



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

**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

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WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

5/31/19

AGENDA ITEM (ACTION ITEM):

Consider/Approve contract with Radisson Hotel Cincinnati Riverfront to host Scott High School Senior Dinner Dance on March 7, 2020.

APPLICABLE BOARD POLICY:

01.01 Legal Status of the Board

HISTORY/BACKGROUND:

Scott High School is seeking approval to work with Radisson Hotel Cincinnati Riverfront to host our Senior Dinner Dance on March 7, 2020.

FISCAL/BUDGETARY IMPACT:

Tickets will be sold for \$35 to cover the cost of this event. The Class of 2020 Activity Fund will cover the deposit of \$1000 and any student that can't afford to purchase a ticket and would like to attend the Class of 2020 Activity Fund will cover their cost.

RECOMMENDATION:

Approval of Scott High School to sign the event/catering contract with Radisson Hotel Cincinnati Riverfront to host the Senior Dinner Dance on March 7, 2020.

CONTACT PERSON:

Meagan Snow

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."

Radisson Hotel Cincinnati Riverfront
668 West 5th Street
Covington, KY 41011
Phone 859-491-1200 Fax 859-491-8698
CATERING CONTRACT

TODAY'S DATE: 5/30/2019
SIGNED CONTRACT DUE: 06/09/2019
ACCOUNT: Scott High School Prom
ADDRESS:
CITY:
STATE:
ZIP CODE:

MENU DUE: 02/22/2020
DEPOSIT DUE: \$1000.00
READER BOARD: Scott High School Prom
CONTACT: Megan Snow
ON-SITE CONTACT:
TELEPHONE: 859-866-7300
FAX:
EMAIL: megan.snow@kenton.kyschools.us

DAY	DATE	START	END	FUNCTION	ROOM	SETUP	ATTD	RENTAL
Saturday	3/7/2020	06:30 PM	11:00 PM	Buffet Dinner	Bluegrass Ballroom	Rounds of 8	200	

Minimum FOOD AND BEVERAGE: The Radisson Hotel Cincinnati Riverfront has a food and beverage requirement of the amount noted \$5,000.00. The requirement will need to be met regardless of the guaranteed number of attendees.

ROOM RENTAL is \$1,000.00.

Tax, Gratuity & Material: To ensure the superior service of Radisson Hotel Cincinnati Riverfront, 22% gratuity will be added to all food, beverage, and audiovisual costs. Current sales tax will apply

Guarantee: In order to provide for all attendees, a guaranteed count will be needed 72 hours in advance of the function. Unfortunately, this number may not be reduced. Should you be unable to provide us with a count, Radisson Hotel Cincinnati Riverfront will refer to the originally contracted number and prepare accordingly. This will ensure the comfort of all in attendance.

Labor Charge: In the case on-site changes are requested, additional labor fees may be assessed.

Food & Beverage: Because of market fluctuations, all prices are subject to change. Should our prices increase, written notification will be given. Outside food and beverage is prohibited and Radisson Hotel Cincinnati Riverfront does not permit the removal of any foods provided by the hotel.

Room Rental: Room rental fees are determined upon original program details. Revisions from the original contract may necessitate a revision in room rental fees. 22% service charge and 6% tax is added to all room rental fees.

Room Assignments: The Catering Department reserves the right to reassign functions rooms to best service and utilize space according to the final guaranteed number of guests.

Boxes: Radisson Hotel Cincinnati Riverfront will gladly receive the supplies necessary for any function. The shipment of such material will be accepted no sooner than 3 days prior to the function. A nominal-handling fee of \$5.00 per box, up to 50 lbs., ensures their delivery to your preferred location.

Conduct: Client agrees to conduct the function in an orderly manner. In compliance with applicable laws, regulation and Hotel rules. Customers assumes full responsibility for the conduct of all persons in attendance and for any damage, loss or liability.

Signage and Banners: Signs and banners are not permitted in the hotel lobby. In an effort to maintain appearances, the attachment of these items to function walls, floors, ceilings or curtains is also prohibited. Should these restrictions be of concern, please discuss them with your Catering Manager.

Outside Vendors: The usage if outside vendors is encouraged. Our staff requires contact information and time of delivery to better service the client's needs.

BILLING DEPOSIT is \$1,000.00 nonrefundable due at the signing of the contract by June 6th, 2019.

Cancellations: Radisson Hotel Cincinnati Riverfront is holding the aforementioned space for the exclusive use by your group. Should the entire or partial program cancel, the Hotel will collect as liquidated damages, fees according to the following schedule:

<u>Cancellation Prior Total Estimated Revenue</u>
Loss of Deposit Plus
0 - 59 days 100%
60-89 days 50%
90-180 days 30%

Acceptance: Space will be confirmed on a definite basis with the return of your signed agreement and deposit- by **06/06/2019**. Failure to do so will result in function space being released and contract void.

Client Approval

Title

Date

Kathy Kappner

Director of Sales

May 31, 2019