

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:

10/22/18

AGENDA ITEM (ACTION ITEM):

Consider/Approve Event Agreement with Cincinnati Zoo and Scott High School for Senior Dinner Dance on March 9, 2019.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Scott High School is seeking approval to work with Cincinnati Zoo to host the Senior Dinner Dance. The Event Agreement includes the use of Peacock Pavilion and Safari Lodge, a buffet dinner, and zoo animal appearances.

FISCAL/BUDGETARY IMPACT:


Tickets will be sold to cover the cost of this event. The Class of 2019 Activity Account will cover the cost of the deposit, which is \$1000.

RECOMMENDATION:

Approval for Scott High School to sign the event agreement with Cincinnati Zoo to host the Senior Dinner Dance on March 9, 2019.

CONTACT PERSON:

Ms. Ashley Gore, Dr. Brennon Sapp


Principal


District Administrator

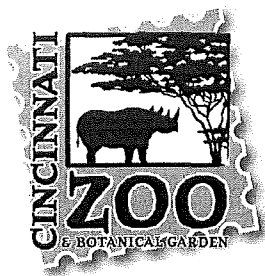

Superintendent

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.*"



Event Agreement

Scott High School
Saturday, March 9, 2019
6:30pm-10:30pm

Company/Organization Scott High School	Event Date 3/9/2019 (Sat)	Booking Tel (937) 416-4250	Fax () -	Event # E14194
Address 5400 Old Taylor Mill Rd., Taylor Mill, KY 41015	Booking Contact Ashley Gore	Galaxy ID	Guests 210 (Pln)	
Event Name Senior Dinner Dance	Sales Rep Mollie Luken	Booking Email ashley.gore@kenton.kyschools.us	Theme After Hours	

Thank you for choosing the Zoological Society of Cincinnati, an Ohio non-profit corporation, aka The Cincinnati Zoo and Botanical Garden. We are looking forward to providing you and your guests with a fun and memorable day on **Saturday, March 9, 2019**

One of our Event Planners will contact you 45 days prior to your event to finalize details on menu selection, tickets and set up needs. The authorized "Group Representative" is the only person permitted to add, change, or delete any item from this agreement. Please fax or email a signed copy along with your deposit.

The minimum revenue required for this is event is **\$6,000.00** _____ (Initial Here)

Description	Start	End	Venue	Event Location	Setup Style
Dinner	6:30 pm	10:30 pm		Peacock Pavilion and Safari Lodge	Rounds
Food/Service Items					
Food/Service Items			Price	Qty	Total
(1) FACILITY INFO: Peacock Pavilion and Safari Lodge			\$2,600.00	1	\$2,600.00
(1) After Hours Staffing Fee			\$500.00	1	\$500.00

Animal Appearances

(1) WILD ENCOUNTER: 1
Wild Encounter! An animal handler will bring 1 small animal to your event for an up close and personal experience! (Experience is approximately 15 - 20 minutes)

Extreme hot or cold temperatures will not permit outdoor visits to ensure the health and safety of the animal. If the weather does not permit an outdoor encounter an indoor alternative will be provided.

(1) WILDLIFE ENCOUNTER: 1 Category B	\$175.00	1	\$175.00
(1) WILDLIFE ENCOUNTER: 1 Category C	\$300.00	1	\$300.00
(1) CHEETAH VISIT (30 Minute Visit)	\$750.00	1	\$750.00

Dinner

Dinner

(210) Cincinnati Classic Buffet

\$21.00

210

\$4,410.00

The Cincinnati Classic Buffet

Classic Big Boy Cheeseburgers
 Skyline Cheese Cones
 Shredded Cheese, Diced Onions, and Mustard
 Cincinnati Mac & Cheese
 Mike Sells Potato Chips
 Graeters Vanilla Big Scoop Ice Cream (1 per person)
 Dinner includes Water, Iced Tea, and Regular Coffee

	Food	Beverage	Liquor	Equipment	Wild Cards	Room	Ticketing/ Zoo	Total
Subtotal	\$4,410.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600.00	\$1,725.00	\$8,735.00
Service Chg	\$882.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$882.00
Taxes	\$370.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$370.44
Total	\$5,662.44	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600.00	\$1,725.00	\$9,987.44

If tax exempt please initial _____ and provide exemption certificate with signed agreement.

CANCELLATION -

If group decides that cancellation of event must occur after the signed contract is received, the following cancellation fees apply:

All received deposits are non-refundable

Date of signed contract to 120 days prior to event = forfeiture of \$1,000.00 deposit

119 – 90 days prior to event = 50% of estimated event revenue

89 – 45 days prior to event = 75% of estimated event revenue

Less than 45 days prior to event = 100% of estimated event revenue

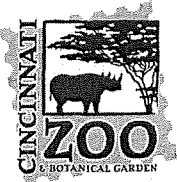
Event Revenue defined as "total value" of contract = \$9,987.44

By signing below, the "Group" is acknowledging that they have carefully read the contract, terms and conditions and are in total agreement with all outlined arrangements and policies.

Authorized "Group" Representative/ "Account" _____ Date _____

Cincinnati Zoo Sales Representative _____ Date _____

The Zoological Society of Cincinnati
 3400 Vine Street, Cincinnati, OH 45220
 Phone: 513-487-3481 Fax: 513-559-7790
www.cincinnati-zoo.org



EVENT POLICIES, PROCEDURES, TERMS, AND CONDITIONS

The Cincinnati Zoo and Botanical Garden (The Zoo) strives to exceed your expectations in creating a memorable event for all functions. In order to provide a fun, safe and enjoyable visit, we have established the following guidelines.

CONTRACTS AND PAYMENT PROCEDURES

A signed contract is needed to guarantee your event.

The Zoo provides a ten (10) day courtesy hold from the date of contract on your booking, after which a \$1000 non-refundable deposit is required.

The remaining balance for your event will be due six (6) business days prior to the event date.

A credit card number must be on file to cover any balance due after the event. We accept all major credit cards.

Attendance confirmation is due six (6) business days prior to the event. Billing is based on final confirmation or actual attendance, whichever is greater.

Prices are subject to a minimum guaranteed attendance and will be adjusted accordingly.

TICKETING

Tickets are valid only on the date specified on the ticket

Account as listed (Group) is responsible for the dollar value of all tickets issued and redeemed.

Contracted price is valid only for advance purchase tickets. Discount tickets are not valid at general admission gate.

All tickets will be printed and mailed thirty (30) days prior to event.

Zoo memberships or other tickets/discounts may not be used for this event.

SPACE AVAILABILITY AND VENDOR SET UP

The venue event space will be available one (1) hour prior to the scheduled time of your event. Additional time requested will be billed accordingly.

All prices for "after hours" events are based on a four (4) hour time frame; additional time will be billed accordingly.

Picnic shelter assignment is based on estimated attendance numbers and is subject to change based on final numbers. Final assignments will be made one (1) week prior to event.

All vendor set up times must be scheduled through your Zoo representative one (1) week prior to event.

All music set-ups must be ready to play at least one-half hour prior to guest arrival. The Zoo, at its discretion, may need to limit the time and/or sound level of music.

Due to the City of Cincinnati Noise Ordinance, outdoor music must cease at 11:00 P.M.

All vendors must supply their own transportation of all equipment and supplies.

LABOR

Normal set up and break down of banquet furniture is included, however, if unusual or advance set up/clean up is required, an additional labor fee will be charged.

An event coordinator will be provided for each catered event at no additional cost. Extra Zoo personnel will be at the group's expense.

During standard operating hours, the group may have access to all Zoo public areas and exhibits.

After standard operating hours, limited access is available.

SIGNAGE & DECORATION

The Zoo will provide a welcome sign upon entering the Vine Street entrance as well as at the venue. Directional maps will be provided for your distribution.

Groups are welcome to bring additional signage and decorations for use inside the designated venue.

The group is responsible for any damage to Zoo property caused by improper display or installation.

The Zoo does not permit confetti, birdseed, glitter, table sprinkles, bubble or fog machines, drinking straws, disposable cup lids, or balloons of any type.

No open flames permitted. Votive candles and hurricane globes are permitted at indoor facilities only.

CATERING POLICIES & PROCEDURES

MENUS

All food / beverages consumed on premises must be purchased through The Zoo's caterer, Taste at the Cincinnati Zoo and Botanical Garden.

Menu selections can be made from a variety of options or custom designed upon request.

Menu prices booked six (6) or more months prior to event are subject to a 10% increase.

All menus must be finalized with your Sales Representative 30 days prior to event date.

Final catering guarantee is due 6 business days prior to event date.

All food and beverages are for consumption at The Zoo in the designated venue. Food is not to leave the function area or be removed from Zoo grounds.

All food and beverages will be served on compostable materials unless otherwise noted.

The Zoo can provide a full service bar. Taste of the Wild holds a full liquor license and carries liability for the products and services they provide.

All alcohol served must be purchased from The Zoo. Outside alcohol brought onto the premises will be confiscated.

It is the policy of The Zoo to comply with all state and local laws pursuant to alcohol beverage service.

SERVICE CHARGES & TAXES

All food and beverage sales are subject to the prevailing local tax (7%) and a 20% service charge (5% service charge for picnic events).

No party will be exempt from sales tax without a copy of an Exemption Certificate with federal tax I.D. number, which must be provided at the time of the contract signing.

GUARANTEES

Minimum guest count / guarantee, along with confirmation of event details is due 6 business days prior to the event.

After such time, increases of up to 20% will be accommodated.

Increases in excess of 20% are subject to availability.

A guaranteed count may not be decreased.

You will be billed for the guarantee or the actual number served, whichever is greater.

CANCELLATION

All cancellations must be in writing and signed by both parties.

Cancellation fees apply. Please see agreement for detailed information.

HOLD HARMLESS AND INDEMNIFICATION

The group agrees to hold harmless The Zoo, its partners, officers, directors, trustees, employees, volunteers, agents, affiliates and independent contractors from any and claims, actions, suits or allegations for damages to persons or property, which relates, emanates, or in any way pertains to the event. Further provided, the group agrees to indemnify The Zoo for any and all costs or losses which may be incurred by The Zoo as a result of such claims, suits or allegations, including but not limited to reasonable attorney fees and expense of litigation.

The Zoo reserves the right to require proof of insurance from the guest group as deemed necessary.

The Zoo agrees to hold harmless the group from any and all claims, actions, suits or allegations for damages to persons or property, which relates, emanates, or in any way pertains to the gross negligence of The Zoo with respect to the event only. Further provided, The Zoo agrees to indemnify the group for any and all costs or losses which may be incurred by the group as a result of such claims, suits or allegations, including but not limited to reasonable attorney fees and expenses of litigations.

SECURITY, STORAGE, AND DELIVERIES

The Zoo is not liable for and cannot assume responsibility for the damage or loss of articles or merchandise left in the venue prior to, during, or following your function. We do not encourage leaving equipment, supplies, or other valuables beyond the time of your event.

Packages for meetings should be addressed to the Group Sales Department (to the attention of your Sales Representative)

no more than three (3) days prior to the event. The packages should display the name of the group and the contact person, as well as the date of the event. Clients are responsible for return shipping of all packages.

DAMAGES

We expect the premises to be restored to the original condition following the conclusion of the event.

In the event that any property of The Zoo is damaged by the guest group, its agents, employees, or any person admitted to The Zoo or facility by the group, the group agrees to reimburse The Zoo.