

OLDHAM COUNTY HIGH SCHOOL #060

School Activity Fund Purchase Order **CURRENT BAL \$**

Vendor Name: Bluegrass events + Party Needs PO #: OH24-570
 Address: 6315 W Hwy 146
Crestwood KY 40014
 Activity Acct: Senior 2024
 Activity Acct Bal: _____
 Total Amount: \$1240

Deliver and **Oldham County High School**
 Bill to: 1150 N Hwy 393
LaGrange, KY 40031

Tax Exempt: B-1197
 Important Notice: Conflict of interest, gratuities and kickbacks are prohibited by policy of the Oldham County Board of Education

PURCHASES

QTY	Item Description	Unit Cost (\$/ea.)	Total(\$)
400	White Plastic folding Chairs	\$2.50	1000
1	Zone 1 Fee	140	140
1	Damage Waiver	100	100
Requested By: <u>Lh Peter</u>		Date Requested: <u>3/29/24</u>	

(Sponsor Requesting Purchase)

Approvals - FOR OFFICE USE ONLY

By signing below, I authorize this order and have verified there are sufficient funds available for this purchase.

Hand-written signatures and date ONLY... not typed

Sonya Upst
 Bookkeeper Review (Certifies funds are available /being collected)

Theresa B...
 Principal Signature

3/29/24
 Date Approved

Level Director Signature (required on purchases > \$5,000)

Date Approved

Jason R...
 Superintendent Signature (required on purchases > \$20,000)

3.29.24
 Date Approved

Technology orders must be submitted to the Technology Department for purchase.

Purchases involving changes to school site or property (indoor/outdoor) require an approved Building & Site Improvement Modification Form.

Purchase Request Payment Details:

Check #:

Check Date:

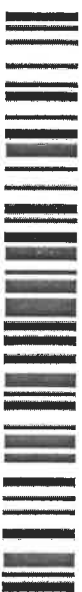
Amount Paid:

MODEL PROCUREMENT

Bid Law Bid Law # Non-Competitive D&F (Attached) Small Purchase D&F (Attached) Intergovernmental N/A

DR
BLUEGRASS JOHN MIKAN
 EVENTS & PARTIES
 502-241-0222
 6315 W Hwy 146
 Crestwood, KY 40014
 john.mikan@bluegrassrental.com

Contract # Q-005445



LEAH PEHLKE
 OLDHAM CITY HIGH SCHOOL
 1150 N HWY 146
 BUCKNER, KY 40031
 +1 502 222 9461
 LEAH.PEHLKE@OLDHAM.KYSCHOOLS.US

Rental Agent:	QUOTE DATES:	STATUS:
John Milkan	Thu 05/23/2024 07:56 AM through Fri 05/24/2024 05:00 PM	Quote
Delivery: From Anytime to Anytime Pickup: From Anytime to Anytime		

Delivery Address/Instructions
 1150 KY-393
 LA GRANGE, KY 40031
 Delivery after 3:00 PM

Pickup Address
 1150 KY-393
 LA GRANGE, KY 40031

Quoted	Rate	Qty	Total
CHAIR, WHITE PLASTIC FOLDING	\$ 2.50	400	\$ 1,000.00
Fees	Rate	Qty	Total
Zone 1	\$ 140.00	1	\$ 140.00
Damage Waiver	Rate	Qty	Total
Damage Waiver (100%)	\$ 100.00	1	\$ 100.00

Damage Waiver Excludes:

Damage Waiver Excludes:

COMPANY HOURS

Monday - Friday : 8:00 AM - 5:00 PM

Saturday - Sunday : Closed

CONTRACT TERMS

To confirm we will need the following:

- Sign order online
- Sign policy online
- Deposit 50% by phone or attached credit card form
- If payment is due with in two weeks you can pay on line in full

I certify that I have read and agree to all terms of this contract.

Signature



SIGNATURE

DATE

03/29/2024 10:14 AM

\$ 1,000.00

1

\$ 1,000.00

Rental Total \$ 1,000.00

Damage Waiver \$ 100.00

Sales Total \$ 140.00

Grand Total \$ 1,240.00

Amount Paid \$ 0.00

Amount Due \$ 1,240.00

Bluegrass Events
6315 West Highway 146
Crestwood, KY 40014
(502) 241-0222

Email: John.mikan@bluegrassrental.com

Store Hours:

Monday - Friday 8:00am - 5:00pm

Saturday - 8:00am - 12:00pm

Sunday - Closed

www.bluegrassrental.com

➤ **Rates:** All rentals are priced for one-day events, customer pick-ups are allowed a 48 hour period only. Call for pricing on longer events. Extended periods due to early delivery or late pick-ups by **BLUEGRASS EVENTS** will not be charged to the customer. A damage waiver is applied to all rental items. This is a percentage of the rental fee. This fee relieves the lessee of liability of accidental damage to the rented item(s). It excludes damage or losses due to theft, misuse, or abuse.

➤ **Set-up/Break Down:** Set-up and break down are available for table, chairs, linens, etc upon request. There will be additional charge applied for set up and break down. Tents, stages, and dance floors are excluded.

➤ **Payment/Deposits:** At the time of reservation a deposit equal to half the order is required to confirm order. Balance of the reservation is due 10 days prior to delivery. For balances on pick-up orders, they can be paid at time of pick-up. All adjustments and quantity item changes to should be made at this time. The order will not be put on our delivery schedule without payment in full or a valid credit card on file. Pre-approved accounts are **Net 30. DEPOSITS ARE NON REFUNDABLE.**

➤ **Cancellation Charge:** Reductions made to order within 10 days of delivery or pick-up will not be refunded. Open accounts will be billed for orders cancelled within 10 days. Cancellation of an entire line item will be subject to a cancellation charge.

➤ **Customers' Responsibility:** It is the customers' responsibility to review the order (including changes made prior to delivery or pick-up). It is also the customers' responsibility to verify quantities and colors once delivered. Items loaded and delivered are non refundable. Corrections to quantity or quality issues are at the discretion of **BLUEGRASS EVENTS**, either by replacement or refund. *Problems must be reported prior to the event, even if that is after hours.* Items reported after the event will not be subject to correction. Responsibility remains with the renter from the time of drop-off to the time of pick-up. Event halls and caterers are the customers' agents; rented items remain your responsibility. Permits may be required by the local government, it is the customers' responsibility to obtain and pay for the cost to obtain the permits necessary.

➤ **Delivery Charge:** A delivery charge will be added to all delivered orders. The charge is based on the

delivery zip code. Deliveries are made **TAILGATE**. Items will be placed in a convenient area. Walking long distances, stairs and or elevators will be billed as a labor charge. Unless otherwise specified on the contract, our delivery crew will leave the items stacked in a pile.

Minimum Delivery: Delivery is available for orders totaling a minimum of **\$75.00** of rental or purchased items. For orders not meeting the **\$75.00** minimum a surcharge will be charged to bring the order up to the minimum. The delivery charge will still apply.

Delivery Times: We deliver weekend orders starting as early as Wednesday of each week; orders are delivered based on time of event and delivery area. These deliveries are made during normal business hours. You will be given an AM or PM delivery. ***Specific delivery/pick up times, or those outside of business hours will require a premium delivery charge.***

Pick-up: Orders are picked up as soon as possible after your event, but are done during normal business hours, as with deliveries this process can take multiple days. If specific pick-up time is needed it must be set up in advance. If breakdown is not contracted in advance, all chairs, tables and other rented items need to be stacked in an accessible area as they were dropped off. We will not pick-up orders with items not stacked and ready. Having to come back to a job site could result in an additional delivery or rental charges.

Customer Property: Insurance regulations do not allow our drivers to move customer property in order to set-up tents, tables, chairs, or other rental items.

I agree to all of the above terms: _____

All prices are subject to change.

Official Signature Page

Agreement to Terms

I certify that I have read and agree to all terms of this contract.

E-Signature Authorization

I agree that my electronic signature as represented here is legally binding. I herewith represent and attest that all contracts and documents submitted using my electronic signature have been signed by me. I understand that I am legally bound, obligated, and responsible by use of my electronic signature as much as I would be by my handwritten signature. I certify that my electronic signature is for my own use, that I will keep it confidential, and that I have not delegated it or shared it with any individual. I agree to