



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

(Kroc Center members receive a 5% discount on birthday parties)

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: _____

NUMBER OF GUESTS: _____ CONFIRMED ROOM: _____ PLAY TIME: _____

50% deposit is due at time of booking. Full payment is required by day of party; charges for additional guests will be collected at the time of the party. No cash re-funds are given unless the birthday 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 birthday party seven or more days prior to the booked date, you will receive a refund, minus a \$25 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.



PARTY PACKAGES

All Aquatic Parties Include:

- Maximum of 25 guests per room
- 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

#1 Party Package \$150

- 4 pizzas per party (pepperoni or cheese)
- 2 pitchers of soda / juice

#2 Party Package \$150

- 1 Hot dog and chips per guest
- 2 pitchers of soda / juice

#3 Party Package \$100

- Two hour use of party room and Aquatic center

Each additional guest \$10 for all parties.

Art Party Packages:

#1 Party Package \$100

- Two hours of party time which will include instructed painting on a ceramic piece
- Includes 11 participants
- Suggested for ages 4 and up

#2 Party Package \$200

- Two hours of instructed painting on canvas
- Includes 11 participants
- Suggested for ages 8 and up

Add on \$20

- T-shirt for birthday honoree
- Paper plates, napkins, tablecloth, and utensils

Add on \$50 (Choose one food option)

- 4 pizzas per party (pepperoni or cheese) & 2 pitchers of soda / juice
- 1 hot dog and chips per guest & 2 pitchers of soda / juice



BIRTHDAY PARTY FEE ESTIMATE

Birthday Party Minimum Fee: \$ _____ Extra Guests: \$ _____

Total \$ _____ 5% Member Discount (when applicable): \$ _____

Estimated Total: \$ _____

OFFICE USE ONLY

Grand Total \$ _____ 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.
- Party rooms are equipped with tables, chairs, sink and counterspace. Each room accommodates approximately 25 children and adults.
- 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 arm's reach at all times. Children ages 6-12 must have an adult supervising them from inside the Aquatics Center, on the pool deck.**
- 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 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 seven or more days prior to the booked date, you will receive a full refund, minus a \$25 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





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 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. **10-Minute Rule:** 10 minutes before the top of each hour you will hear the lifeguards blow their whistles. At this time all children under the age of 16 must exit the pool. This time is for children to take a restroom break and will be reserved for adult swim only. At the top of the hour the whistle will sound again indicating that children may reenter the pool.
15. 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



The Salvation Army Kroc Center Party Rules

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 can arrive 30 minutes before the party is scheduled to decorate and set up.
2. **You are only allowed 25 people per party room if you are having an aquatic party and 11 if you are having an art party. If you have more than this many people in attendance to your party, you will be charged \$10 per additional guest.**
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 an aquatic party and the art room for an art party.
 - For access to the rest of the facility, you or your guests can purchase day passes which are \$8 for adults and \$5 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 or art room 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 seven or more days prior to the booked date, you will receive a full credit, minus a \$25 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 seven 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 30 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 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 and facility rules.
 - Please read the attached sheet for rules regarding the pool.
14. Please see the membership desk at the end of your party 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