

Party Request Form



To book a party at the Kroc Center, please fill out and submit this form to the Welcome Desk. **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 _____

CELL PHONE _____ DAY PHONE _____

EMAIL _____

EVENT INFORMATION

You will have access to your room for set-up **approximately 30 minutes prior to party start time.** Birthday parties are 2 hours long.

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) _____

THEME

Choose the child's preferred party theme. (ex. Scooby Doo, Disney Princess, etc.) Themed items include plates, cups, napkins, and table covers.

CHOICE #1 _____

CHOICE #2 _____

If you or your child would prefer a generic party theme, please indicate a color scheme below.

SPECIAL REQUESTS / NOTES _____

To book a party, please return this form to the Welcome Desk.
A two week notice is required to book parties.

BIRTHDAY PARTY PACKAGES

UP TO 16 PARTICIPANTS INCLUDES:

- PLATES
- CUPS
- FORKS
- NAPKINS
- EVENT HOST
- TABLE COVERS
- INVITATIONS

- SANDBAR A: \$205 (INCLUDES FULL KITCHEN)
- SANDBAR B: \$185

MAX CAPACITY IN ROOM: 24

UP TO 32 PARTICIPANTS INCLUDES:

- PLATES
- CUPS
- FORKS
- NAPKINS
- EVENT HOST
- TABLE COVERS
- INVITATIONS

- SANDBAR A & B: \$360 (INCLUDES FULL KITCHEN)

MAX CAPACITY IN ROOM: 48

SWIMMING PARTY FEE ESTIMATE:

(CHECK ALL THAT APPLY)

- SANDBAR A: \$205 (INCLUDES FULL KITCHEN)
- EXTRA CHILD: \$6 (WITH PAPER PRODUCTS)
- BIRTHDAY BANNER: \$6
- SANDBAR B: \$185
- SANDBAR A & B: \$360
- TREAT BAGS (8): \$9
- TABLE CENTERPIECE: \$6

TOTAL \$ _____

- All birthday parties must be paid in full at the time of booking
- If your dates are not available, we will refund your money
- All non-members attending a party must have a completed facility usage waiver that is signed by a legal guardian. Facility usage waivers are available online at krocquincy.org/policies or at the Welcome Desk.
- You must be 48 inches tall to go down the Big Red Slide.
- Additional cost of \$3.00 per swimmer will be incurred if limit of 16 non-members is exceeded during party.

OFFICE USE ONLY

PAYMENT TOTAL _____ DATE OF PAYMENT _____

CASH CHECK # _____

VISA MC _____ CARD # _____ EXP. DATE _____

CARDHOLDER SIGNATURE _____ RECEIVED BY _____

Questions? Email: naomi_huber@usc.salvationarmy.org • 405 Vermont • Quincy, IL 62301 • 217-231-5636 • Fax: 217-231-5642 • www.krocquincy.org/rentals