



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

Issue Paper

DATE:

November 14, 2023

AGENDA ITEM (ACTION ITEM):

Consider/Approve Agreement with Receptions Event Centers for facility rental on 5/4/2024 to hold Simon Kenton prom.

APPLICABLE BOARD POLICY:

01.1 Legal Status of Board

HISTORY/BACKGROUND:

Simon Kenton High School has held prom at Receptions for several years in a row. This facility is desirable because they can accommodate a group of our size. .

FISCAL/BUDGETARY IMPACT:

\$21,130.20 – Activity Fund

RECOMMENDATION:

Approval to sign agreement with Receptions Event Center for facility rental on May 4, 2024 to hold Simon Kenton's prom.

CONTACT PERSON:

Craig Reinhart


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.*



Receptions Event Centers
1379 Donaldson Rd.
Erlanger, KY 41018

Sales / Corporate-Social Contract

Client/Organization	Event Date	Booked	Booking Tel	Event#
Simon Kenton High School	5/4/2024 (Sat)	2/2/2023 3:15:12 PM	(859) 240-6643	E39954
Address		Booking Contact	Sales Rep	Guests
11132 Madison Pike, Indenpence, Ky 41051		Schneider, Laura	Jef Schachleiter	600 (Pln)
Party Name	Telephone	PO #	Category	
Simon Kenton High School Prom	(859) 743-3754		4444	

Thank you for selecting Receptions. Please sign and return this contract along with your deposit within 24 hours. Your date is not held until your deposit is received. Deposits are required to secure your date and are NON-REFUNDABLE in the event of cancellation. Applicable Room Charge, Service Charge and Sales Tax will be applied to all invoices.

VENUE				
Description	Start	End	Serving	Banquet Room
	7:00 pm	11:00 pm	NA	Full Facility
				Erlanger

Food/Service Items - BASED ON GUARANTEED MINIMUM

Food/Service Items	Price	Qty	Total
Appetizer Package C at \$24.95 per person; meatballs, vegetable crudite, Fruit and Cheese, Chicken Quesadilla Bites, Flatbread Pizza, Taco Bites, Castle Craze Sliders, Boneless Wings, Sauces on the Side, Unlimited Non-Alcoholic beverages @\$1.00 per person	\$24.95	600	\$14,970.00
Soda Attendants included	\$1.00	600	\$600.00
This package also includes set up, uplights, centerpieces, linens, napkins, tables, chairs, tableware, Event Captain and clean-up			

Client must guarantee a minimum of 600 guest.
\$1200 Room Charge and 24% service charge applied to final amount.
Client is tax exempt with proper proof of paperwork.

Room Charge	\$1,200.00
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Payment Terms

\$500 initial Deposit Due with signed contract.
Final Guest count due 10 days prior to your event
Final payment is due the Wednesday prior to your event
(via Company check, Credit Card or Cash)

Subtotal	\$16,770.00
Serv Chg	\$4,024.80
Taxes	\$0.00
Total Value	\$21,130.20

The amount of your Initial Deposit is \$_____ Date_____

Final Payment is based upon final Guest Count and is due 3 days prior to event

The terms of your contract are **PAYMENT PRIOR TO EVENT**

I have read the above terms & conditions on the reverse side of this page. I agree with the terms & conditions.

Client or Authorized Representative_____ Date_____

TERMS AND CONDITIONS

CONTRACTS AND DEPOSITS: All events are tentative until Receptions receives a deposit and signed contract for the event. Cash, Check or Credit cards are accepted. Deposit amounts are stipulated on the front of this contract. Functions will not be guaranteed until receipt of deposit and signed contract. We do not accept tentative holds. Total amount above is the minimum invoice and based on the guaranteed minimum number of guests. Total amount paid will be based on the final guest count. An initial deposit is due with the signed contract, and a second deposit is due according to the schedule on the front of this contract. Deposits are applied to the final invoice. Final payment is due 3 days prior to the event date. All monies paid to Receptions are **NON-REFUNDABLE**. Failure to make all scheduled payments will result in the cancellation of the event and no refunds will be made.

GUEST COUNTS & QUOTATIONS: Contracts are based on the guaranteed minimum guest count provided to Receptions at the time the contract is signed. Final invoice is based on a final guest count. Final guest counts must be submitted 10 days in advance of the function. After this time, counts may not be reduced. Additions to the final guest count must be approved by the General Manager after this date. Guests will be counted on the date of event and client is responsible for payment for any guests above the submitted final guest count.

PAYMENT TERMS: Receptions terms require full payment three days prior to the event based on the final guest count. All major credit cards are accepted as payment. Personal checks are only accepted up to 14 days prior to the event. Failure to comply with all terms of payment will result in loss of all monies paid and use of Receptions facilities.

FINALIZATION – Client must confirm all menus, decoration choices, AV, and any other specifications for their event no later than 14 days prior to their event date. Selection of special dietary needs and allergy meals must be confirmed 14 days prior to event. Receptions is not an allergen-free facility and all food is prepared in the same kitchen. Receptions cannot guarantee there will be no cross-contamination of allergens.

TIME RESERVED/FUNCTION TIMES: All pricing and quotes are based on the times reserved as stated on the front of the contract. Extensions in time will result in a \$1,500 per hour charge. There will be a charge for any "day prior" or "un customary" set up requirements. One complimentary hour of set up for decorations is provided. Receptions reserves meeting and function space based upon agreed upon time slots noted above on this contract and there is no guarantee you will be able to decorate or see the event space prior to your contracted time.

REARRANGEMENTS/DECORATIONS/LIMITATIONS/ROOM ASSIGNMENTS: Confetti, glitter, rice, silly string, sand, or any other type of foreign material is strictly prohibited for use in Receptions' facilities. Receptions must pre-approve any and all methods or areas for hanging or posting all type of signage, literature, or decoration. An appointment must be scheduled to drop off decorations during the week of the event and instructions must be clearly noted. Receptions staff will set up decorations according to written instructions prior to the event start time. Any function requiring excessive or extraordinary cleanup will be assessed an additional cleaning charge of no less than \$500.00. Receptions reserves meeting and function space based upon estimated attendance-Receptions reserves the right to reassign event rooms based

upon final guest guarantees. Linens are included in the price of your functions.

LOST & FOUND AND SECURITY: Receptions assumes no liability and clients will hold Receptions harmless and without liability for any article or equipment delivered prior to or left behind following an event. This includes cards and gifts left in the Receptions provided gift box. The client will conduct the event in full compliance with all local, state, and federal laws. Failure to comply will result in forfeiture of all rights.

ALCOHOL/FOOD: State law prohibits the carry in or carry out of any alcoholic beverage. All items consumed on premise must be purchased on premise. No alcohol will be served to any person who appears to be intoxicated. No person under the age of 21 will be served; proper I.D. may be requested at any time. Bars will close and last drink will be served 15 minutes prior to event ending time. Due to liability concerns no food may leave the premises without a prior approved and signed food waiver.

TAX/SERVICE CHARGE: All food, beverage, room charges, service charges or any other charges are subject to local tax rates. Any organizations with tax exempt status must provide the appropriate form at least seven days prior to the function. Failure to do so will result in tax being charged. Any claims from that point forward must be addressed to the state tax department. All functions will be charged a 24% service charge plus applicable sales tax.

PERFORMANCE: Performance of this agreement is contingent upon the ability of receptions, Inc. to complete same and is subject to acts of God, war, labor interruptions, power outages, accidents of suppliers. The signing agent and the organization/company booking this event with receptions, Inc. shall indemnify and hold receptions, Inc. harmless of any loss or damage arising from this scheduled event.

Signature of Client or Representative

Date

Printed Name