

BIRTHDAY PARTY INFORMATION



KROC
MEMPHIS

BOOKING & CANCELLATIONS

- ★ Parties must be booked a minimum of two weeks in advance.
- ★ 25% deposit is due three days after you receive your invoice.
- ★ Charges for any additional guest will be collected at the time of the party.
- ★ Food orders cannot be altered within 5 days prior to the party.
- ★ If you cancel your party 7 or more days prior to the event, you will receive your 25% deposit back minus a \$25 cancellation fee.
- ★ Cancellations made less than 7 days prior to the event date are not eligible for a refund or credit.

KROC CENTER PARTY PACKAGES

- ★ 15 guests are included with your birthday party. Additional participating guest will be \$12 per guest.
- ★ A party attendant is available to assist with your event, including check-in, set-up and clean-up. However, you are responsible for serving food, drink, etc. during your party room time.
- ★ Parties are built to celebrate one birthday child at a time. For multiple birthday children a \$15 fee per birthday child will be added to your party.
- ★ Outside birthday cakes and cupcakes can be brought into the party area. However, no other outside food or beverages are allowed at the Kroc Center. Please inquire about additional catering add-ons.
- ★ Plastic tableware and serving utensils will be provided at each party for the children. If you choose to provide food for the adults, you are responsible for supplying cups, plates, napkins, and utensils for them.
- ★ Please arrive 15 minutes prior to your party start time to ensure enough time to check-in, receive wristbands and get your party started.
- ★ Approved table top decorations can be brought in to decorate. Your party attendant will use those decorations to decorate your room during your activity time.
- ★ Guests are responsible for removing personal items and gifts before the scheduled party is over. The Kroc Center is not responsible for any lost or stolen items.
- ★ You must leave the party room at the designated end time. Please be mindful of the guest coming in for the next party.

- ★ Tacking, taping or hanging any decorations on the walls, windows, and ceiling is not permitted.
- ★ Please do not decorate with glitter, confetti, silly string, garland or anything that "sheds". If these items are used, a \$200.00 clean up fee will be charged to your event.
- ★ Every parent/guardian must fill out a required waiver before his/her child can participate in Kroc Center birthday party activities.
- ★ Birthday child's parent/guardian is responsible for every child and adult in their party and must stay until the last child has been picked up by a parent/guardian.

SPLASH BASH GUIDELINES

- ★ Swim test will be given to all participants 12 years of age and under. Children that cannot pass the swim test will be designated as non-swimmers
- ★ One adult must be in the water for every 5 children.
- ★ If the chaperones do not want to swim with the non-swimmers, they must inform the Event Services Office two weeks prior to the party and pay \$25.00 for each staff member needed for the swimming portion of the party.
- ★ If there are not enough chaperones in the water, the entire party will be asked to vacate the pool without receiving a refund for the missed pool experience.
- ★ Pool time cannot be guaranteed as situations may occur the day of the event requiring the pool to close. In the event of a pool closure, gym activities will be organized as a backup.
- ★ Parties do not have exclusive use of the pool.
- ★ Kids must be a minimum of 48 inches tall to go down the water slides, regardless of if they pass the swim test.
- ★ All persons swimming must wear a swimsuit. Females age 5 and up are required to wear a lined swimsuit, tankini, or family friendly two piece suit. Males are required to wear swim trunks or triathlon shorts. No cut-off shorts, gym shorts, shorts with zippers, or exposed underwear allowed.

Signature Required:

Name

Date