



Issue Paper

DATE:

5/10/2024

AGENDA ITEM (ACTION ITEM):

Consider/Approve to sign the contract between Simon Kenton High School and Receptions on 5/10/2025.

APPLICABLE BOARD POLICY:

01.1-Legal Status of the Board

HISTORY/BACKGROUND:

Simon Kenton has held the Prom at Receptions in previous years, and the facility requires a contract.

FISCAL/BUDGETARY IMPACT:

\$1200 deposit from SK's senior account. Balance of \$20338.80 will be due the Wednesday prior to the event from SK's senior account.

RECOMMENDATION:

Approval to sign the contract between Simon Kenton High School and Receptions on 5/10/2025.

CONTACT PERSON:

Craig Reinhart, Laura Schneider


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 Simon Kenton High School	Event Date 5/10/2025 (Sat)	Booked 5/6/2024 9:56:16 AM	Booking Tel (859) 240-6643	Event # E40949
Address 11132 Madison Pike, Independence, Ky 41051		Booking Contact Schneider, Laura	Sales Rep Beth Kirby	Guests 600 (Pln)
Party Name Simon Kenton High School Prom	Telephone (859) 240-6643	PO #	Category 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	Setup Style
Dinner	7:00 pm	11:00 pm	NA	Full Facility Erlanger	Banquet

Food/Service Items - BASED ON GUARANTEED MINIMUM

Food/Service Items	Price	Qty	Total
Room Charge	\$1,200.00		

All Pricing is subject to 24% service charge and applicable sales tax
 Client is tax exempt with proper proof of paperwork.

Must guarantee a minimum of: 600

Initial deposit with contract

***\$1200 Deposit Required for Saturday

Package C: Includes 3 Bronze, 3 Silver & 2 Gold This package also includes set up, uplights, centerpieces, linens, napkins, tables, chairs, tableware, Event Captain and clean-up	\$25.95	600	\$15,570.00
Unlimited Non-Alcoholic beverages @\$1.00 per person Soda Attendants included	\$1.00	600	\$600.00

APPETIZERS 7:30 PM

- Mama MonHollen Meatballs
- Vegetable Crudities with Dip
- Fruit & Cheese
- Chicken Quesadilla Bites
- Pizza Flatbread
- Taco Bites
- Castle Craze - Hamburger Slider
- Boneless Wings - plain w/ BBQ & Buffalo on the side

Room Charge	\$1,200.00
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Payment Terms

\$1,200 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	\$17,370.00
Serv Chg	\$4,168.80
Taxes	\$0.00
Total Value	\$21,538.80

The amount of your Initial Deposit is \$ _____ Date _____
Final Payment is based upon final Guest Count and is due **10 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 10 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 14 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. Due to uncertainties in supply chain and pricing, events may be charged a cost increase surcharge of up to 5%. This surcharge may be added to the final invoice 14 days prior to the event.

PAYMENT TERMS: Receptions terms require full payment three days prior to the event based on the final guest count. Personal Checks (not for final payment), Cashiers Check, Cash and all Major Credit Cards (2% processing fee will apply) 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.

