_\_\_\_\_

**TOTAL (SUBTOTAL + TAX) \$ \_\_\_\_\_**

*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 on a Kroc Gift Card, minus a \$25 booking fee. You may also choose to transfer to another party date for a \$10 transfer fee. Cancellation/transfer requests made less than 7 days prior to the event date are not eligible for a refund or credit. If intended climbing party size exceeds 10, accommodations need to be made 2 weeks in advance with the party attendant. Additional staff charge of \$25 will be applied.*

*\*Climbing waivers for all children 17 and under must be signed by guardians and returned to The Kroc Center at party check-in.*

### OFFICE USE ONLY

ROOM  MVP  ALL STAR

EMAIL CONFIRMATION \_\_\_\_\_  VERBAL AGREEMENT \_\_\_\_\_

PAYMENT TOTAL

DATE OF PAYMENT

CASH  CHECK # \_\_\_\_\_

VISA  MC  DISCOVER CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

CARDHOLDER SIGNATURE

RECEIVED BY

ZIP OF CARD