



Event Contract

Client/Organization Cooper High School	Event Date 1/25/2020 (Sat)	Telephone () -	Cellular (859) 446-2738	Guests 200 (Pin)
Email tracyb.moore@boone.kyschools.us		City, St Zip 2855 Longbranch R	City, St/Prov Postal Union, KY 41091	
Party Name Cooper High Senior Dinner	Sales Rep Nicole Miller	Theme Dinner Party	Event Category Social	

Event Details

Banquet Room	Date	Start	End	Setup Style
The Grande Ballroom	1/25/2020 -Sat	7:00 pm	11:00 pm	Banquet Seating

Food & Beverage Details

Food/Service Items	Qty	Price	Tot
Food and Beverage Minimum \$5500.00	1	5,500.00	5,500.00
Vendors Eating From Buffet			

Silver Buffet/ per person (2019 Menu will update for 2020) 22.00

DISPLAYED HORS D'

Goetta Bites

Domestic Cheese Display

2.00

Seasonal Fruit Display

Fresh Baked Bread & Butter

House Salad - Family Style

Ranch Dressing - predressed

Caesar Salad - Family Style

Caesar Dressing - predressed

Bourbon Glazed Brisket with Au Jus and Horseradish Cream

Sauteed Chicken Breast

Parmesan Peppercorn Cream

Seasonal Mixed Vegetables

Four Cheese Macaroni

Garlic Mashed Potatoes

BEVERAGE DETAILS:

Unlimited Non-Alcoholic Beverages

Dessert Bar \$4 per person

4.00

Chocolate Covered Strawberries

5/29/2019 - 1:28:41 PM

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700 Madison Avenue, Covington, KY 41011 859-261-1117

Creme Brulee
 Cheese Cake Bites
 Chocolate Chip Cookies
 Brownies

Subtotal	5,500.00	Tot	6,930.00
Serv Chg	1,430.00	Paid	0.00
Tot	6,930.00	Balance	6,930.00

Deposit Schedule

Due	Amount	Comment
7/2/2019	1,000.00	Fixed Amount
1/15/2020	5,930.00	100% of Remaining Balance

Gratuity is at your discretion and is not included in the contract total.

Thank you for selecting our services. Please review, make any corrections or deletions, sign and return within 24 hours to make this agreement effective. Please keep a copy for your records. We do NOT accept tentative holds due to popular demand of our ballrooms. Security Deposits are necessary to secure dates and are non-refundable in the event of a cancellation.

The Madison Event Center and The Madison South are smoke free establishments. This policy includes all ballrooms and lobby areas in both buildings. Creating a smoke-free environment demonstrates a new level of service and care for our guests and associates.

In order to assist you in making your function a success, the following requirements are necessary: A final count and floor plan are both required ten (10) days prior to your event. The revenue minimum must be met by a combination of food and beverage services only. This final head count can be called in verbally or emailed to your event specialist.

Please note that the final guest count that we receive from you ten (10) days prior to your function will be the amount required for final payment (unless additional items or services are added prior or during the event). Decreases in the final guest count will not be permitted after the final guest count is received. If the final count and floor plan are not received ten (10) days prior to your event, one will be done for you and your count will be based on your guarantee number of guests or room minimum at the time of booking. You will need to contact us at least six weeks prior to your event to go over your event timeline and menu selections.

The Madison will be prepared to handle an additional 5% over the final number of guests given with a maximum of 10 guests. If the number of guests exceeds this number, the host will be charged 150% for the additional guests and the menu will not be guaranteed for these guests. The Madison will honor any menus that are discontinued if chosen at time of booking. Any menus that are discontinued before booking without a signed contract will not be honored.

One complimentary hour of set-up is included with your event booking. It must take place the

hour prior to the stated event start time. We cannot guarantee access to the ballrooms for set up by the client without a scheduled appointment. Please make sure to schedule this time with your event specialist due to other events that may be in process. Do not assume that you will have access to your ballroom without a scheduled time. _____X(Initial here)

All outside materials that are to be set up by The Madison will have to be on the premise by the Tuesday before the event. Materials not received by the Tuesday prior to the function will have to be set up by the client at a scheduled time with an event specialist. Scheduled times are mandatory, as not to interfere with other functions in process. **The Madison does not allow confetti, rice, fog machines or sand in our lobby areas or ballrooms.**

Your final count will be due ten (10) days before your function. Final contract totals that change with final counts coming in from client will cause a change in your balance. Any additional balances are due at the time the final count is due. We accept Visa, Master card, American Express, Discover and certified checks. **We do NOT accept personal checks or cash for final payments.**

All payments can be mailed to:
THE MADISON
700 MADISON AVENUE
COVINGTON, KY 41011

Please contact your event specialist immediately regarding late payments to prevent cancellations. _____X (Initial here)

Your final menu choices, optional upgrades, vendor information and guest count (etc.) are required at your final details (either over the phone or with an appointment) ten (10) days before your event. Any increase in guest count, optional upgrades (etc.) will require an additional payment to accommodate these changes and will be due 10 days before your event. _____X (Initial here)

The Madison allows clients to change the date of their event within the first thirty (30) days of booking without penalty. Any changes to the date or ballroom after 30 days will be at the **discretion** of The Madison and subject to a \$1,000.00 change fee per event. A change in the start time of the event is at the discretion of The Madison and based upon availability.

In the event of a cancellation, all payments (including security deposits) are forfeited. (NO EXCEPTIONS) In the event of a cancellation less than ninety (90) days before the event, the customer must pay a fee equal to the package price. _____X (Initial here)

In the event of a catastrophic event that renders The Madison unable to host an event, the event will be rescheduled for a mutually agreed upon date (between The Madison and the customer) within 90 days of the original event date. No change fee or penalty will apply. If The Madison Event Center property is damaged to the extent that it is not possible to host an event within 90 days of the original event date, the customer will be given a full refund.

In the event of a Level III Snow Emergency in Kenton County, the customer or The Madison may elect to cancel the event with a minimum of four hours advance notice (from the scheduled start

time of the event). The event will be rescheduled for a mutually agreed upon date (between The Madison and the customer) within 90 days of the original event date. No change fee or penalty will apply.

All packages purchased by the client include set up and clean up of the room, all room charges, service staff, chair covers, linens, china and glassware.

No food or beverages will be permitted to be brought in without the permission of management. No food or alcohol may be taken from the Madison. It is the policy of The Madison that all food and beverage remaining from a Private Dining Event is the property of The Madison. As such, the client is not entitled to remove this product from the premises.

The Madison is not responsible for damaged, lost or stolen items left in the halls, at the coat check or anywhere on the premises of the Madison prior to, during or following an event. Please be aware that any items left at the Madison are at your own risk. The Madison does not store items for a later pick up from outside vendors or personal materials from your event. Please make sure to coordinate with your vendors/contact person to remove all their items at the end of your event. Items left (ex. flower vases, a/v equipment, lighting, linens, etc.) will be charged a \$100 per hour clean up fee and \$25 per day for up to (30) thirty days. After (30) thirty days all items will be disposed of. _____X(initial here)

Kentucky State Law forbids guests under the age of 21 years of age to consume alcoholic beverages. Guests who are known or thought to be intoxicated will not be served alcoholic beverages. Please make your guests aware that we do ask for identification at the bar. Any person who cannot produce an I.D. will not be served. _____X (Initial here)

Any personal items inadvertently left at the conclusion of your event will be placed in our lost and found storage area. The Madison will only hold found items for 30 days. The Madison does not accept the responsibility for any items lost or damaged that are brought in by the client (ex. Projectors, screens, cake parts, floral clips, coats, etc.) It is the responsibility of the client to take all items with them when departing from the premises. ***Due to fire code it is against policy to bring in any fog or smoke machine devices or candles without enclosed holders that exceed the length of the flame.***

Complimentary parking is available for all events.

The minimum spending amount (as noted in the food & beverage details above) does not include the 26% surcharge. Any outstanding balance that is over 10 days past due will be charged a \$50 late fee per day.

Please feel free to contact us for additional assistance in planning your event. Thank you again for selecting The Madison. It is our pleasure to serve you.

I have read and agree to the above information.

X _____
Customer Signature

X _____
Date Signed

