



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

## Issue Paper

**DATE:**

4/11/2023

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve to sign contract with Courtyard Cincinnati Midtown/Rookwood for five hotel rooms for one night and one meeting room for two days.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

Scott High School will be holding a Solution Tree PLC at Work, Educational Summit training with 10 staff members attending and will stay at Courtyard Cincinnati Midtown/Rookwood one night and hold all the training/meetings in their meeting room for 2 days on June 6 and June 7, 2023.

**FISCAL/BUDGETARY IMPACT:**

Scott ESSER budget \$1916.00

**RECOMMENDATION:**

Approval to sign contract with Courtyard Cincinnati Midtown/Rookwood for five hotel rooms for one night and one meeting room for two days.

**CONTACT PERSON:**

Alan Yanke

  
Principal/Administrator

  
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.

**Scott High School****GROUP AGREEMENT****Account:** Scott High School**Contact:** Wendy Smith**Address:****Email:** [wendy.smith@kenton.kyschools.us](mailto:wendy.smith@kenton.kyschools.us)**Phone:** 8599601510**Booking Name:** Scott High School**Sales Manager:** Cathy Kirkland**Phone:** 513-672-7118**Email:** [cathy.kirkland@marriott.com](mailto:cathy.kirkland@marriott.com)

The Courtyard by Marriott Cincinnati Midtown/Rookwood is pleased to offer this contract to your organization/group.

**Contract Due Date:** 5/2/2023

The above dates will be reserved on your behalf until the above due date at which time the hotel asks that you return a signed copy of this agreement.

In the event we have a request for your dates from another organization prior to the above date, we will contact you for a definite decision to confirm or release these dates in writing within 48 hours or two business days. If we have not received your confirmation by the above date, the hotel reserves the right to release all space for resale.

**ROOM RATES & ACCOMMODATIONS**

Name	Arrival Date	Departure Date	Block Release Date
Scott High School	6/6/2023	6/7/2023	5/16/2023

**Run of House**

	Agreed Rooms	Rate
6/6/2023	5	\$179.00

**SCHEDULE OF EVENTS**

Name	Day	Date	Time	Areas	Event Type	Guests	Rental	Event F&B Min	Total F&B Min (Booking)
Scott High School	Tuesday	6/6/2023	8:00 am – 5:00 pm	Boardroom	Meeting	10	\$400.00		\$0.00
Scott High School	Wednesday	6/7/2023	8:00 am – 5:00 pm	Boardroom	Meeting	10	\$400.00		

**BILLING INFORMATION**

	Total
Sales Tax	7.0% \$56.00

Room Rental		\$800.00
F&B Minimum	Total	\$0.00
	-\$0.00 Met	
Grand Total		\$856.00
Deposit		\$0.00
<b>Estimated Amount Due</b>		<b>\$856.00</b>

### TERMS & CONDITIONS

Rates are per room, per night and subject to a total of 18.30% tax per room.

Rates quoted are Non-Commissionable.

**Please note:** Courtyard by Marriott Cincinnati Midtown Rookwood implements a parking charge of \$10.00/night or valet for \$14.00/night and requires a valid credit card for all guests checking in for room & tax and/or incidentals unless prior arrangements have been made for payment.

### RESERVATION PROCESS

Reservations will be made by Rooming List. A valid credit card will be required at the time of reservation to secure the room.

### CUT-OFF DATE

Reservations must be made by **Tuesday, May 16, 2023**. After this date, we will release rooms not picked up out of your room block for general sale. We will do our best to accommodate reservation requests for additional rooms after the cutoff date. If rooms are still available, reservations will be accepted at the prevailing rack rate.

Individuals canceling reservations after 11:59 PM on day prior to arrival will result in the charge of first night's room and tax.

### CHECK IN /CHECK OUT TIMES

Guest check in is 4:00 P.M. Guest check out is 11:00 A.M. Requests for late checkouts should be directed to the Front Office the morning of departure - additional charges may apply.

### MEETING/FUNCTION AGENDA

Program Notes: The above represents our current understanding of your agenda. Please review it carefully and notify us as soon as possible of any discrepancies, as it is being used to protect the appropriate amount of meeting and function space.

### FOOD & BEVERAGE

Your guaranteed number of persons attending each event is due 10 business days prior to the event. This number may be increased but may not be decreased. The hotel will prepare and charge for the guarantee expected number and all actual attendees above your guarantee if more than anticipated.

#### **Note:**

- **All catered food and beverage events will be charged a 22% service charge and 7% sales tax.**
- **The minimum revenue commitment does not include gratuities and taxes**

Food and beverage is not permitted to be brought into or and/or removed from the Hotel's function rooms. Our liquor license requires that any alcoholic beverage dispensed is by the employees of the Courtyard by Marriott Cincinnati Midtown Rookwood. The hotel reserves the right to refuse alcoholic beverages to any individual and to

require proof of identification before serving an individual.

### **PATRON'S MATERIALS**

All proposed banners, signs, displays and/or decorations must be approved by hotel management prior to arrival and are to be placed only at the discretion of the Hotel. Such items will not be placed in public areas, the main lobby of the hotel or on the Hotel grounds and will only be allowed in designated meeting room areas. Personal property of the Patron, Patrons guests, or invitees brought onto the hotel premises and left therein, either prior to or following the Event, will be at the sole risk of Patron and the Hotel will not be liable for any loss or damage to this property for any reason. Patron acknowledges that Hotel, the Marriott Corporation, and owner do not maintain insurance covering Patron's property and that is the sole responsibility of Patron to obtain business interruption and property damage insurance covering such losses by Patron.

### **OUTSIDE VENDORS**

All outside vendors conducting business at the Courtyard by Marriott Cincinnati Midtown Rookwood must be pre-approved and must present a current Certificate of Liability Insurance. Please notify your Sales Manager, in writing no later than (30) days prior to your main arrival date that you wish to use outside vendors. We will review your request and respond within (5) days of the receipt of the request.

### **MINORS**

Any minor children (under the age of 21) using the hotel facilities must be under the supervision of the person signing this contract. Unaccompanied minors must remain in the designated function space (except for the nearest restroom facility). The person signing the contract or their designated on site contact assumes full responsibility for their guests conduct and may be requested by a member of hotel management to remove anyone not complying with hotel rule.

### **BILLING PROCEDURES**

#### **Credit Card**

The Estimated charges for the aforementioned event must be paid in full 72 hour prior to the arrival date. Courtyard by Marriott Cincinnati Midtown Rookwood will accept Cash, Check, or Money Order. Please be sure to reference the function name and arrival date on all payment methods so that the appropriate account can be credited. **If group is tax exempt, certificate must be received prior to arrival or day of arrival, tax certificates presented day after the function will result in no adjustment.**

### **GROUP ROOM BILLING ARRANGEMENTS -**

- **The following billing arrangements apply**

#### **Master Bill All Charges**

### **CANCELLATION CLAUSE**

The performance of this agreement by either party is subject to acts of God, wars, government regulation, or government statement of policy which limits, prohibit or suggest curtailment of transportation facilities, disaster, strikes, or civil disorders making such performance illegal or impossible. The agreement may be terminated for any one or more of such reasons by written notice from one party to the other. If such termination occurs prior to the first arrival date, Courtyard by Marriott Cincinnati Midtown Rookwood shall refund all deposits. If termination occurs after the first arrival date, the deposit shall be refunded on a pro-rata basis.

In the event of a cancellation of the entire program within 5 days of the event start date, for the reasons other than outlined above, your organization agrees to pay the Courtyard by Courtyard by Marriott Cincinnati Midtown Rookwood the sum outlined as follows as damages:

- 100% of estimated revenues (full room and tax, meeting room rental, and estimated food and beverage revenues)

### **ARBITRATION**

Any controversy and claim arising out of or relating to this contract or the breach of thereof may be settled by arbitration upon agreement of both parties in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

### **ACCEPTANCE**

By signing and returning these documents by **5/2/2023** this agreement will constitute a binding contract between the parties. The individuals signing below represent that each is authorized to bind his or her party to this Agreement. In the event a full signed original of this agreement is not received by the date above, all space referred to herein will be released, and neither party will have any further obligations under this agreement.

Upon receiving a signed copy, a mutual confirmation and Contract will exist between Scott High School and Courtyard by Marriott Cincinnati Midtown Rookwood .

### **ACCEPTANCE OF AGREEMENT & AUTHORIZED SIGNATURES**

**Client Signature**

This section reserved for staff signature