



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](http://www.kenton.kyschools.us)

Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

August 27, 2020

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve contract for table and chair rental with Advantage Tent and Party Rental for the upcoming PSAT testing to be held at Dixie Heights High School in October of 2020.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

*No charge or penalty if PSAT is cancelled.*

**HISTORY/BACKGROUND:**

Each year the PSAT is held at Dixie Heights and due to the number of students taking the test we need to rent additional tables and chairs to accommodate those students who will be testing along with meeting PSAT requirements and guidelines.

**FISCAL/BUDGETARY IMPACT:**

We have obtained three bids in regards to the table and chair rental with the lowest bid of \$745.00 submitted by Advantage Tent and Party Rental. Cost of rental will be paid from the Dixie Heights SBDM Instructional funds.

**RECOMMENDATION:**


Approval of Dixie Heights High School to contract with Advantage Tent and Party Rental to accommodate PSAT testing in October of 2020.

**CONTACT PERSON:**

Teresa Catchen/Andrew Wise

  
\_\_\_\_\_  
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."



Advantage Tent and Party Rental  
190 West 43rd Street  
Covington, KY 41015

Voice: (859) 581-0390  
Fax: (859) 581-0395  
maryjo@advantagetentrental.com

To: Andrew Wise  
Dixie Heights High School  
3010 Dixie Highway  
Ft. Mitchell, KY 41017  
Phone: (859) 391-9614 Ext:  
Fax:  
Email: andrew.wise@kentonschools.us

From: Mary Jo Rose  
Attached: Job for PICK UP CAN BE 10/15 IF NEEDED FOR SCHEDULE

Job Start: OCT 13 20  
Job End: OCT 14 20  
Our Job #: 201452-1

Status: Inquiry  
Job Total: \$ 745.00  
Terms: Net-30  
Cover Pages: 1

**ADVANTAGE TENT & PARTY RENTAL CONTRACT-TERMS & CONDITIONS RESERVING EQUIPMENT:** All rental items are tailgate delivery (tailgate is within 25') (steps are additional). Equipment will be reserved upon the deposit of 50% of total charges, this deposit is non-refundable and can be paid by cash, check, Master or Visa Card. This equipment cannot be sub-rented or used by any other party then that listed on given invoice. Within five business days of the scheduled event, items cannot be cancelled. Cancelled items within these five days will be charged to the renter at rental cost. **MISSING OR DAMAGED ITEMS:** Advantage Tent & Party Rental will pick up the items on a specific date and at a time agreed upon on delivery. If not all items are present, items not returned to Advantage within 2 business days after event are considered missing. Missing or damaged items will be charged to the client at replacement cost. A detailed invoice of those items will be provided to client. **FINAL PAYMENT:** Final payment is due on delivery and can be paid by cash, check, or Mastercard or Visa. **DELIVERY & SETUP:** Advantage Tent & Party Rental will strive to accommodate client delivery request, however, delays and changes in the schedule are sometimes unavoidable. We try to communicate any scheduling changes as they occur. All items will be delivered and picked up at a designated location. The client must be available to count all items upon delivery and pickup, otherwise, Advantage Tent and Party Rental counts will be considered accurate. If any tent is ordered, the tent, and lighting for the tent will be properly set-up and secured in a designated area by the delivery personnel. All additional items will be placed under the tent to be set-up by the renter, unless otherwise requested. Table and chair setup fees are \$1.00 per chair & \$2.50 per table. It is the responsibility of the renter to communicate to Advantage Tent and Party Rental of any underground wiring, pipes, sewage systems, or anything else that could interfere with the tent stakes. Tent stakes are driven 1-3 feet into the ground. If any underground systems are not communicated to Advantage personnel or incorrect information is given, Advantage will not be responsible for any underground damage. **CLEAN UP & PREPERATION FOR PICKUP:** All floral arrangements, trash, and decorations of any kind should be removed. All chairs and tables should be stacked in designated location as delivered. If chairs and tables are not stacked, a fee of \$.50 per chair and a \$1.00 per table will be charged to the renter. Linens should be food and particle free and shaken out before being placed in laundry bags. Specialty Linens that are returned with burns, wax, holes, tears, permanently stained, wet or damp with mildew, or otherwise unusable will be billed at replacement cost to the renter. We do offer party cleanup, ask a sales person if needed. **WEATHER:** Tents are temporary structures designed to handle most normal weather conditions, however, there may be situations that become unsafe such as high winds or lightning. Evacuation of tents is recommended in these or other unsafe conditions. I HAVE READ AND AGREE TO THE ABOVE TERMS & CONDITIONS AND ACKNOWLEDGE RECEIPT, THIS CONTRACT IS VALID FOR ALL RENTALS PURCHASED BY THIS CLIENT, AND SUPERCEDES ALL PRIOR CONTRACTS.

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_  
Please fax back to : 859-581-0395

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Advantage Tent and Party Rental

Dixie Heights High School

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_ Name & Title: \_\_\_\_\_





Advantage Tent and Party Rental  
190 West 43rd Street  
Covington, KY 41015  
Ph: (859) 581-0390  
Fax: (859) 581-0395

## JOB CONTRACT

www.advantagetentrental.com

Job #: 201452-1

### DELIVERY ADDRESS:

### INVOICE TO:

**Dixie Heights High School**  
**3010 Dixie Highway**  
**Ft. Mitchell, KY 41017**

Dixie Heights High School  
3010 Dixie Highway  
Ft. Mitchell, KY 41017

Order Status: Inquiry  
Sales Person: Mary Jo Rose

ROOM:  
CONTACT: Andrew Wise  
PHONE: (859) 391-9614  
CELL: (859) 308-2571

ATTENTION: Andrew Wise  
PHONE: (859) 391-9614  
FAX:  
EMAIL: andrew.wise@kenton.kyschools.us

PO:  
CUSTOMER #:  
TERMS: Net-30

Delivery DATE & TIME:  
OCT 13 20 3:00PM

Event DATE & TIME:  
OCT 14 20

Pick Up DATE & TIME:  
OCT 14 20 3:00PM

Customer P-U DATE & TIME:

Customer Return DATE & TIME: DELIVERY VIA:

RETURN VIA:

ORDER DATE & TIME:  
AUG 26 20 12:02PM

**JOB DESCRIPTION: PICK UP CAN BE 10/15 IF NEEDED FOR SCHEDULE**

### EQUIPMENT

QTY	DESCRIPTION	Del	PU	DUR	UNIT \$	EXTENDED	DISC	NET
<b>Seating</b>								
75	8' Banquet Table	<input type="checkbox"/>	<input type="checkbox"/>	1.0 d	\$7.75	\$581.25	20%	465.00
	*DELIVER ON CARTS							
150	White Samsonite Folding Chairs	<input type="checkbox"/>	<input type="checkbox"/>	1.0 d	\$1.50	\$225.00	20%	180.00
	*DELIVER ON COLLIES							
<b>Miscellaneous</b>								
1	*GYM FLOOR SHOULD BE PROTECTED	<input type="checkbox"/>	<input type="checkbox"/>	1.0 d				
	*Bars between gym doors must be removed							

Equipment Discount: \$-161.25  
Equipment Total: \$645.00

DELIVERY FEE: \$100.00  
TAX TOTAL: \$0.00

GRAND TOTAL: \$745.00

Customer Signature

PAYMENTS MADE:

Customer Printed Name

Date

BALANCE DUE: \$745.00