



## **RENTAL PACKAGE**

**THANK YOU FOR YOUR INTEREST IN KROC RENTALS, PLEASE FOLLOW THE FOLLOWING DIRECTIONS TO AVOID ANY DELAYS IN PROCESSING YOUR APPLICATION. APPLICATIONS MUST BE TURNED IN AT LEAST 3 WEEKS BEFORE REQUESTED RENTAL DATE.**

### **DIRECTIONS:**

**1. FACILITY RENTALS**

- Complete & submit the following pages: **2, 3, 4, and 8.**
- Return all completed forms to Welcome Desk

**2. BIRTHDAY PARTY PACKAGE RENTALS**

- Complete & submit the following pages **2, 3, 4, 10, and 11.**
- Return all completed forms to Welcome Desk

Once forms are submitted the approval process will begin the next business day. Upon the approval of your event, you will be contacted with your contract totals and deposit amount. The Security Deposit and 25% Down Payment must be paid within **3 business days** or your contract will become void.

Rental requests are processed every **Wednesday**; it may take up to **10 business days** before receiving approval for your request.

1. CATERING MENU/ORDER FORM
2. RENTAL FEES
3. FACILITY RENTAL FORM
4. PARTY PACKAGE MENU
5. PARTY RENTAL FORM
6. A/V CHECKLIST

Any questions or concerns?

Contact: Event Department Staff Member

707.439.7903 • [Suisun.Krocevents@usw.salvationarmy.org](mailto:Suisun.Krocevents@usw.salvationarmy.org)



# PROPERTY USE AGREEMENT LONG FORM

Permission is hereby granted to .....  
**NAME OF THE GRANTEE**

.....  
**ADDRESS OF THE GRANTEE**

Herein called the "Grantee", for the use of .....  
**FACILITY NAME**

for .....  
**PURPOSE AND ACTIVITY**

and no other purpose, during the period commencing on .....  
**DATE AND TIME**

to and including ..... provided that The Salvation Army reserves  
**DATE AND TIME**

the right to terminate the permitted use at any time upon written notice to the Grantee, in which case any deposits will be promptly refunded. All specific terms of this agreement are documented in Addendum A and incorporated here as though set forth in full.

In consideration of the permission herein granted, the Grantee shall, to the maximum extent permitted by law, defend, indemnify, and hold harmless The Salvation Army, a California corporation, its officers, directors, employees, agents, and volunteers from and against all claims, actions, suits, liabilities, losses, damages, costs, attorney's fees, expert's fees, and/or any other expenses of every nature and character, including without limitation any injury, loss, or damage to property or person, including death, arising from or in connection with the use of the premises by the Grantee, except that the Grantee's obligations hereunder shall not apply to The Salvation Army's sole negligence or willful misconduct.

Without limiting the foregoing, the Grantee further agrees, to the maximum extent permitted by law, to WAIVE AND RELEASE The Salvation Army, a California corporation, its officers, directors, employees, agents, and volunteers from any and all liability, claims, demands, suit, including without limitation any injury, loss, or damage to property or person, including death, arising from or in connection with the use of the premises by the Grantee, it being expressly agreed that such waiver and release includes negligence on the part of The Salvation Army. The Grantee understands that by its signature below the Grantee gives up its right to sue The Salvation Army.

The Grantee shall furnish evidence of general liability insurance with limits of not less than \$1,000,000 as to each occurrence and \$1,000,000 aggregate, without sublimits unless otherwise approved in writing by The Salvation Army, said insurance to be kept in full force and effect at all times during the terms of this agreement and shall, by endorsement, name The Salvation Army, a California corporation, its agents, employees, and volunteers as additional insured. Such additional insured endorsement shall be furnished with the evidence of insurance described here. The Salvation Army reserves the right to request higher policy limits for higher risk activities. The Grantee shall also furnish an amendment to the policy evidencing an agreement by the insurance carrier that the policy shall be primary to and will not seek any contribution from any insurance coverage (primary, umbrella, or excess) maintained by The Salvation Army, and not be canceled or coverage reduced without first giving thirty (30) days written notice thereof to the Risk Management Department of The Salvation Army, 180 East Ocean Boulevard, 10th Floor, Long Beach, California 90802-4709. The grantee shall also provide an endorsement to the policy indicating the carrier has waived any rights to subrogation against The Salvation Army and the other additional insured's listed above.

Grantee Signature..... Date.....

Accepted: The Salvation Army, A California Corporation By..... Date.....



# GENERAL RULES FOR PUBLIC USE OF KROC CENTER FACILITIES

## PLEASE READ AND INITIAL EACH GUIDELINE

### ALCOHOL, DRUGS AND SMOKING

THE KROC CENTER IS A DRY FACILITY. ALCOHOL AND DRUGS ARE STRICTLY PROHIBITED. **IF ALCOHOL IS PRESENT OR GUESTS ARE INTOXICATED,** THE PARTY WILL BE TERMINATED WITHOUT REFUND, NO EXCEPTIONS. **SMOKING IS PROHIBITED** ON THE KROC CENTER PROPERTY. ....

### RESERVATIONS/APPOINTMENTS

AN APPLICATION FOR RENTAL OF ANY OF THE CENTER FACILITIES MUST BE SUBMITTED TO THE RENTAL DEPARTMENT NO LESS THAN 3 WEEKS BEFORE THE DATE OF THE EVENT. ONCE SUBMITTED, YOU WILL BE CONTACTED WITHIN 7-10 BUSINESS DAYS. ....

### DOWN PAYMENT/ DEPOSIT

A REFUNDABLE SECURITY DEPOSIT OF \$100.00 PLUS THE DOWN PAYMENT OF 25% OF THE FULL RENTAL TOTAL MUST BE PAID WITHIN 3 DAYS UPON APPROVAL OF THE EVENT TO AVOID AUTOMATIC CANCELLATION. THE REFUND WILL BE REFUNDED BACK TO THE CREDIT OR DEBIT CARD ORIGINALLY USED OR BY CHECK. **PLEASE ALLOW UP TO 21 DAYS FOR THE REFUND TO BE PROCESSED.** THE SECURITY DEPOSIT MAY BE FULLY REFUNDED IF THERE ARE NO DAMAGES TO THE FACILITY. NO CASH REFUNDS ARE GIVEN. IF THE EVENT IS CANCELED BY THE KROC CENTER, YOU WILL BE GIVEN THE CHOICE OF A FULL CREDIT OR A FULL REFUND. FOR ALL CASH PAYMENTS, BILLS MUST BE \$20 OR SMALLER. ....

### CANCELLATION FEE/ RESCHEDULING FEE/ NO SHOW

\$50.00 FOR ANY CANCELED RENTAL. \$25 RESCHEDULING FEE WILL BE ASSESSED IF A DATE CHANGE IS REQUESTED & ACCOMMODATED. REFUNDS WILL NOT BE GIVEN FOR NO SHOWS. IF THE RENTAL IS CANCELED WITH ONE WEEKS NOTICE OR LESS, THE RENTAL DEPOSIT AND DOWN-PAYMENT WILL NOT BE REFUNDED. ....

### SET- UP

SET UP MUST OCCUR WITHIN THE FIRST HOUR IMMEDIATELY PRIOR TO THE EVENT. IF ADDITIONAL TIME IS NEEDED, PLEASE DISCUSS WITH THE EVENT MANAGER TO ADJUST RENTAL TIMES. ADDITIONAL CHARGES MAY APPLY, AND CHANGES MAY NOT OCCUR LESS THAN 7 DAYS PRIOR TO THE EVENT. ....

### DECORATIONS

DECORATIONS MUST NOT COVER OR OBSTRUCT EXITS. THE USE OF OPEN FLAME CANDLES IS NOT PERMITTED IN THE KROC CENTER. ADHESIVES, NAILS, SCREWS, STAPLES, ETC. IN WALLS, WOODWORK, OR ON WINDOWS ARE PROHIBITED. **NO GLITTER ALLOWED. ONLY PAINTERS TAPE WILL BE PERMITTED FOR INSTALLING DECORATIONS AND MUST BE COMPLETELY REMOVED.** INABILITY TO COMPLY WITH THIS RULE WILL RESULT IN WITHHOLDING THE SECURITY DEPOSIT AND DOWN PAYMENT. ANY LEFT OVER DECORATIONS OR FOOD WILL BE DISPOSED AT THE END OF YOUR EVENT. THE KROC CENTER IS NOT RESPONSIBLE FOR DAMAGES OR ACCOUNT OF DECORATIONS. ....

### TECHNICAL REQUIREMENTS

THE USE OF ANY DEVICES SUCH AS FIREARMS, LIVE EXPLOSIVES, AND LASERS REQUIRE PRIOR NOTICE AND WRITTEN APPROVAL FROM THE POLICE AND FIRE DEPARTMENTS. OPEN FLAMES ARE PROHIBITED, THE ONLY EXCEPTION WOULD BE STANDARD BIRTHDAY CANDLES WHICH MAY ONLY BE USED FOR BIRTHDAY CAKES. ....

### EQUIPMENT USE

BASIC AUDIO IS INCLUDED WITH EACH RENTAL, EXCLUDING USE OF THE PROJECTORS IN THE BANQUET HALL AND THE A/V BOOTH LOCATED IN THE AUDITORIUM. IN THESE CASES, A TECHNICIAN IS REQUIRED. ADDITIONAL FEES APPLY. IN REGARDS TO COMPUTER EQUIPMENT IN THE BANQUET HALL, THE FACILITY HAS A WINDOWS BASED HP COMPUTER, **THERE ARE NO HOOK UPS AVAILABLE FOR PERSONAL LAPTOPS.** ....

**CLEAN-UP**

EACH GROUP HAS A 30 MINUTE GRACE PERIOD TO CLEAR THE FACILITY. ADDITIONAL CHARGES MAY APPLY IF TIME ELAPSES. PLEASE NOTE THAT IT IS EXPECTED THAT THE ROOM(S) BE LEFT IN THE SAME CONDITION IT AS IN PRIOR TO THE RENTAL. THE KROC CENTER WILL NOT BE RESPONSIBLE FOR EQUIPMENT OR OTHER ITEMS LEFT IN THE BUILDING. APPLICANTS WILL BE SUBJECT TO FORFEITURE OF THE SECURITY DEPOSIT AND DOWN PAYMENT AND ADDITIONAL CHARGES UPON COMPLETION OF THE ACTIVITY FOR VIOLATIONS OF THE CLEAN UP POLICY (I.E., EXCESSIVE SPILLS, OR TRASH ON THE FLOORS, CHAIRS AND TABLES LEFT DIRTY OR DAMAGED, ETC.) .....

**SECURITY**

ALL GROUPS WHO ARE RENTING ANY OF THE KROC CENTER FACILITIES ARE RESPONSIBLE FOR SUPPLYING SECURITY AT THEIR OWN EXPENSE, AS DEEMED NECESSARY BY THE KROC CENTER, AND THE SALVATION ARMY. ....

**INSURANCE/SPECIAL ENDORSEMENT**

ALL RENTAL APPLICANTS ARE REQUIRED TO HAVE LIABILITY INSURANCE IN THE AMOUNT OF \$1,000,000 FOR ALL EVENTS FOR EVENTS OF 75 GUESTS OR MORE. KROC CENTER DOES NOT PROVIDE LIABILITY INSURANCE. CONTACT YOUR INSURANCE AGENCY FOR PRICING. ....

**LINEN USAGE**

A DAMAGED/ STAIN TREATMENT \$10.00 CHARGE WILL APPLY IF LINENS ARE RETURNED STAINED OR DAMAGED. DAMAGED LINEN NAPKINS ARE \$0.75/ NAPKIN. NOT INCLUDED IN THE RENTAL FEE. ....

**FOOD/CATERING**

FOOD SERVED AT YOUR EVENT MUST BE PROVIDED BY A LICENSED CATERER. A COPY OF THE CATERERS LICENSE IS REQUIRED. POTLUCKS ARE PROHIBITED. ANY RENTALS THAT REQUIRE FOOD MUST COMMUNICATE WITH THE RENTAL DEPARTMENT REGARDING ARRANGEMENTS FOR YOUR EVENT. (IE: DROP OFF, KITCHEN USE, ETC.) .....

**STAFFING FEE**

**STAFFING FEES ARE NOT INCLUDED** IN THE PRICES LISTED IN THE FEE SCHEDULE. IT IS **MANDATORY TO HAVE AN EVENTS ATTENDANT AND FACILITIES ATTENDANT ON STAFF DURING ANY EVENT AT THE KROC CENTER.** NO EXCEPTIONS. ....

**SUPERVISION OF GUESTS**

ALL RENTAL GROUPS ARE RESPONSIBLE FOR SUPERVISING GUESTS ( ESPECIALLY CHILDREN) IN RENTAL AREA. DAMAGES TO FURNITURE, CARPETS, WALLS, ETC WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT AND DOWN PAYMENT. DAMAGES OR DISRUPTIONS WILL RESULT IN THE FORFEITURE OF YOUR SECURITY DEPOSIT AND DOWN PAYMENT. PARTY GOERS WILL NEED TO COMPLETE A DAY PASS OR SPECTATOR PASS WITH A VALID ID TO ACCESS THE REST OF THE FACILITY. **PARTIES MUST STAY IN THEIR DESIGNATED AREAS. CHILDREN ARE NOT ALLOWED TO ROAM THE BUILDING.** .....

**CONDUCT**

KROC CENTER EMPLOYEES HAVE THE AUTHORITY TO ADDRESS BEHAVIORS AND ACTIONS THAT ARE NOT ACCEPTABLE IN OUR FACILITY. FAILURE TO COMPLY WITH KROC CENTER EMPLOYEE REQUESTS OF ACCEPTABLE CONDUCT WILL RESULT IN FORFEITURE OF SECURITY DEPOSIT AND DOWN PAYMENT AND IMMEDIATE TERMINATION OF EVENT. CHARGES WILL APPLY FOR MISSING ITEMS THAT WERE BORROWED. CHARGES WILL APPLY FOR EARLY ARRIVAL. RENTALS MUST END NO LATER THAN 1 HOUR BEFORE CLOSING TIME. ....



# CATERING ORDER FORM

**DATE SUBMITTED** ..... **SUBMITTED BY** .....  
**TYPE OF EVENT** ..... **DATE OF EVENT** ..... **TIME OF EVENT** .....:.....:.....  
**PARTY CONTACT PERSON** ..... **PHONE NUMBER** .....  
**NAME OF CELEBRANT** ..... **AGE OF CELEBRANT** .....

ITEM	PRICE	QUANTITY	TOTAL
Veggie Platter (20)	\$40.00		
Meat, Cheese, & Cracker Platter (30)	\$40.00		
Fruit Platter (30)	\$40.00		
Fresh Baked Cookie Platter CHOCOLATE CHIP, OATMEAL RAISIN & SNICKERDOODLE ASSORTMENT	\$35.00		
Chicken Wing Platter (15) CIRCLE ONE: HONEY BBQ - BUFFALO	\$40.00		
Large Chicken Caesar Salad (20) WITHOUT CHICKEN \$25	\$50.00		
Breakfast Pastry Platter (25) ASSORTED BAGELS, CROISSANTS, AND DANISHES	\$40.00		
Croissant Platter (24) HAM & TURKEY	\$40.00		
Pinwheel Platter (24) HAM & TURKEY	\$40.00		
Coffee Thermos (15)	\$20.00		
Large Coffee Dispenser (50/100)	\$35.00/\$70.00		
Large Lemonade Dispenser (3 Gallons)	\$15.00		
Large Punch Dispenser (3 Gallons)	\$15.00		
Pizza (16 Slices) CHEESE OR PEPPERONI	\$13.00		
Hot Dog Station (20) HOT DOGS, CONDIMENTS & CLASSIC LAYS CHIPS. SERVES 15 PEOPLE	\$50.00		
Ice Cream Bar (20) *priced per person	\$5.00		
Salad Bar (20) *priced per person	\$8.00		
Nacho Station (20) *priced per person ADD GROUND BEEF \$10.00	\$8.00		

**\*20 person minimum for food stations and bars.**

**SIGNATURE** .....  
**DATE** .....

<b>SUBTOTAL</b>	
<b>TAX</b>	
<b>GRAND TOTAL</b>	



## RENTAL FEE SCHEDULE

ROOM	SQ. FT	CAPACITY LECTURE/ DINNER	MIN. RENTAL (HRS)	SATURDAY RENTAL/ HR	FRIDAY & SUNDAY	WEEKDAY PER HOUR
Spinning Studio	1461	30	1	\$40.00	\$40.00	\$32.00
Party Room	279	15	1	\$25.00	\$25.00	\$20.00
Gymnasium NO BLEACHERS	7010	410/325	3	\$105.00	\$92.00	\$73.00
Gymnasium WITH BLEACHERS	7010	410/325	3	\$125.00	\$105.00	\$84.00
Gymnasium DINNER PARTY	7010	410/325	3	\$160.00	\$160.00	\$128.00
Child Watch Tot Lot SUBJECT TO AVAILABILITY			1	\$15.00	\$15.00	\$15.00
Aerobics/Dance Studio	1682	35	1	\$40.00	\$40.00	\$35.00
Banquet Hall	2794	150/120	3	\$92.00	\$88.00	\$72.00
• Community Room A	998	62.49	1	\$45.00	\$40.00	\$32.00
• Community Room B	890	53/40	1	\$45.00	\$40.00	\$32.00
• Community Room C	881	47/37	1	\$45.00	\$40.00	\$32.00
Combination of 2 Community Rooms			1	\$85.00	\$75.00	\$60.00
Pre-Function Lobby	695	32/25	2	\$25.00	\$25.00	\$20.00
Servery			1	\$75.00*	\$75.00*	\$75.00*
Conference Room	251	13/10	1	\$30.00	\$30.00	\$24.00
Courtyard			1	\$25.00	\$25.00	\$20.00
Classroom A- Computer Lab	387	34/25	1	\$25.00	\$25.00	\$20.00
Classroom B- Computer Lab	384	34/25	1	\$25.00	\$25.00	\$20.00
Classroom 1- Arts/Crafts	227	18/15	1	\$25.00	\$20.00	\$20.00
Classroom 2- Arts/Crafts	227	18/15	2	\$25.00	\$20.00	\$20.00
Auditorium	8000	300	1	\$200.00	\$150.00	\$120.00
Music & Instruments Room	312	22/16	1	\$30.00	\$25.00	\$20.00
Auditorium Lobby	1255	251		\$20.00	\$20.00	\$20.00

### Security Deposit and Down Payment

For facility rentals: A security deposit of \$100 and 25% of the total rental fee as down payment of total is due upon initial approval for all rental facilities in addition to and separate from the full rental total. This must be paid within 3 days of initial contact or else contract becomes void. Full rental total is due the week before the event. If there are no damages during the rental, your security deposit will be refunded.

AV Equipment Technician for Theater	\$60/hr
Cancellation Fee	\$50.00
Servery*	\$75.00 flat rate (Refrigeration space, Food Warmer, Hand Sink)
Projector & Screen	\$60.00
Additional Projector Screens	\$20.00
Use of Television Screens/Presentations	\$20.00/screen
Portable Stage Set Up	\$50.00/ 4x4 panel with skirt
Table Cloth Linen Use	\$10.00/table (\$15.00 fee/damaged linen)
Full Place Settings w/Linens	\$20.00/table
Standard <b>Events Attendant</b> Rate	\$20.00/hr
Standard <b>Facilities Attendant</b> Rate	\$40.00 flat rate
Extra Clean Up Time	\$100 for parties that elapse the 1 hour grace period after contracted end time.

**All fees Double if allotted time is surpassed**



# FACILITY RENTAL APPLICATION

Please use this application to submit your request to rent space at The Salvation Army Ray & Joan Kroc Corps Community Center (RJKCCC).

## CONTACT INFORMATION

NAME OF GROUP/ORGANIZATION .....

CONTACT NAME ..... TITLE .....

ADDRESS ..... CITY .....

STATE ..... ZIP ..... PHONE NUMBER .....

EMAIL .....

## EVENT INFORMATION

DAY(S) / DATE(S) REQUESTED ..... TYPE OF EVENT (BABY SHOWER, WEDDING ETC.) .....

ACTUAL EVENT TIME ..... RENTAL START TIME ..... RENTAL END TIME .....

NUMBER OF GUESTS EXPECTED ..... WILL FOOD AND/OR BEVERAGES BE SERVED AT THE EVENT?  YES  NO

IS YOUR EVENT OPEN TO THE PUBLIC?  YES  NO

PLEASE STATE PURPOSE AND DESCRIPTION OF YOUR EVENT

.....

.....

## LIABILITY INSURANCE

Facility users must either provide liability insurance of at least \$1,000,000 naming The Salvation Army as additional insured no later than 10 days prior to the scheduled start time or make other arrangements with the RJKCCC regarding liability coverage. Additional information about insurance option and requirements are available on request.

<p>THE SALVATION ARMY RAY &amp; JOAN KROC CORPS COMMUNITY CENTER EXECUTIVE STAFF MEETING</p> <p>DATE</p> <p>• RECOMMENDED TO DHQ .....</p> <p>• OTHER .....</p> <p>BY .....</p>
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## ACCESS POLICY

The RJKCCC is owned and operated by The Salvation Army. The Salvation Army reserves the right to grant access to its facilities to those groups or individuals whose activities are in harmony with the mission of The Salvation Army and appropriate for family participation.

SIGNATURE .....

DATE .....





## CREATE YOUR **KROC PARTY**

Thank you for your interest in hosting your special event with us here at The Kroc Center. The Kroc Center offers state of the art facilities ideal for hosting any special event. All Kroc parties are for 15 participating guests. Food, Drinks, Cups, Plates and utensils for 15. Each additional guest is \$4, which covers the cost for activity participation only. Additional food can be added from the Kroc Caters Menu.

### **DIAMOND PARTY PACKAGE - \$350.00**

- 3-hour Party
- Includes 2 Activity Choices
- Party Room for 3 Hours
- Dedicated Party Attendant
- 1 Meal Selection
- Beverages

### **GOLD PARTY PACKAGE - \$300.00**

- 2-hour Party
- Includes 1 Activity Choice
- Party Room for 2 Hours
- Dedicated Party Attendant
- 1 Meal Selection
- Beverages

### **ACTIVITY MENU (1 HOUR/ACTIVITY)**

- Rockwall Climbing
- Swimming\*
- Gym & Sports Activities: Soccer, Basketball Volleyball, Interactive Games, KidsFit.
- Kroc Craft Creations: Craft Activities vary. Examples: Mini Piñatas, Foil Art, and more.
- Dance Party: Dance Routine and/or games with music lead by instructor.
- Bounce House (additional \$50.00)

### **PARTY MENU (SERVES 15)**

- 3 Pizzas (Cheese or Pepperoni)
- Hot Dog Station
- Dino Chicken Tenders and Tater Tots (additional \$15.00)

### **BEVERAGE MENU (4 PITCHERS)**

- Pink Lemonade
- Yellow Lemonade
- Soda: Pepsi, Diet Pepsi, Root Beer, or Sierra Mist.

**\*Pool Party Rental Form (Page 11) must be signed, completed & submitted with application.**



# PARTY REQUEST FORM

To book a party at The Salvation Army Ray & Joan Kroc Center, please fill out and submit this form to our Rentals & Events Department. This request form does not guarantee a party space. A representative from the Kroc Center will contact you to confirm reservation.

## CONTACT INFORMATION

PRIMARY CONTACT .....

CHILD NAME ..... CHILD'S AGE (TURNING) .....  MALE  FEMALE

ADDRESS ..... CITY .....

STATE ..... ZIP ..... PHONE NUMBER .....

EMAIL ..... KROC MEMBER?  GOLD  SILVER  NOT A MEMBER

## EVENT INFORMATION

You will have access to your room for set-up approximately 1 hour prior to part start time.

CHOICE #1 • DATE OF INTEREST (MM/DD/YY) ..... TIME OF INTEREST .....:.....:.....

CHOICE #2 • DATE OF INTEREST (MM/DD/YY) ..... TIME OF INTEREST .....:.....:.....

TYPE OF PARTY  GOLD PARTY PACKAGE (\$300.00)  DIAMOND PARTY PACKAGE (\$350.00)

TOTAL NUMBER OF ATTENDEES .....

ACTIVITIES: (SELECT 1 FOR GOLD PARTY, SELECT 2 FOR DIAMOND PARTY)

- ROCKWALL CLIMBING       SWIMMING       GYM (SPORTS ACTIVITIES)
- KROC CRAFT CREATIONS       DANCE PARTY       BOUNCE HOUSE (ADDITIONAL \$50.00)

PLEASE CHOOSE FROM THE FOLLOWING:  16" PIZZA (\$13.00 PER PIZZA)      CHOOSE ONE:  CHEESE  PEPPERONI  
3 pizzas total in party package

SPECIAL REQUESTS/NOTES .....

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To book a party, please return this form to the front desk. Two week notice is required to book parties and guarantee food. Food cannot be altered within 3 days prior to the party. Full payment is required at time of booking; charges for additional guests will be collected at the time of the party.

Deposits are required upon contact regarding approval of your event. You have up to 3 days to make this payment or contract becomes void. All pricing and rates are subject to change. No cash refunds are given unless the party is canceled by The Kroc Center. If event is canceled by The Kroc Center, you will be given a choice of a full credit or full refund. If you cancel the party 7 or more days prior to the booked date, you will receive your full balance, minus a \$25 booking fee. Cancellations made less than 7 days prior to the event day are not eligible for a refund or credit.

PARTY PACKAGE FEE ESTIMATE	
AD. CATERING	
PARTY INVITES (\$10.00/20)	
SUBTOTAL	
TAX (7.357%)	
GRAND TOTAL	

SIGNATURE .....

DATE .....



# POOL PARTY RENTAL FORM

DATE SUBMITTED ..... SUBMITTED BY .....

TYPE OF EVENT ..... DATE OF EVENT ..... TIME OF EVENT .....:.....:.....

EXPECTED # OF SWIMMERS .....  LIFE JACKETS NEEDED ADDITIONAL \$20, UP TO 20 AVAILABLE

## IMPORTANT RULES

- Swimwear is required
- Non-swimmers must be in arms reach of an adult
- All flotation devices must be U.S. Coast Guard Approved
- No Photography in the pool area (For Child Safety)
- Toys are not allowed
- Shower prior to getting into the pool

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By signing this contract, you agree to inform your party guests of facility rules, to follow all posted pool rules, and to obey the Lifeguards and Lead Lifeguard at all times. Failure to follow the rules may result in losing your deposit.

**POINT OF CONTACT** .....

P.O.C. IS AN ADULT THAT WILL STAY ON THE POOL DECK FOR THE DURATION OF YOUR PARTY'S STAY IN AQUATICS AND WILL ASSIST WITH ANY COMMUNICATION ISSUES BETWEEN STAFF AND PARTY MEMBERS.

**SIGNATURE** .....

**DATE** .....



# A/V CHECKLIST FORM

DATE SUBMITTED ..... SUBMITTED BY .....

TYPE OF EVENT ..... DATE OF EVENT ..... TIME OF EVENT .....:.....:.....

Thank you for your interest in hosting your special event with us here at The Kroc Center. The Kroc Center offers state of the art facilities ideal for hosting any special event. Whether a room for conferences, monthly meeting space, a concert, a wedding or birthday party, our spacious rooms provide the perfect setting and fabulous accommodations at competitive rates.

**Rentals come with one wireless microphone, one podium, and the use of the house sound system. Additional equipment can be found below with the quantity of available equipment and pricing.**

ITEM	DETAILS	RENTAL PRICE	AVAILABLE	ORDERED
<b>MICROPHONE</b>				
<b>WIRED HANDHELD</b>	Shure SM58	\$10.00	3	
	Peavey PVi100	\$22.99	5	
<b>WIRELESS HANDHELD</b>	Shure SM58	\$60.00	7	
Lapel	Shure ULX1	\$70.00	8	
Lavelier	Shure ULX1 And Countryman E6i0W5	\$100.00	8	
Instrument	Shure SM57	\$10.00	6	
	AKG Pro Audio Drum Set	\$40.00	-	
<b>MICROPHONE STANDS</b>				
Boom		\$10.00	5	
Straight		\$10.00	16	
<b>AUDIO MONITORS</b>				
Floor Speaker	EV SX100+	\$35.00	4	
In Ear	Shure PSM900	\$100.00	10	
<b>VISUAL MONITOR</b>	LG 42" TV Monitor	\$40.00	2	
<b>MACBOOK LAPTOP</b>				
Clicker		\$10.00	1	
<b>INSTRUMENTS</b>				
Keyboard			1	
Organ			1	
Drum Set			1	
<b>RISERS &amp; STAGE</b>				
Choir Risers	4.5x5.5 (Bottom, Middle, & Top)	\$75.00	4	
Stage Platform	4x4 Square Sections		12	
<b>STAGE EFFECTS</b>				
Fog Machine	Low Lying - Mister Kool by ADJ	\$40.00	1	
Slimpar Uplight	Chauvet Slimpar 64 RGBA	\$25.00	-	
		<b>SUBTOTAL</b>		
		<b>TAX</b>		
		<b>GRAND TOTAL</b>		

SIGNATURE .....

DATE .....