

FACILITY RENTAL REQUEST

To uphold The Kroc Center's Mission, all event requests will be reviewed and approved based on the proposed event content at the discretion of The Salvation Army Kroc Center. Please complete this Rental Request for approval to rent space at The Kroc Center. Submission of this request does NOT guarantee facility rental. **Please note that no balloons, alcohol, tobacco, or outside food/beverage items are allowed on premises.**

CONTACT INFORMATION

TODAY'S DATE _____ NAME OF ORGANIZATION/EVENT _____

IS ORGANIZATION A NON-PROFIT? YES NO (IF YES, PLEASE EMAIL A COPY OF 501c3)

CONTACT PERSON _____ TITLE _____

PHONE _____ EMAIL _____ KROC CENTER MEMBER YES NO

ADDRESS _____ CITY _____ STATE _____ ZIP _____

WEBSITE/SOCIAL MEDIA _____

How did you hear about renting The Kroc Center?

Brochure Program Guide Newspaper Internet Friend Networking Event Other _____

EVENT DETAILS

EVENTS DAY(S) & DATE(S) REQUESTED _____

RENTAL START TIME _____ RENTAL END TIME _____

EVENT START TIME _____ EVENT END TIME _____

The Kroc Center is open for events during the following hours (including time for set up and breakdown):

M – F (6:00am – 9:30pm) | Sat (8:30am – 7:30pm) | Sun (1:30pm – 6:30pm)

A minimum of two HRCF banquet rooms must be reserved for events taking place on Saturday and/or Sunday

ESTIMATED ATTENDANCE _____

EVENT DESCRIPTION & PROGRAM CONTENT _____

WILL ADMISSION BE CHARGED? YES NO WILL MERCHANDISE BE SOLD? YES NO

REQUESTED SET UP: ROUNDS OF 8 THEATRE CLASSROOM U-SHAPE SPECIAL

The Kroc Center Events Department will follow-up with further details. No outside food or beverages are allowed.

WILL FOOD & BEVERAGE CATERING BE NEEDED? YES NO **Please select all that apply below:**

<input type="radio"/> BREAKFAST	<input type="radio"/> LUNCH	<input type="radio"/> DINNER	<input type="radio"/> HORS D'OEUVRES	<input type="radio"/> BREAK	<input type="radio"/> BEVERAGES
<input type="checkbox"/> JAMES RIVER BUFFET	<input type="checkbox"/> DELI BUFFET	<input type="checkbox"/> LYNNHAVEN INLET BUFFET	<input type="checkbox"/> (PLEASE LIST)	<input type="checkbox"/> CONTINENTAL	<input type="checkbox"/> SWEET TEA
<input type="checkbox"/> PREMIUM PLATED	<input type="checkbox"/> CHESAPEAKE BAY	<input type="checkbox"/> SOUTHERN BUFFET	_____	<input type="checkbox"/> KROC	<input type="checkbox"/> UNSWEET TEA
<input type="checkbox"/> OMELET STATION	<input type="checkbox"/> PLATED LUNCH	<input type="checkbox"/> SEAFOOD TABLE	_____	<input type="checkbox"/> SWEET & SALTY	<input type="checkbox"/> LEMONADE
	(SPECIFY ENTRÉE)	<input type="checkbox"/> ITALIAN TABLE	_____	<input type="checkbox"/> HEALTHY NUT	<input type="checkbox"/> FRUIT PUNCH
	_____	<input type="checkbox"/> PLATED DINNER	_____		<input type="checkbox"/> SOFT DRINKS
		(SPECIFY ENTRÉE)	_____		<input type="checkbox"/> WATER
		_____	_____		<input type="checkbox"/> COFFEE
					<input type="checkbox"/> HOT TEA

WILL YOU NEED ADDITIONAL EQUIPMENT? YES NO

PROJECTOR SCREEN MICROPHONE # _____ SOUND A/V STAFF PODIUM CENTERPIECES

SPECIAL REQUESTS _____

All rental groups must sign a Hold Harmless Agreement in which the rental group assumes the risk of injury to all persons who are on the Kroc Center property as part of that group, and for injury or property damage sustained by others that results from the group's use of the premises or provide a certificate of insurance naming The Salvation Army Ray and Joan Kroc Corps Community Center and its respective officers, directors, employees and agents as additional insured's

Contact Us • KrocHREvents@uss.salvationarmy.org • 1401 Ballentine Blvd. • Norfolk, VA 23504 • 757-622-5762 ext. 64458

For office use only: Rcv'd: _____ Follow-up: _____ 2nd Follow-up: _____ Booked: _____ Reason: _____

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FOR OFFICE USE ONLY:

INSERT DISCLAIMER

PRICE QUOTE	
<p><i>EVENT DAY(S) REQUESTED</i> _____</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>AREA(S) REQUESTED</p> <p><input type="checkbox"/> HRCF Banquet Room (1 – 3)</p> <p style="padding-left: 20px;"><input type="checkbox"/> HRCF 1</p> <p style="padding-left: 20px;"><input type="checkbox"/> HRCF 2</p> <p style="padding-left: 20px;"><input type="checkbox"/> HRCF 3</p> <p style="padding-left: 20px;"><input type="checkbox"/> HRCF 1 + 2</p> <p style="padding-left: 20px;"><input type="checkbox"/> HRCF 2 + 3</p> <p><input type="checkbox"/> Classroom</p> <p style="padding-left: 20px;"><input type="checkbox"/> Classroom #1</p> <p style="padding-left: 20px;"><input type="checkbox"/> Classroom #2</p> <p><input type="checkbox"/> Performing Arts Center (Theater)</p> <p><input type="checkbox"/> Gymnasium</p> <p style="padding-left: 20px;"><input type="checkbox"/> Gym #1 (Rockwall)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Gym #2</p> <p><input type="checkbox"/> Aquatics Center (Pool)</p> </div> <p style="margin-top: 10px;"><i>RENTAL START TIME</i> _____</p> <p><i>RENTAL END TIME</i> _____</p> <p><i>EVENT START TIME</i> _____</p> <p><i>EVENT END TIME</i> _____</p> <p style="margin-top: 10px;">TOTAL HOURS: _____</p>	<p>ROOM RENTAL: \$</p> <p>FOOD/BEV: \$</p> <p>A/V: \$</p> <p>ADD'L FEES: \$</p> <p>SUBTOTAL: \$</p> <p>SALES TAX (6%): \$</p> <p>F&B TAX (12.5%): \$</p> <p>SERVICE CHARGE (20%): \$</p> <p style="background-color: yellow; margin-top: 10px;">ESTIMATED TOTAL: \$</p>
<p>MENU PACKAGE DESIRED _____</p>	
<p>GUEST COUNT _____ PRICE PER PERSON _____</p>	