



Event Contract

Client/Organization Cooper High School	Event Date 1/29/2022 (Sat)	Telephone	Cellular (859) 446-2738	Guests 200 (Pln)
Party Name NEW DATE - Cooper High Senior Dinner		City, St Zip 2855 Longbranch R	City, St/Prov Postal Union, KY 41091	
Email karen.wiebe@boone.kyschool	Sales Rep Nicole Miller	Theme Dinner Party	Event Category Social	

EVENT DETAILS

Banquet Room	Date	Start	End	Description	Setup Style
The Grande Ballroom	1/29/2022-Sat	7:00 pm	11:00 pm	Silver Buffet	Banquet Seating

FOOD & BEVERAGE DETAILS

Food/Service Items	Price	Qty	Tot
Food and Beverage Minimum \$6,000	6,000.00	1	6,000.00
Price Increase from 2021 pricing to 2022 pricing Grande Ballroom = \$1,000 increase Food and Beverage Minimum (\$7,000 minimum total spend)	1,000.00	1	1,000.00

Silver Buffet/ per person / MENU SELECTIONS FROM 2020
SUBJECT TO CHANGE PER CLIENT REQUEST 2022

DISPLAYED HORS D'

Goetta Bites

Domestic Cheese Display

Seasonal Fruit Display

Veggie Display with Ranch

Fresh Baked Bread & Butter

House Salad - Family Style

Ranch Dressing - predressed

Caesar Salad - Family Style

Caesar Dressing - predressed

Bourbon Glazed Brisket with Au Jus and Horseradish Cream

Sauteed Chicken Breast

Parmesan Peppercorn Cream

Garlic Mashed Potatoes

Green Beans

Four Cheese Macaroni

BEVERAGE DETAILS:

Unlimited Non-Alcoholic Beverages
No Alcohol

Dessert Bar \$5 per person 5.00
Chocolate Covered Strawberries
Creme Brulee
Cheese Cake Bites
Chocolate Chip Cookies
Brownies

Subtotal	7,000.00	Tot	8,820.00
Serv Chg	1,820.00	Paid	1,000.00
Tot	8,820.00	Balance	7,820.00

Deposit Schedule

Due	Amount	Comment
1/10/2022	7,820.00	100% of Remaining Balance

MADISON NORTH: 700 Madison Ave, Covington KY 41011

MADISON SOUTH: 740 Madison Ave, Covington KY 41011

Gratuity is at the client's discretion and is not included in the contract total.

Thank you for selecting The Madison Event Center for your event. Please review, sign and return this agreement within 24 hours with your security deposit to make the agreement effective and keep a copy for your records. Security Deposits are required to secure dates and are non-refundable in the event of a cancellation.

The following details are required fourteen (14) days before your event: food and beverage minimum must be met by a combination of food and beverage services only, final guest count and complete floor plan. Decreases to the final guest count will not be permitted after the final guest count is received. If the final guest count and floor plan are not received by the client fourteen (14) days before your event, The Madison will finalize these details based on your estimated guest count provided to your Details Specialist at your details appointment or booking.

If the final guest count submitted by the client, exceeds the All-Inclusive Package guest count and optional upgrades selected at booking, additional payment from the client will be required and due fourteen (14) days before your event. No refunds or upgrades are given if the final guest count is less than the All-Inclusive Package guest count selected at booking. Any additional balances are due at the time the final count is due. Your final menu choices, optional upgrades, vendor information, and remaining miscellaneous event details are also required to be submitted at least fourteen (14) days before your event. _____X (*initial here*)

The Madison will be prepared to handle an additional 5% over the final guest count provided, a maximum of ten (10) guests. If the number of guests attending the event exceeds this number, the client will be charged \$50

per person (26% service charge applies) for the additional guests, and the selected menu will not be guaranteed for these guests.

One complimentary hour of setup by The Madison staff for client decorations is provided. The Madison staff will set up designated client decorations within two (2) hours of the event start time. All client decorations that are agreed to be set up by The Madison staff must be on the premises forty-eight (48) hours before the event. For decorations not received forty-eight (48) hours before, the client must set up. Please schedule this setup time with your Details Specialist. We cannot guarantee access to the event space without a scheduled appointment.

The Madison does not allow confetti, rice, bubbles, or sand in our lobby areas or event spaces. Due to fire code, it is against policy to bring in fog, smoke machine devices, or candles without enclosed holders. Signs and banners are not permitted. The attachment of these items to function walls, floors, ceilings, or curtains is also prohibited from maintaining appearances. Should these restrictions be of concern, please discuss with your Details Specialist. All decorations require advanced approval.

Clients can request to change the date of their event within the first thirty (30) days of booking without penalty, subject to availability, and price increase. Any requested changes to the date or event space thirty (30) days after booking must be made in writing, and acceptance of such date or ballroom change will be at the sole discretion of The Madison and subject to a \$1,000 change fee per change and price increases. A requested change in the start time of the event is at the sole discretion of The Madison and subject to availability.

All payments received are non-refundable. In the event of a cancellation, all payments (including security deposits) are forfeited. **(NO EXCEPTIONS)** All cancellation, date change, and other requested changes to this agreement must be made in writing, and the client is solely responsible for ensuring The Madison has received such request. Any changes to this agreement must be made in writing and signed by both parties. If cancellation is less than one-hundred and twenty (120) days of the event, the client must pay the remaining balance within ten (10) business days. _____X (*initial here*)

We accept Visa, Master Card, American Express, Discover, and Certified Checks. We do not accept personal checks for payments made within ten (10) days of your event. Your credit card information cannot be kept on file for future payments. A \$35.00 fee will be assessed for each check payment made with non-sufficient funds.

If your account is past due for ten (10) days, your event will be canceled, and all monies forfeited. The Madison must approve a requested change to the payment schedule outlined in this Contract. Please contact your Sales Manager immediately regarding late payments to prevent cancellations. _____X (*initial here*)

In the event The Madison's performance of this agreement is made illegal or impossible due to acts of God, war, acts of terrorism, governmental regulation, disaster, strikes, civil disorder, or pandemic, the event will be rescheduled for a mutually agreed upon date within one-hundred and twenty (120) days of the original event date or as reasonably soon thereafter based on availability and resolution of the cause making performance illegal or impossible, and the security deposit and any other payments made by client will be applied to the rescheduled event. No change fee or penalty will apply, and no security deposit or other payments will be refunded to the client as a result of any of the foregoing events making performance illegal or impossible unless The Madison property is physically damaged to the extent that it is impossible to host the event within one-hundred and twenty (120) days of the original event date, in which case the client will be given a full refund.

In the event of a Level III Snow Emergency in Kenton County, the client or The Madison may cancel the event with a minimum of four (4) hours advance notice (from the scheduled start time). The event will be rescheduled for a mutually agreed upon date (between The Madison and the client) within one-hundred and twenty (120) days of the original event date. No change fee or penalty will apply and no security deposit or other payments will be refunded to the client.

Client is solely responsible for (i) ensuring that it and its guests, invitees, and all other persons on the premises of The Madison by reason of client's use of The Madison (collectively, "Client Parties") comply with all applicable laws, and (ii) all damage caused by any Client Parties to The Madison and any room, space, furnishings, equipment, or the surrounding premises.

IN THE EVENT THE MADISON, ITS LANDLORD, THE BUILDING OWNER, OR ANY OF THEIR RESPECTIVE OFFICERS, EMPLOYEES, AGENTS, REPRESENTATIVES OR AFFILIATES (COLLECTIVELY, "INDEMNITEES") IS FOUND LIABLE TO ANY CLIENT PARTIES FOR ANY REASON ARISING OUT OF CLIENT'S EVENT, THE MADISON'S MAXIMUM LIABILITY IN ALL CASES SHALL BE THE AMOUNT PAID BY CLIENT WITH RESPECT TO THE EVENT GIVING RISE TO SUCH CLAIM. CLIENT AGREES TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE INDEMNITEES FROM ANY AND ALL LIABILITY, CLAIMS, ACTIONS, DEMANDS OR LOSSES OF ANY KIND RESULTING FROM ANY ACT OR OMISSION OF ANY CLIENT PARTIES.

If the client would like a private tasting, The Madison charges \$25.00 per person, with a maximum of six (6) attendees. Private tastings will be scheduled at the Chef's convenience; please contact your Details Specialist to discuss.

The Madison will honor any menus that are discontinued if chosen at the time of booking. Any menus that are discontinued before booking without a signed contract will not be honored. The Executive Chef reserves the right to substitute your selected menu items at his/her discretion (due to poor quality or lack of availability, etc.) Substituted items will be of equal quality to client's original menu selections.

All food and beverage for your event must be provided by The Madison and generate a minimum revenue listed above in food and beverage before service charge. Food or beverage provided by The Madison may not be taken from premises. All food and beverage remaining from an event is the property of The Madison, and the client is not entitled to remove this product from the premises.

The Madison is not responsible for damaged, lost, or stolen items anywhere on The Madison's premises before, during, or following an event. Please be aware that any items left at The Madison are at your own risk.

Any personal items found at the end of your event will be placed in our lost and found. The Madison will hold these items for a maximum of thirty (30) days. The Madison does not accept the responsibility for any items lost or damaged that are brought in by the client (ex. champagne glasses, cake knife, cake parts, floral clips, etc.) It is the responsibility of the client to take all items with them when the event ends.

The Madison does not store items for a later pick up from outside vendors or personal decorations from your event. Please coordinate with your vendors/contact person to remove all items at the end of your event. The client will be charged a \$100 fee for removal and cleanup of any items left on the premises (ex. cake parts,

flower vases, decorations, linens, etc.). If these items are not claimed within seven (7) days following the event, all items will be donated. _____X (*initial here*)

Kentucky State Law forbids guests under the age of 21 to consume alcoholic beverages. Guests who are known or thought to be intoxicated will not be served alcoholic beverages. Please make your guests aware that we do ask for identification at the bar. Any person who cannot produce a valid I.D. will not be served. _____X (*initial here*)

Complimentary parking is available for all events.

ANY DISPUTE ARISING OUT OF OR RELATING TO THIS AGREEMENT OR THE BREACH, TERMINATION, ENFORCEMENT, INTERPRETATION OR VALIDITY THEREOF, SHALL BE BROUGHT WITHIN ONE YEAR OF ITS ACCRUAL AND BE DETERMINED BY BINDING AND FINAL ARBITRATION IN THE COUNTY OF KENTON, COMMONWEALTH OF KENTUCKY, BEFORE ONE ARBITRATOR. JUDGMENT ON ANY AWARD MADE BY THE ARBITRATOR MAY BE ENTERED IN ANY COURT HAVING JURISDICTION THEREOF. ANY SUCH DISPUTE SHALL BE DETERMINED ON AN INDIVIDUAL BASIS, SHALL BE CONSIDERED UNIQUE AS TO ITS FACTS, AND SHALL NOT BE CONSOLIDATED IN ANY ARBITRATION OR OTHER PROCEEDING WITH ANY CLAIM OR CONTROVERSY OF ANY OTHER PARTY.

This agreement may not be assigned by client. This agreement contains the entire agreement between the parties, and there are no other promises or conditions in any other agreement, whether oral or written. This agreement supersedes any prior written or oral agreements between the parties. The terms of this agreement, including all pricing and other terms, and all disputes, claims, or other matters arising out of this agreement shall be kept strictly confidential by the client.

Please contact us for additional assistance in planning your event. Thank you again for selecting The Madison Event Center.

I have read and agree to the above information.

X_____

Client Signature

X_____

Date Signed