**Bullitt County Public Schools**

1040 Highway 44 East
Shepherdsville, Kentucky 40165

502-869-8000
Fax 502-543-3608
www.bullittschools.org

TO: Mr. Jesse Bacon *JB*

FROM: Mrs. Rachelle Bramlage-Schomburg, Director of Secondary Education *RS*

RE: North Bullitt High School Prom 2022 (change request)

DATE: March 8, 2022

Please see the attached contract between North Bullitt High School and Events on Pointe located in Louisville, Kentucky. If approved, North Bullitt High School is requesting a change of venue due to the increased number of students attending and the previously requested venue not being able to accommodate the Juniors and Seniors on April 30, 2022. This contract has been reviewed by Buckman, Farris, and Mills Law.

Please approve the contract between North Bullitt High School and Events of Pointe Rentals.

Equal Education and Employment Institution

[Signature]
3.8.22



North Bullitt High School

3200 Hebron Ln
Shepherdsville, Kentucky 40165

Phone: 502-869-6200

Fax: 502-957-6762

<https://www.bullitt.k12.ky.us/3/Home>

March 8, 2022

To: BCPS Board of Education
From: J Lail, North Bullitt High School
RE: Prom Contract

Esteemed Members of the BCPS Board of Education:

The North Bullitt High School Prom Committee requested permission in January to hold their prom at Rivers Edge in Shepherdsville, KY. Since the approval of that request, we discovered the venue would not fit the increasing number of students interested in attending prom this year.

As a result, we have requested a cancellation of this venue and have secured a contract for your approval with The Pointe in Louisville, Kentucky. This venue will hold more than double the amount of the previous venue and afford us the opportunity to allow our students a well-deserved and much anticipated celebration.

Thank you for your time and attention.

J Lail, Ed.D.
Principal, North Bullitt High School



Events on Pointe
WORK ADDRESS 1205 E. Washington St, Louisville, Kentucky 40206
MAIN PHONE 502-589-1820
MAIN EMAIL hello@eventsonpointe.com
HOMEPAGE WEBSITE www.eventsonpointe.com
HOMEPAGE WEBSITE www.pointeevents.com

Proposal No.4302022

North Bullitt High School Prom

CLIENT	PROPOSAL TOTAL	PROPOSAL DATE
North Bullitt High School	\$6,000.00	03/08/2022

INTRODUCTION/TERMS

the Pointe Events Guidelines

RENTAL SPACE

- Weddings, ticketed events, and social functions are booked in 5-hour blocks.
- Renter and Vendors will be allowed in the Space based on availability with a 4-hour allotment for set-up prior to the start of the event and a 1-hour allotment for breakdown immediately after the conclusion of the event.
- All Wedding Events must be completed by 12:30 a.m., with a grace period of fifteen minutes.
- Events that exceed the available times described above will be billed a \$350 per hour usage fee for the additional time. This will be prepaid or automatically charged to the credit card on file.
- Rental Space includes: 30-60" Round Tables, 2-48" Round Table, 6- 8' tables, 16-cocktail tables.

DEPOSIT AND FINAL BALANCE

- Non-refundable 50% deposit is due when the contract is signed to reserve the space.
- The deposit will be applied towards the final balance.
- Signer must be 18 or older.
- The final balance is due 120 days prior to the Event unless otherwise agreed to by the parties. If payment is not received 120 days prior at 10% late fee will be charged each month.
- Return checks are subject to a \$35 returned check fee.
- The confirmed number of guests must be provided in writing to The Pointe 15 business days before the Event for non-ticketed events.
- If The Pointe does not receive a confirmed number of guests for non-ticketed events from the Renter prior to the Event, then the number of guests estimated at the signing of the Space Rental Agreement or provided to the Approved Caterer (whichever is greater) will be used as the confirmed number of guests for the Event.
- A 15% fee will be charged for any date or space change.

FULL SERVICE CATERING

- All catering and bar service for Events in the Space are provided exclusively through the Exclusive Caterer.
- No other catering, food, beverage, or alcohol is permitted in the building.
- Renter can buy out exclusive caterer for food services for a fee of \$900 paid to The Pointe Events, LLC.
- Renter must utilize the exclusive caterer to serve alcohol.
- If renter buyout caterer and the new caterer does not maintain ownership over their own linens and china then renter would have to use exclusive caterer china

CLEAN UP AND DELIVERIES

- All décor and rentals are to leave the premises immediately following each event during the one-hour break down; The Pointe is not responsible for items left after events. A \$250 fee will apply if the space has not been properly cleared post event (signage, trash, decorations, boxes, and any other items must be removed by Renter).
- All deliveries must be made through the loading dock located at the back of the building off of Franklin Street.
- It is the responsibility of Renter to provide contact information and schedules for deliveries and pick ups to the Pointe staff for all Vendors.
- All Vendors must use appropriate equipment needed to load in and out of the building. This includes but is not limited to: carts, dollies, ramps, etc.
- The Pointe is not responsible for any items remaining after the agreed-upon Space Rental time.
- Any items left in the Space after the Space Rental time will be removed from the Space and discarded by The Pointe Staff (see the Damages section).
- All standard clean up and set up will be provided by the event caterer.
- Renter may not move furniture without explicit permission from a Pointe representative (possible \$250.00 damage fee).

DAMAGES

- The Pointe will make an inspection of the Space after the Event.
- Any damage to the Space or the building beyond normal wear and tear will be the responsibility of Renter.
- Renter must complete, sign and return the attached Consent to Charge Credit Card Form.
- The Pointe is allowed and expected to charge \$500 in Damage Fees on the Renter's credit card on file for any and all expenses associated with returning the Space to its proper condition (such as damage to floors, walls, bathrooms, entrances and exits). For charges above and beyond the initial \$500, The Pointe will arrange for the repair of the damage to the Space and/or the building and provide an itemization of the repairs and associated costs to the Renter prior to charging the Renter's credit card.

PARKING

- The parking facilities for the Space are located in 3 lots around the building. Street parking is also available.
- Parking is a first come first serve basis and is not guaranteed.
- Renter must notify The Pointe Events of their intent to use valet services.
- All valet providers must have proper insurance (General Liability and Garage Keeper's coverage in the amount of \$1,000,000.00) and must name The Pointe Events LLC, as additional insured and complete any additional paperwork required by any parties involved.

SECURITY

Renter will arrange and pay for security personnel for Events at a ratio of 1 security person per 100 people with personnel at each door preferably in the form of a police officer. Security personnel will be stationed in each separate area of the Space based upon this ratio. Security personnel must remain on duty until all persons have left the Event.

GENERAL GUIDELINES

- Renter and all Vendors must abide by the applicable Fire Marshall codes and CDC guidelines.
- Any rental items not provided by The Pointe are the responsibility of Renter.
- If the Atrium Space is not being utilized for the Event, no guests will be allowed to move farther into the building than the hallway at the end of the Barrel Room Space by the sliding door. If guests are found outside this designated area, Renter will be charged an additional Space Rental Fee of \$200.
- If the Event is held only in the Atrium Space, no admittance to the remainder of the building past the hallway containing the restrooms will be allowed. It is the responsibility of the Renter to keep guests in the designated area. If guests are found outside these designated areas of the building, Renter will be charged an additional Space Rental Fee of \$200.
- It is the responsibility of Renter to inform and insure compliance by the Vendors of the policies and requirements contained.

- Renter is to obtain all Vendor forms (signed by the Vendor) and submit them to the Pointe 90 days before the Event.
- Proof of liability insurance may be required for Vendors.
- The Pointe is not responsible for damage or loss of equipment or property belonging to Renter and/or its guests.
- The Pointe is not responsible for any damage or loss to vehicles in The Pointe parking lots.
- The Pointe reserves the right to monitor and control the noise level of all events, especially if it disturbs other occupants or the Butchertown neighborhood.
- In compliance with the city smoking ordinance, smoking is not allowed in any part of the Space or The Pointe building. Guests wishing to smoke should be directed to the main exit. If any smoking occurs in the Space or building the Renter will be subject to a fine.
- Alcoholic beverages are not to be taken outside the building.
- All candle flames must be enclosed (votive, lamp, hurricane, etc.).
- No tape, staples, tacks, hooks or other fasteners are permitted.
- No décor may hang from walls, building sprinkler lines, HVAC ductwork or any other pipes.
- No confetti, glitter, rice, birdseed sparklers, and/or anything of the sort are permitted inside or outside the building.
- For the safety of our guests, fireworks and pyrotechnics are not permitted.
- No helium balloons, fog machines, or any other item that may disturb the smoke detectors.
- Renter must put felt on the bottom of any decorations to be placed in the wall cubbies.
- Prices are subject to change without notice prior to the execution of a contract.
- The Pointe reserves the right to raise rental fees on holidays and days of our discretion (examples: Thunder over Louisville, Derby Day and Eve, New Year's Eve, etc.).
- Non-profits with their Federal Tax exemption certificate may receive special pricing at the discretion of the Pointe.


ADDITIONAL SERVICES

For an additional fee, Renter may rent the following additional services (based on availability) which include, but are not limited to, the following:

- Back drop White Draping \$150.00
- Front Drop White Draping: \$100.00
- Bourbon Barrel Bar: \$100.00
- Additional Bistro Lights: \$50 per 50 feet
- Uplighting: \$30 a light, up to 12

These fees will be invoiced to the Renter immediately. Prices subject to change.

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Line Items				
	DATE	ITEM	QTY/HRS	TOTAL
	04/30/2022	Peak Season Saturday Rental <ul style="list-style-type: none"> • Atrium, Barrel room & Skylight room • 10 hours event time-4 hour vendor set up-5 hour EVENT-1 hour clean up of any personal items • 10am access to the Pointe • Use & Set up of tables and chairs • 1 Draft floorplan • 1 Final floorplan 	1.00	\$6,000.00

PROPOSAL TOTAL	
Total	\$6,000.00

SIGNATURES

By: Superintendent Bullitt County Public Schools	Date Signed	Signer IP Address
By: North Bullitt High School	Date Signed	Signer IP Address
By: Barrett Tasman	Date Signed	Signer IP Address