

Birthday Party Request



ADDENDUM A

CONTACT NAME	CHILD'S NAME
CELL	EMAIL
ADDRESS	
CITY, STATE	ZIP

EVENT INFORMATION

RENTAL DATE(S): PARTY PACKAGE: #1 THE KROC PARTY #2 KROC STAR POOL PARTY #3 SPLASH BASH PARTY

ROOM(S)/AMENITIES RESERVED:

SET-UP TIME: EVENT FROM: EVENT TO: CLEAN UP UNTIL:

ESTIMATED ATTENDANCE: *Rental times include set-up, tear-down, and clean-up.*

INITIAL A I (we) understand and agree to adhere to the following stipulations and requirements: 1. The Salvation Army reserves the right to terminate the permitted use at any time upon written notice to the renter with due cause (ie. not in keeping with the mission of The Salvation Army). Reservations up to six months prior to the event date are subject to change upon written notice by The Salvation Army. 2. No alcoholic beverages, tobacco, drugs or weapons will be permitted on the property at any time. Any nonconforming use will be grounds for termination of this agreement.

INITIAL B Additional fees/adjustments may apply as rental rates are based on information provided. Renter is not covered by The Salvation Army liability insurance.

INITIAL C 10% of the estimated rental is due upon signing the property use agreement. The remainder is due 7 days prior to the event start date.

INITIAL D The following cancellation policy will be followed and enforced: (Day of the party counts as day 1) 30 or more days prior to the booked date - 100% refund. 8-29 Days Prior to the date - 50% refund. Up to 7 days - 0% refund.

INITIAL E Using any space not included in the rental agreement and invoice is prohibited.

INITIAL F The scheduled rental time includes load in and striking. Any variance will be billed to the renter at the standard rates. The Kroc center reserves the right to charge additional custodial or security fees for events that exceed 100 people.

INITIAL G I agree to the costs, dates and times included with this addendum.

INITIAL H Preliminary guest counts are due at contract signing. You may adjust your guest count up to 5 business days prior to the event for contractual purposes. If a guarantee is not received by this date the event host will be served and charged based on the original details of the signed contract or the actual attendance whichever is greatest.

INITIAL I The Kroc center reserves the right to take pictures of the event for use on Kroc center promotional material. This can be waived if expressed in writing to the Kroc center marketing department, attention Center Director.

INITIAL J All decorations must be pre-approved. Helium balloons, confetti and hanging items from the ceiling is prohibited. Items hung on the wall must be hung with painters tape.

INITIAL K Any entertainment / outside vender must be approved in writing by The Kroc Center.

CLIENT NAME (PLEASE PRINT)

CLIENT SIGNATURE DATE

APPROVED BY DATE
