

OLDHAM COUNTY HIGH SCHOOL #060

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

Vendor Name: Topgolf Louisville
 Address: 301 Oxmoor Lane Louisville
40222

PO #: _____
 Activity Acct: Seniors
 Activity Acct Bal: _____
 Total Amount: \$4169.50

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(\$)
250	2 hour play	10	2500
42	Buff chick Dip	11.25	472.50
42	Queso + Guacamole	16.00	672.00
42	Injectable Donuts	12.50	525.00

Requested By: Lh Pehlke (Sponsor Requesting Purchase) Date Requested: 9/11/24

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

Bookkeeper Review (Certifies funds are available /being collected)

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: _____

Date Approved

Date Approved

9.16.2024

Date Approved

Principal Signature

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

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

MODEL PROCUREMENT

Bid Law
 Bid Law #

Non-Competitive D&F (Attached)

Small Purchase D&F (Attached)

Intergovernmental

N/A



YOUR EVENT VENUE:

Topgolf Louisville

301 Oxmoor Lane, Louisville, Kentucky

EVENT DETAILS

Guest Count: 250
 Date: Wednesday, December 4, 2024
 Time: 10:00 AM - 12:00 PM
 Event Status: Agreement Sent

Client Initials: JR

TOPGOLF CONTACT

Justina Hatton
 justina.hatton@topgolf.com
 (502) 665-3683
 Title: Sales Account Manager

EVENT CONTACT

Leah Pehlke
 leah.pehlke@oldham.kyschools.us
 (502) 608-9208
 Title:

Additional Terms and Conditions found at topgolf.com/eventterms

EVENT OVERVIEW

Packages

PRODUCT NAME	QTY	UNIT PRICE	UOM	TIME	TOTAL
Play - Field Trip Two hours of Topgolf game play and Dedicated Event Ambassadors.	250	USD 10.00	Per Guest	10:00 AM - 12:00 PM	USD 2,500.00

Gameplay

PRODUCT NAME	QTY	UNIT PRICE	UOM	TIME	TOTAL
Field Trip - Two (2) Hours Topgolf	250	USD 0.00	Per Guest	10:00 AM - 12:00 PM	USD 0.00

Food & Beverage Selection(s)

PRODUCT NAME	QTY	UNIT PRICE	UOM	TIME	TOTAL
Kids - Fountain Soft Drinks, Lemonade & Water	250	USD 0.00	Per Guest		USD 0.00
Buffalo Chicken Dip - serves 6	42	USD 11.25	Each	10:00 AM	USD 472.50
Queso + Guacamole + Salsa + Tortilla Chips - serves 6	42	USD 16.00	Each	10:00 AM	USD 672.00
Injectable Donut Holes (24) + chocolate and raspberry filling	42	USD 12.50	Each	10:00 AM	USD 525.00

EVENT NOTES

Two hours of Topgolf Gameplay
 Unlimited Soft Drinks, Iced Tea, water included
 Appetizers Served
 1 Chaperone required per 12 students

No Food is allowed to be ordered off the menu during field trip. No outside food permitted.

Signed contract is required to confirm event. Deposit or PO required for booking. Final Guest count is due no later than 7 days in advance. Payment in full must be submitted on the day of event or mailed in advance. Payment is not accepted after event has concluded.

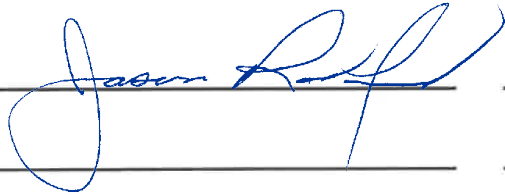
FOOD ALLERGY NOTICE - Please be advised that food prepared at this facility may contain these ingredients: milk, eggs, wheat, soybean, peanuts, tree nuts, fish, and shellfish. Please notify Topgolf if you are allergic to any products. Topgolf cannot guarantee that any of our products are allergy-free.

BILLING SUMMARY

Subtotal	Taxes	Service Charge	Admin Fee	Total Charges
USD 4,169.50	USD 0.00	USD 0.00	USD 0.00	USD 4,169.50

PAYMENT SUMMARY

PAYMENTS & ADJUSTMENTS	
Subtotal	0.00
Total Payments	USD 0.00
Total Outstanding Balance	USD 4,169.50



Superintendent

09.16.2024

TOPGOLF TERMS AND CONDITIONS

This Event Agreement between Topgolf and the Client named above is made subject to the Event Agreement Terms & Conditions listed below.

EVENT CONFIRMATION & CHARGES

- Fifty percent (50%) deposit or receipt of purchase order and a signed Event Agreement required to confirm the event.
- Deposit may be paid by credit card, cash, company check payable to Topgolf (if approved by Topgolf), or ACH payments. ACH payments must be received five (5) days prior to the event date.. Subject to Topgolf's prior written approval, corporate events may also pay by company check payable to Topgolf.
- All rentals, food and beverage are subject to applicable prevailing tax rates.
- When two or fewer bays are contracted as the sole event space, gratuity is not included in the total amount and is based on your discretion the day of the event (excludes youth packages).
- All events are subject to a revenue minimum spend prior to applicable taxes, service charges, and outside vendor fees.

FINAL GUEST COUNT

- Final guest count must be confirmed at least seven (7) days prior to the event. Guest count decreases will not be accepted after this deadline.
- Once confirmed, Expected (planned) guest count may only be reduced by 20%, if submitted more than 7 days prior to the Event.
- Guest count cannot be reduced below the guest minimum required for event.
- Guest count increases within 72 hours of the event or additional guests on the day of the event will be accommodated if possible based on availability, and a \$10 per person surcharge along with other applicable per person charges will be applied to final balance. Guests not included in this per person charge will not be allowed into the event area.

FOOD & BEVERAGE

- No outside food or beverages allowed except for store bought cakes which must be in a sealed container with the ingredients clearly labeled.
- Event Catering quantities are pre-portioned and served based on the final guest count provided seven (7) days prior to the event. Event Catering does not provide unlimited or all-you-can-eat servings. Based on availability, catering may be replenished the day of your event for an additional fee. Not all menu items are available to add-on at the time of the event.
- All Events are required to meet a revenue minimum prior to tax and administrative fee. Only food and beverage purchased at Topgolf may be consumed on site.
- If the food and beverage purchased during the Event time does not amount to the minimum spend the Client will be responsible for the difference at the conclusion of the Event.
- Event food and beverage cannot be packaged "to-go" and must be consumed on-site.
- Upon request by Client prior to removal of catering package from event space, in Topgolf's sole and absolute discretion, Event food may be packaged "to-go" and provided only to Event host for removal from the premises. Client hereby releases Topgolf from any liability with regard to possible spoilage or food-borne illness from leftover food removed from the Event.
- Due to health code regulations, Client's catering package may be displayed for 90 minutes and cannot be taken home.
- Unused drink tickets are non-refundable.
- All catered menus have a minimum of 13 Guests.

EVENT TIME & SPACE

- All events are a minimum of two (2) hours.
- Event shall begin and end at the contracted times.
- Topgolf will hold event space for 15 minutes past the contracted start time. Should no guests arrive within this time Topgolf reserves the right to release the space.
- Extension of the event space is subject to space availability and additional charges will apply.
- Specific bays are not guaranteed unless otherwise noted on this Event Agreement for full-floor buyouts and groups that purchase the rental of an Event room.
- Topgolf reserves the right to reassign or substitute the Client's reserved event space to a comparable space to accommodate both the Client and all other guests using Topgolf's facilities.

FINAL PAYMENT

- Final payment equal to the Total Outstanding Charges as set forth in this Event Agreement less deposit paid is due in full prior to your event or upon prior approval on the day of your event. No post event payments allowed.

- Final Payment may be paid by credit card, cash, company check payable to Topgolf (if approved by Topgolf), or ACH payments. ACH payments must be received five (5) days prior to the event date.. Subject to Topgolf's prior written approval, corporate events may also pay by company check payable to Topgolf. ACH payments must be received five (5) business days prior the event date.
- If final payment is not received within three (3) business days prior to the event, Topgolf reserves the right to cancel the event and retain the deposit. Topgolf does not retain credit cards on file.
- When two or fewer bays are contracted as the sole event space, the final balance will be due the day of the event (excludes youth packages).
- Any additional charges on the day of the event must be paid in full at the conclusion of the event.
- Topgolf does not retain credit cards on file.

EVENT REFUND, CANCELLATION & RESCHEDULE POLICY

- **Cancellation/Reschedule within 7 Days prior to the start of the event:** Topgolf will retain 100% of funds paid to date and 100% of the total contracted event will be forfeited.
- **Cancellation/Reschedule 8-30 Days from the event date:** Topgolf will retain 100% of funds paid to date. 50% of the total contracted event will be forfeited. The remaining amount on file may be used as an event credit for a future event of greater or equal value that takes place within (12) months from the original event date.
- **Cancellation/Reschedule 31+ Days from the event date:** Topgolf will transfer 100% of payment on file for rescheduled events to be used as a credit for an event that takes place within (12) months from the original event date – or – for non-rescheduled events, 25% of the funds paid to date will be forfeited and 75% of the remaining amount will be refunded.
- This cancellation policy remains in effect regardless of the weather on the day of the scheduled event as Topgolf can be played regardless of the weather conditions, except for any force majeure event.
- Event credits unused within (12) months from the original event date will be forfeited.
- Event credits used towards a rescheduled event shall expire upon reschedule and will not be available for use if the event requires an additional rescheduling.

ALCOHOLIC BEVERAGES

- Topgolf reserves the right to inspect the identification of any person.
- Topgolf will fully comply with all alcoholic beverage control laws including, without limitation: (i) requesting proper legal identification of any person of questionable age; (ii) refusing service of any alcoholic beverages to any person or persons who are underage or cannot produce, upon request, proper identification, in Topgolf's sole and absolute discretion; (iii) refusing service of any alcoholic beverage to any person or persons, who, in Topgolf's sole and absolute discretion, appears to be intoxicated or under the influence of mind altering substance; and (iv) carrying liquor liability insurance as required by applicable law.
- If minors attending the Event are observed consuming alcoholic beverages on the Facility premises, Topgolf, in its sole and absolute discretion, shall have the right to remove the minor from the premises and immediately terminate the Event without further obligation to the Client or any of the guests of the Event.