



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 28, 2018

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve the contract for table and chair rental for the upcoming PSAT test to be held at Dixie on October 10, 2018.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the board

**HISTORY/BACKGROUND:**

Due to the number of students taking the PSAT test, we need to rent tables and chairs to accommodate the students as well as meeting the college board testing requirements.

**FISCAL/BUDGETARY IMPACT:**

We will obtain three bids in regards to the table and chair rental with the lowest cost of \$745.00 for rental from 10/9/-10/10/2018. Cost of rental will be paid from Dixie Instructional Funds.

**RECOMMENDATION:**

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

**CONTACT PERSON:**

Nate Niemi/Teresa Catchen

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



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 #: 181704-1

### 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: Tom Spritzky  
PHONE: (859) 322-1575  
CELL: (859) 308-2571

ATTENTION: Tom Spritzky  
PHONE: (859) 322-1575  
FAX:  
EMAIL: tom.spritzky@kenton.kyschools.us

PO:  
CUSTOMER #:  
TERMS: Net-30

Delivery DATE & TIME:  
OCT 9 18 3:00PM

Event DATE & TIME:  
OCT 10 18

Pick Up DATE & TIME:  
OCT 10 18 3:00PM

Customer P-U DATE & TIME:

Customer Return DATE & TIME: DELIVERY VIA:

RETURN VIA:

ORDER DATE & TIME:  
AUG 29 18 12:21PM

### JOB DESCRIPTION: Deliver on Dollies & Carts

#### EQUIPMENT

QTY	DESCRIPTION	Del	PU	DUR	UNIT \$	EXTENDED	DISC	NET
<b>Seating</b>								
75	8' Banquet Table			1.0 d	\$7.75	\$581.25	20%	465.00
150	White Samsonite Folding Chairs			1.0 d	\$1.50	\$225.00	20%	180.00
<b>Miscellaneous</b>								
1	*GYM FLOOR SHOULD BE PROTECTED			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

PAYMENTS MADE:

BALANCE DUE: \$745.00

Customer Signature

Customer Printed Name

Date



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

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

To: Tom Spritzky

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

Phone: (859) 322-1575

Ext:

Fax:

Email: tom.spritzky@kenton.kyschools.us

From: Mary Jo Rose  
Attached: Job for Deliver on Dollies & Carts

Job Start: OCT 9 18  
Job End: OCT 10 18  
Our Job #: 181704-1

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 accomodate 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 RENTALSPURCHASED 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: \_\_\_\_\_

COMPANIES QUOTING

A. Advantage Tent and Party Rental

B. Snappy Tent

C. All Occasions Event

Cinda Roberts  
Purchasing Agent