



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:**

March 23, 2018

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Embassy Suites Contract for Senior Brunch for Scott High School to be held on May 31, 2018

**APPLICABLE BOARD POLICY:**

Contracts to be approved by Dr. Webb

Policy 01.1

**HISTORY/BACKGROUND:**

Have used this vendor successfully in the past

**FISCAL/BUDGETARY IMPACT:**

Class of 2018 School Activity Account

**RECOMMENDATION:**

Please approve

**CONTACT PERSON:**

Debbie Pleasant, Senior Class Advisor

Principal

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 Joshua Crabtree, Esq. Carla Egan Jessica Jehn  
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."



Embassy Suites Cincinnati- RiverCenter  
10 East Rivercenter Blvd, Covington, KY 41011  
1-800-EMBASSY / 859-261-8400 \* FAX 859-261-3828

TODAY'S DATE: March 23, 2018 MENU DUE: 02/24/2018  
SIGNED CONTRACT DUE: 3/30/2018 DEPOSIT DUE:  
ACCOUNT: Scott High School POST AS: Scott High School  
ADDRESS: 5400 Old Taylor Mill CONTACT: Debbie Pleasant  
CITY: Taylor Mill ON-SITE CONTACT:  
STATE: KY TELEPHONE: 859-365-3146  
ZIP CODE: 41015 FAX:

DAY	DATE	START	END	FUNCTION	ROOM	SETUP	ATTD
Thursday	5/31/2018	11AM	2PM	Graduation Brunch	Roebling Ballroom	Rounds	200Aprrox.

**Food and Beverage:** Group has a guaranteed price of \$19.68 per guest (inclusive of gratuity) for their event on 5/31/18 (must have minimum of 200 meals purchased to receive this pricing). Each person is required to purchase a meal at this price point in lieu of a food and beverage minimum. No outside food or beverage is permitted in the meeting space or Group will incur an additional fee at the discretion of the hotel. This fee will be a minimum of \$250.00.

- Discounted screen and projector package offered at \$195
- Complimentary podium with microphone

**Tax & Gratuity:** All food, beverage, room rental and audio visual are subject to a 23% taxable service charge (or the current service charge on the day of Event) and 6% Sales Tax (unless tax exempt form presented).

**Guarantee:** We require a confirmation of guaranteed attendance 72 business hours prior to all functions. The guarantee cannot be reduced after this deadline. Your final bill will be based on the guaranteed number, plus any additional charges incurred onsite, including extra guests. Meals will be prepared for your guaranteed figure; however, if you wish, the room will be set for 3% over your guarantee and our banquet kitchen will make every effort to duplicate your menu for the additional guests. In the event we do not receive a guarantee, we will consider the number of guests indicated as estimated on the catering contract (Banquet Event Order) as the guarantee.

**Room Policy:** If group falls below 200 head count, the difference between the anticipated revenue (based on 200 guests) and what the group actualizes will be charged as room rental. If the number of guests fluctuates or the room reserved cannot be made available to the guest, the Hotel reserves the right to substitute a similar or comparable room for the function. If group falls at or below the 130 head count the hotel will remove Roebling ballroom an entire event will held in The City /Captains View Ballroom. The hotel reserves the right to charge a service fee for meeting room set up changes the day of the event. Should your Group require a 24-hour hold on the space, this must be arranged with your Sales Manager upon contracting and is subject to additional rental fees.

**Billing:** Full payment of event is due 72 hours prior to event.

**Cancellations:** If this Agreement is cancelled by Group, the parties agree that the Hotel will have lost the opportunity to offer your unused facilities to others and will incur additional costs in attempting to resell inventory that was already sold. The parties agree that the exact amount of such damages will be difficult to determine. The parties agree that the liquidated damage clauses provided for in this Agreement are a reasonable effort by both parties to agree in advance on the damages that the hotel will suffer due to cancellation. Therefore, Group agrees that should it cancel its event for ANY reason, including changing to another hotel, that Group will pay as liquidated damages to the Hotel within 5 days of notice of cancellation, a percentage of the total minimum revenues anticipated by the Hotel for your Event as follows:

Date Cancellation Notice

Between signature date and Scott High School event on 5/31/18

Payment

80% of estimated charges based on 200 guests

The Hotel agrees that after receipt of such amounts it will not seek additional damages. Rebooking a cancelled event for a future date does not remove responsibility of cancellation fees.

**Acceptance:** Please sign and return a copy of this Agreement by **Scott High School**. This Agreement will constitute a binding contract between the parties. The individuals signing below represent that each is authorized to bind his or her party to this Agreement. If this Agreement is not received by the date above, all rooms and space referred to herein will be released, and neither party will have any further obligations under this Agreement. Hotel and Debbie Pleasant have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

Client Approval \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

Natalie Bullock \_\_\_\_\_  
March 23, 2018 \_\_\_\_\_