

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

KCSD ISSUE PAPER

DATE:

March 13, 2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve Consider/Approve Simon Kenton High School's contract with Receptions, Inc.

APPLICABLE BOARD POLICY:

10.5AP.22 Request for Activity/Program Accommodation

HISTORY/BACKGROUND:

Simon Kenton High School is seeking approval to work with Receptions, Inc. to host SKHS's junior and senior 2019 prom. In order to accommodate the number of students who attend prom (roughly 750). This contract offers a 4 hour rental (8:00 p.m. – 12:00 a.m.). The charge per person for catering and beverages is 24.95 plus tax. Student tickets are \$50.00 per ticket. The cost of the ticket covers the rental of the room, and additionally, any favors that are ordered for the students to take home with them.

FISCAL/BUDGETARY IMPACT:

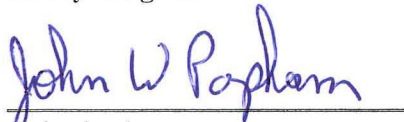
The total cost is \$23, 823.50. This price also includes "extras" for decorations/center pieces/etc. that we normally pay for out of pocket.

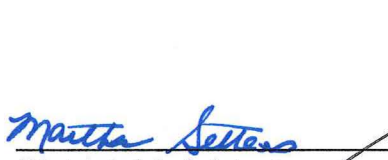
RECOMMENDATION:

Approve

CONTACT PERSON:

Emily Hughes


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."



Menus:	Price	Amount	Total
Customized Prom Package	\$23.95	750	\$ 17,962.50
Beverage packages:			
Soft Drinks Station, Coffee, Tea & Water	\$ 1.00	750	\$ 750.00
Beer, Wine	\$ 6.95		
Bartender	\$ 125.00	0	INCLUDED
Other:			
Receptions AV: LCD, Screen, Podium, mics	\$95.00	0	INCLUDED
wall uplighting	\$150.00	0	\$ -
Linens, Chair Covers, Center Pieces	INCLUDED	0	INCLUDED
upgraded centerpieces- luminous	\$ 395.00	0	INCLUDED

Room Charges	\$500.00
Subtotal	\$ 19,212.50
Service Charge	\$ 4,611.00
Tax	
Grand Total	\$ 23,823.50

Event: F South Kenton Prom

Menu: Full Facility

Date: May 11th 2019

Contact: Emily Hughs

Estimate Guest Count: 750

Minimum Guarantee: 700

Initial deposit: \$ 500

*Final guest count due 10 days before, final payment 3 days before

Receptions, Inc.
1379 Donaldson Hwy
Erlanger, Ky. 41018
859-746-2700

Sales / Catering Contract

Client/Organization	Event Date	Booked	Revised	Event #
Simon Kenton High School	5/3/2019 (Fri)	1/17/2018	2/5/2018	E33917
Address	Booking Contact	Sales Rep	Guests	
11132 Madison Pike, Indenpence, Ky 41051	Emily Hughes	Lizzy Wray	750 (Pln)	

Thank you for selecting Receptions. Please sign and return this contract with your deposit within 24 hours. We Do NOT accept tentative holds. Deposits are necessary to secure dates and are Non-Refundable in the event of cancellation. Sales Tax, Service Charge and Applicable Room Charge Will Be Applied to ALL Invoices.

VENUE					
Description	Start	End	Serving	Banquet Room	Setup Style
Dinner	7:00 pm	12:01 am	NA	Full Facility Erlanger	Banquet

Food/Service Items				Price	Qty	Total
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Customized Appitizer package @ 23.95 per person.
This Tenantively includes: Meatballs, Chicken tenders
w/ Ranch and BBQ, Nacho Bar, Quesadilla bites, Fruit
& Cheese, Pretzel and Chips w/ our chocolate fountain.
Tea,soda,water, and coffee @ \$1.00 per person.
Soda Attendants Included.
This package also includes Receptions owned Drapping,
uplights, luminous centerpieces, linens, napkins, tables,
chairs, flatware,silverware, glassware, Banquest staff, Set- up
and tear down.
Client Must guarentee a minimum of 700 guest or receptions
will prorate as a room charge.
\$500 Roomcharge and 24% service charge applied to final
amout. Client is tax exempt with proper proof of paperwork.
* Client gets set-up anytime after 9:00 am on 5/11/19

Room Chg	\$500.00
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Comments

\$ 500 Initial Deposit Due with signed contract.
Final guest count is due 10 days prior to your event.
Final Payment is due the Wednesday prior to your event.
(via Company Check, Credit Card or Cash).

Terms and Conditions

The amount of your deposit is \$ _____ Date _____

The terms of your contract are PAYMENT PRIOR TO EVENT

I have read the above terms & conditions on the reverse side of this page. I agree with the terms & conditions.

*Client or Authorized Representative*_____ *Date*_____