



# Addendum A: Party Request Form

To book a party at The Salvation Army Ray & Joan Kroc Corps Community Center, you may request a reservation by completing and submitting this form to our Banquets & Rentals Department. This request form does not guarantee a party space. A representative from the Kroc Center will contact you regarding your request. **Phone: (503) 798-4816 • E-mail: [Salemkrocbirthdays@usw.salvationarmy.org](mailto:Salemkrocbirthdays@usw.salvationarmy.org) • Web: <http://www.salem.kroccenter.org/parties.html>**

Full payment is required upon return of this form, and all pricing and rates are subject to change prior to your reservation. The Salvation Army reserves the right to reschedule or cancel a party date on reasonable notice to you. If your reservation is cancelled by The Salvation Army, you will be given the choice of a full credit or full refund. You may cancel your reservation on written notice to The Salvation Army. Cancellations made more than four weeks prior to the party date are eligible for full credit or full refund. Cancellations made less than four weeks prior to the party date are not eligible for a refund, but you may choose to move your reservation to a different date for an additional \$10 Transfer Fee.

Day Use Waivers must be signed by you and all of your guests. Rock Wall Waivers must be signed by you and any of your guests before using the Rock Wall. Any of your guests under the age of eighteen must have the waivers, as previously described, signed by a parent or legal guardian. Both waivers are available on our website at <http://www.salem.kroccenter.org/parties.html>.

## • CONTACT INFORMATION

PRIMARY CONTACT \_\_\_\_\_

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

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAY PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_ ARE YOU CURRENTLY A MEMBER?  YES  NO

## • EVENT INFORMATION

Unless otherwise agreed, you may access your party room 15 minutes prior to party start time. Full payment is required at time of booking.

DATE OF INTEREST: CHOICE #1 (MM/DD/YY): \_\_\_\_\_ TIME: \_\_\_\_\_ TYPE OF PARTY:  BIRTHDAY  OTHER: \_\_\_\_\_

TOTAL NUMBER OF ATTENDEES: CHILDREN: \_\_\_\_\_ ADULTS: \_\_\_\_\_

NUMBER OF GUESTS DINING: CHILDREN: \_\_\_\_\_ ADULTS: \_\_\_\_\_

## • PARTY PACKAGES

**THE CLASSIC BIRTHDAY PARTY \$150**  
10 GUESTS  
1 HOUR IN PARTY ROOM  
USE OF PLATES, CUPS, NAPKINS, AND UTENSILS  
CHOICE OF LINEN

**THE BIRTHDAY BASH PARTY \$200**  
10 GUESTS  
1 HOUR IN PARTY ROOM  
USE OF PLATES, CUPS, NAPKINS, AND UTENSILS  
CHOICE OF LINEN  
1 FOOD OPTION (FOR 10 GUESTS)  
ASSORTED BEVERAGES (FOR 10 GUESTS)

**THE KROC STAR BIRTHDAY PARTY \$300**  
ALL BIRTHDAY BASH PACKAGE ITEMS (LISTED ABOVE) PLUS:  
KROC DÉCOR  
BIRTHDAY T-SHIRT FOR THE GUEST OF HONOR  
RJ KROC MASCOT ATTENDS PARTY

• **PROMOTION:** \_\_\_\_\_

### • LINEN COLORS (SELECT ONE)

BLUE  YELLOW  PINK  RED  GREEN

### • FOOD OPTIONS (SELECT ONE, IF INCLUDED IN PACKAGE)

- Each food option include food and drink for 10 guests. Additional servings may be purchased.

**PIZZA** | VARIETY OF PEPPERONI, CHEESE, & HAWAIIAN PIZZAS – Additional QTY: \_\_\_\_\_ Total cost: \_\_\_\_\_

**HOT DOG BAR** | HOT DOGS, CHIPS & CONDIMENTS – Additional QTY: \_\_\_\_\_ Total cost: \_\_\_\_\_

**NACHO BAR** | CHIPS, MEAT, CHEESE, & CONDIMENTS – Additional QTY: \_\_\_\_\_ Total cost: \_\_\_\_\_

### • JUICE OPTIONS (w/ Birthday Bash and Kroc Star Packages)

PINK LEMONADE  LEMONADE  ORANGE JUICE  APPLE JUICE  FRUIT PUNCH

### • SODA OPTIONS \$1.25 per can (pay-to-add ONLY)

PEPSI  CREAM SODA  ROOT BEER  ORANGE SODA  TWIST MIST



RAY & JOAN KROC  
CORPS COMMUNITY CENTER  
SALEM

• **ADDITIONAL PARTY OPTIONS**

- ART ROOM** IS \$90 EACH: NUMBER OF HOURS: \_\_\_\_\_
- GAME ROOM** IS \$90 EACH: NUMBER OF HOURS: \_\_\_\_\_
- BOUNCY HOUSE** IS \$100 EACH: NUMBER OF HOURS: \_\_\_\_\_
- SPLASH PAD** IS \$100 EACH: NUMBER OF HOURS: \_\_\_\_\_
- ADDITIONAL HOURS IN PARTY ROOM** ARE \$65 EACH: NUMBER OF ADDITIONAL HOURS: \_\_\_\_\_
- HELIUM BALLOONS** ARE \$1 EACH: NUMBER OF HELIUM BALLOONS: \_\_\_\_\_ BALLOON COLOR: \_\_\_\_\_
- HAPPY BIRTHDAY BALLOONS** ARE \$2 EACH: NUMBER OF HAPPY BIRTHDAY BALLOONS: \_\_\_\_\_ BALLOON COLOR: \_\_\_\_\_
- GOODIE BAGS** ARE \$1.50 EACH: NUMBER OF GOODIE BAGS: \_\_\_\_\_

• **RENT A SNACK MACHINE**

\$25/Hour Rental Fee. Must be staffed by the Kroc Center.

- COTTON CANDY MACHINE**     **SNO CONE MACHINE**     **POPCORN MACHINE**

NUMBER OF RENTAL HOURS: \_\_\_\_\_ APPROXIMATE NUMBER OF SERVINGS: \_\_\_\_\_

• **NOTICE**

In order to promote a safe and secure environment, The Salem Kroc Center has placed video cameras in various locations as part of our commitment to the safety of children and vulnerable persons. The Salem Kroc Center reserves the right to consult public sources to determine whether any member or guest poses an unreasonable risk of harm to its patrons, staff, or visitors.

• **GENERAL POLICIES**

- Anyone, including adults watching, going past member check in point must have a day pass if the number exceeds 10.
- A maximum of 30 guests per party room.
- Outside food and beverages are not permitted; however, you are welcome to bring your own cake or cupcakes from a licensed bakery. Leftover food provided by the Kroc cannot leave The Kroc Center. We cannot store the cake during your visit.
- There is no alcohol or smoking permitted on the premises.
- Approved table top decorations can be brought in to decorate. You will have access to your party room approximately 15 minutes prior to your scheduled party time.
- Taping or tacking decorations on the walls is not permitted.
- Guests are responsible for removing gifts, towels, and personal items before the scheduled party time is over.
- The contact signing this request will be responsible for the supervision of all guests including children until parents or guardians have picked the children up or guests have left the premises.
- The Salvation Army Kroc Center will provide you with a Birthday Party Host to assist with room set up and take down, group check in/out, and other needs or questions you may have during the party.

Questions? Phone: (503) 798-4816 • E-mail: [salemkrocbirthdays@usw.salvationarmy.org](mailto:salemkrocbirthdays@usw.salvationarmy.org) • Web: [salem.kroccenter.org/parties.html](http://salem.kroccenter.org/parties.html)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

• **ADDITIONAL INFORMATION**

This helps us develop quality services and programming to better serve our local community. **HOW DID YOU HEAR ABOUT KROC CENTER PARTIES?**

<input type="checkbox"/> FAMILY/FRIEND	<input type="checkbox"/> NEWSPAPER	<input type="checkbox"/> ONLINE SEARCH
<input type="checkbox"/> THE KROC WEBSITE	<input type="checkbox"/> MAIL	<input type="checkbox"/> COMMUNITY EVENT
<input type="checkbox"/> FLYER	<input type="checkbox"/> TV	<input type="checkbox"/> RADIO <input type="checkbox"/> FACEBOOK
<input type="checkbox"/> MAGAZINE	<input type="checkbox"/> SCHOOL	<input type="checkbox"/> OTHER: _____



# Property Use Agreement - Short Form

THE SALVATION ARMY, A CALIFORNIA CORPORATION | CASCADE DIVISION

Permission is hereby granted to \_\_\_\_\_  
*(name and address of the Grantee)*

Herein called the "Grantee", for the use of **Salem Kroc Center, 1865 Bill Frey Drive NE, Salem, OR 97301**

for \_\_\_\_\_  
*(describe purpose and activity)*

and no other purpose, during the period commencing on \_\_\_\_\_  
*(date and time)*

to and including \_\_\_\_\_  
*(date and time)* provided that The Salvation Army reserves 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.

Grantee: \_\_\_\_\_ Accepted:  
The Salvation Army, a California corporation

By: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_