

Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF  
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY  
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Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

May 18, 2019

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Approve the contract for Simon Kenton to hold their 2019 Homecoming Dance at the Northern Kentucky Convention Center on September 21, 2019.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

The NKY Convention Center has hosted the SK homecoming dance the past several years. The facility is large enough to handle the large crowd that attends this dance.

**FISCAL/BUDGETARY IMPACT:**

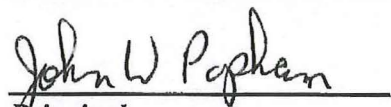
Cost will be approximately \$3,440 to be covered by the purchase of the dance tickets by students.

**RECOMMENDATION:**

Approval to sign the contract for Simon Kenton to hold their 2019 Homecoming Dance at the Northern Kentucky Convention Center on September 21, 2019.

**CONTACT PERSON:**

Christine Hoerlein, Simon Kenton High School

  
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 Carla Egan Shannon Herold Jessica Jehn  
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."

# NORTHERN KENTUCKY

## CONVENTION CENTER

### Outline of Space for the Simon Kenton Homecoming Dance September 21, 2019 - September 21, 2019

Date	Start Time	End Time	Description	Room	Setup	Agr	Room Rental
09/21/2019	4:31PM	8:00PM	Setup	Event Hall II	Reception	0	Inclusive
09/21/2019	4:31PM	11:00PM	Registration	Lobby - 1st Floor II	Registration	800	Inclusive
09/21/2019	4:31PM	11:59PM	Ballot Counting	Conference Room	Office	0	\$400.00
09/21/2019	8:00PM	11:00PM	Dance	Event Hall II	Reception	800	\$3,440.00

Sub-Total Rental \$3,840.00

**Rental Discounts:**

- Office Storage (\$ 400.00)

**Total Rental \$3,440.00**

Rental rates are reflective of your event taking place in September 2019 as designated by the above dates, times and spaces. We will be happy to extend these rates to your event if you select Northern Kentucky by June 28, 2019.

#### One Stop Service and Support – "The Convention Center with the Hotel Attitude"

The Northern Kentucky Convention Center is your "one-stop shop" for service and support. With experts in Event Coordination, Catering Management and Audio-Visual Productions; no matter what your need our Event Team is more than happy to assist you.

#### Our Service Standards - Included with Above Rental

- Wireless internet access for all attendees. \*
- A team of professional, on-site event managers to work your event from opening to close, all accessible via one cell phone number (distributed prior to arrival).
- One room set per day.
- One refresh of room per day.
- Diagram to be approved 14 days in advance.
- General room lighting, heat and air during event hours.
- One thorough cleaning daily of all rented space.
- NKYCC website listing of event dates and times, as requested.
- Welcome announcement on marquee for your attendees during your event.
- Use of the marquee to advertise event one week in advance; content approved by Event Services.

*\*The Northern Kentucky Convention Center uses a state-of-the-art wireless system, providing wireless access to all guests. The complimentary public wireless is throttled to 1Mbps per user to the capacity of the building's connection. All devices accessing the public wireless network will need the capability to accept the "Terms and Conditions" page. The Center cannot guarantee performance of its wireless internet system due to the inherent factors that affect any wireless system.*

#### Additional Complimentary Services

- Up to two skirted registration tables.
- Up to 10 carts to be used during move-in & move-out.
- 1 - 12' x 24' riser
- 1 - 10 amp for DJ



### **Culinary Services**

The highest quality service and product are the Northern Kentucky Convention Center's proven successes. To ensure that this success is continued Masterpiece Creations by Centerplate is the Center's exclusive culinary provider. Freshly prepared meals with a caring service style are the specialties of this professional team. No request is too small or large, as they work with you to create menus that meet your dietary and/or budgetary needs.

Masterpiece Creations provides complimentary table linens for all meal functions from their in-house supply. A good faith estimate of Food and Beverage pricing is provided 6 months in advance of your event's start date with final confirmation upon signing of Food and Beverage contract. Full pre-payment of estimated charges is due 30 days prior to your event, or upon receipt of your preliminary invoice.

For more complete information on Culinary Services, please contact your Sales Representative.

### **Audio Visual Services**

One of the most crucial steps in achieving any event's goals is the presentation of the event's message through professional audio-visual services. To assist in the successful achievement of this step, we have selected MAC Productions as our exclusive audio, visual and rigging services provider. Their professionalism, responsiveness, creativity and facility knowledge have all contributed to the proven successful results of events at our Center. From the slightest audio or projection need to the all-encompassing event production, MAC Productions can handle the full spectrum of audio visual services.

### **Decorating and Drayage Services**

Due to the limited amount of storage space available at the Center, the Center is not able to accept shipments prior to your event.

### **Additional Event Support and Services Available\*\* Staff**

- **Security Personnel** – The Center is staffed with 24-hour security in addition to state of the art security cameras throughout the building. If additional security is needed for your event, staff can be hired through our in-house company. Current rates are \$42 per guard per hour between the hours of 7am-8pm with a four-hour minimum. Contact sales for rates outside of these hours. Simon Kenton will provide two (2) Police Officers to be on-site for the duration of the event.

### **Support, Equipment and Services\*\***

- **Electricity** – Any items needing power that are not provided by the Center and/or its exclusive vendors will be charged based upon need. Current discounted electrical rates for orders received 14 days in advance of an event are \$80 per 10-amp and \$100 per 20-amp. If electrical needs exceed these amounts and/or are received less than 14 days prior to the event, please contact sales for a quote.
- **Communications** – The Center is currently equipped with complimentary wireless internet service. If you should require a hard-wired line, rates are currently \$340 for 1<sup>st</sup> connection and \$115 for each additional connection. Please contact sales for any specialized communication needs your event may need.
- **Tables** – 6' clothed and skirted tables above what is complimentary in this proposal are currently \$80 each.

**\*\* - The above stated rates are the prevailing rates for May 18, 2019. For budgeting purposes, we suggest you add 5% annually to the above stated rates.**

*The Northern Kentucky Convention Center is proud to provide a "smoke free" environment for its patrons.*