



Issue Paper

DATE:

5/10/2024

AGENDA ITEM (ACTION ITEM):

Consider/Approve to sign the contract between Simon Kenton High School and The Newport Syndicate on 11/26/2024.

APPLICABLE BOARD POLICY:

01.1-Legal Status of the Board

HISTORY/BACKGROUND:

Simon Kenton has held the Senior Dinner Dance at The Syndicate in previous years, and the facility requires a contract.

FISCAL/BUDGETARY IMPACT:

\$1000 deposit from SK's senior account. Balance will be due at the dance @ \$22 per person from SK's senior account.

RECOMMENDATION:

Approval to sign the contract between Simon Kenton High School and The Newport Syndicate on 11/26/2024.

CONTACT PERSON:

Craig Reinhart, Sheryl Fischer


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.



Date of Event: 11/26/24		Day of Week: Tuesday	
Room: Grand Ballroom		Estimated Guest Count: 200	
Event Type: Senior dinner			
Start Time:		End Time:	
Company Name: Simon Kenton			
Primary Contact: Sheryl Fischer			
Primary Phone:			
Best Email Address: Sheryl.fischer@kenton.kyschools.us			
Secondary Contact:			
Secondary Phone:			

Thank you for choosing The Newport Syndicate to host your event. Your deposit exercises this option contract.

In order to assist you in making your function a success, we do remind you the following requirements are necessary. Final guest counts and seating arrangements are due to us fourteen (14) days prior to your event. If you do not provide us with a final guest count, we will use the guest count in this contract or the number of guests served, whichever is greater. Your final payment is based on your final guest count, so please be sure your count is accurate.

We are prepared to handle 5% over the final number of guests given with a maximum of ten (10) guests. If your number exceeds this, you will be charged double the amount of your menu cost per additional guest.

The Newport Syndicate will honor any menu chosen at the time of booking with a signed contract. If we do not receive a signed contract, we do reserve the right to increase the menu price.

Booking Price: Waived Food & Beverage Spending Minimum, plus 20% service and 6% tax

Chef's choice buffet @ \$22.00 per person

The Newport Syndicate is not responsible for anything damaged, lost or stolen, left in the hall prior to, during or following an event. In the event of the property being damaged by you or your guests, you are responsible for the cost to repair. If there are any items left at the end of the event, we will keep them in the lost and found for thirty (30) days. _____ (initial here)

One complimentary hour of set up for decorations is provided. We cannot guarantee access to the ballrooms for decoration set up by the client without a scheduled appointment. Please make sure to schedule this time with your event specialist due to other events that may be in process. Do not assume that you will have access to your space without a scheduled time. _____(initial here)

All food and beverages remaining from a private dining event are the property of The Newport Syndicate. We do not allow any food or beverage product to be brought in without permission from the management.

Kentucky State Law forbids anyone under the age of 21 years to consume alcoholic beverages. Any guest that cannot produce identification will not be served alcoholic beverages. We reserve the right to not serve any guest or close the bar early if management deems necessary.

In accordance with our liquor license, no outside alcohol may be brought onto the premise nor consumed onsite. Any alcohol brought in with a guest will be confiscated and returned upon guest departure. _____ (initial here)

LABOR CHARGE: Any excessive setup or cleanup that is required by the staff at The Newport Syndicate will be charged \$25.00 per hour/per person. We do not allow confetti or glitter. Candles are allowed, however, the flame must be contained.

The minimum food and beverage spending requirement for your event is **waived**. All minimum spending requirements are based before tax and service charge (20% service charge, 6% sales tax).

All payments made by credit card will be subject to a 2.5% processing fee

The undersigned accepts the responsibility of payment for the services and room minimums listed in this contract. A **non-refundable \$1,000** deposit is required to confirm the date.

Final payment and balance will be due fourteen (14) days prior to your event. This payment can be made over the phone with a major credit card, or you may write a check made payable to The Newport Syndicate.

The Newport Syndicate reserves the right to cancel any event not paid in full ten (10) business days prior to the event date. _____ (initial here)

You will need to contact us at least six (6) weeks prior to your event to go over your timeline and menu selections. Your final count will be due two (2) weeks prior to your event. _____ (initial here)

In the event of a cancellation, all payments, including security deposits and half payments are forfeited – NO EXCEPTIONS. In the event of a cancellation less than ninety (90) days prior to the scheduled event date, the customer is required to pay the room minimum spending required. _____ (initial here)

By booking their event during the COVID-19 Pandemic, the customer agrees to abide by any current regulations and safety guidelines, as well as any regulations and safety guidelines that may be in effect at the time of their event. Said regulations may not be used as a reason to postpone or cancel the event without penalty. If government regulations prevent the Newport Syndicate from opening its doors for this event, the customer will be offered the opportunity to reschedule their event to an equitable date within nine (9) months of the original date. _____ (initial here)

Any outstanding charges will be due night of the event and will be charged to the credit card on file.

If coat check is requested, we can have this available for \$100.00 per attendant. Please let your event planner know that you would like to have coat check at your event. Coat check is at your own risk.

Refer a Friend! If an event books with us as a result of your referral, both the host of the new event and you receive a \$50 Gangsters Gift Card! (The host of the new event must mention your name at time of booking to receive this bonus). _____ (initial here)

I understand and agree to the above contract.

Signature

Date Signed

Newport Syndicate Representative

Date Signed