

Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCS D ISSUE PAPER

DATE:

1/10/2020

AGENDA ITEM (ACTION ITEM):

Consider/Approve contract with Newport Syndicate as venue and food service for Scott High School 2020 prom on May 2, 2020.

APPLICABLE BOARD POLICY:

01.1 Legal Status of Board

HISTORY/BACKGROUND:

Scott High School would like to hold their 2020 prom at the Newport Syndicate on May 2, 2020.

FISCAL/BUDGETARY IMPACT:

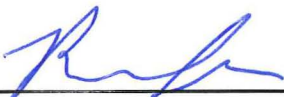
Students purchase tickets for prom. Money will be deposited into the Class of 2021 and venue will be paid for from this activity account.

RECOMMENDATION:

Approval of contract with Newport Syndicate as venue for Scott High School 2020 prom on May 2, 2020.

CONTACT PERSON:


William Schwartz



Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn

“The Kenton County Board of Education provides Equal Education & Employment Opportunities.”



| | |
|---|-----------------------------------|
| Date of Event: 05/02/2020 | Day of Week: Saturday |
| Room: Ambassador | Estimated Guest Count: 350 |
| Event Type: Prom | |
| Company Name: Scott HS | |
| Primary Contact: Bill Schwartz | |
| Primary Phone: 859-443-1619 | |
| Best Email Address: William.schwartz@kenton.kyschools.us | |
| Secondary Contact: | |
| Secondary Phone: | |

Thank you for choosing The Newport Syndicate to host your event. Your deposit exercises this option contract.

In order to assist you in making your function a success, we do remind you the following requirements are necessary. Final guest counts and seating arrangements are due to us fourteen (14) days prior to your event. If you do not provide us with a final guest count, we will use the guest count in this contract or the number of guests served, whichever is greater. Your final payment is based on your final guest count, so please be sure your count is accurate.

We are prepared to handle 5% over the final number of guests given with a maximum of ten (10) guests. If your number exceeds this, you will be charged double the amount of your menu cost per additional guest.

The Newport Syndicate will honor any menu chosen at the time of booking with a signed contract. If we do not receive a signed contract, we do reserve the right to increase the menu price.

Booking Price: \$4,500 Food & Beverage Spending Minimum, plus 20% service
Tax-Exempt ID: B12903KY

Unlimited Soft Drinks \$5.95 per person

Build-Your-Own Nacho/Taco Bar \$6.95 per person - for 2 hours. BS

The Newport Syndicate is not responsible for anything damaged, lost or stolen, left in the hall prior to, during or following an event. In the event of the property being damaged by you or your guests, you are responsible for the cost to repair. If there are any items left at the end of the event, we will keep them in the lost and found for thirty (30) days. _____ (initial here)

One complimentary hour of set up for decorations is provided. We cannot guarantee access to the ballrooms for decoration 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 space without a scheduled time. _____ (initial here)

All food and beverages remaining from a private dining event are the property of The Newport Syndicate. We do not allow any food or beverage product to be brought in without permission from the management.

Kentucky State Law forbids anyone under the age of 21 years to consume alcoholic beverages. Any guest that cannot produce identification will not be served alcoholic beverages. We reserve the right to not serve any guest or close the bar early if management deems necessary.

In accordance with our liquor license, no outside alcohol may be brought onto the premise nor consumed onsite. Any alcohol brought in with a guest will be confiscated and returned upon guest departure. _____ (initial here)

LABOR CHARGE: Any excessive setup or cleanup that is required by the staff at The Newport Syndicate will be charged \$25.00 per hour/per person. We do not allow confetti or glitter. Candles are allowed, however, the flame must be contained.

The minimum food and beverage spending requirement for your event is **\$4,500**. All minimum spending requirements are based before tax and service charge (20% service charge)

The undersigned accepts the responsibility of payment for the services and room minimums listed in this contract. A **non-refundable \$1,000** deposit is required to confirm the date.

Any payment made with a credit card will be charged a 2% fee.

Final payment and balance will be due fourteen (14) days prior to your event. This payment can be made over the phone with a major credit card, or you may write a check made payable to The Newport Syndicate.

The Newport Syndicate reserves the right to cancel any event not paid in full ten (10) business days prior to the event date. _____ (initial here)

You will need to contact us at least six (6) weeks prior to your event to go over your timeline and menu selections. Your final count will be due two (2) weeks prior to your event. _____ (initial here)

In the event of a cancellation, all payments, including security deposits and half payments are forfeited – NO EXCEPTIONS. In the event of a cancellation less than ninety (90) days prior to the scheduled event date, the customer is required to pay the room minimum spending required. _____ (initial here)

Any outstanding charges will be due night of the event and will be charged to the credit card on file.

The Newport Syndicate does have valet available for a \$200.00 staffing fee plus \$7.00 per car. Valet parking is at your own risk.

If coat check is requested, we can have this available for \$75.00 per attendant. Please let your event planner know that you would like to have coat check at your event. Coat check is at your own risk.

I understand and agree to the above contract.

Signature

Date Signed

Newport Syndicate Representative

Date Signed