

# Party Request Form



RAY & JOAN  
**KROC**  
CORP'S COMMUNITY CENTER  
QUINCY, IL

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](http://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 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](mailto:naomi.huber@usc.salvationarmy.org) • 405 Vermont • Quincy, IL 62301 • 217-231-5636 • Fax: 217-231-5642 • [www.krocquincy.org/rentals](http://www.krocquincy.org/rentals)