

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

Issue Paper

DATE:

March 6, 2025

AGENDA ITEM (ACTION ITEM):

Consider/Approve the contract for Dixie Heights High School to hold their 2026 Prom at Receptions Event Center on Saturday, May 2, 2026.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Dixie Heights High School would like to enter into a contract with Receptions Event Center for the purpose of holding the 2026 Dixie Heights Prom. Event time will be from 7:00 p.m. until 10:00 p.m. on May 2, 2026. Cost will include venue rental and dinner.

FISCAL/BUDGETARY IMPACT:


\$26,560.80 All expenses will be paid from ticket sales deposited into the Junior Class school activity account.

RECOMMENDATION:

Approval of the contract with Dixie Heights High School and Receptions Event Center as the venue for the 2026 Prom to be held on 5/2/26.

CONTACT PERSON:

Roddy Stainforth/Teresa Catchen and Gina Ledbetter


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 # |
| Dixie Heights High School Prom | 5/2/2026 (Sat) | 3/5/2025 10:12:37 AM | | E41538 |
| Address | Booking Contact | Sales Rep | Guests | |
| 3010 Dixie Highway, Edgewood, KY 41017 | Catchen, Teresa | Beth Kirby | 700 (Pin) | |
| Party Name | Telephone | PO # | Category | |
| Dixie Heights HS Prom | (859) 341-7650 | | 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 | 10:00 pm | NA | Full Facility | Banquet |
| | | | | Erlanger | |

Food/Service Items - BASED ON GUARANTEED MINIMUM

| | | | |
|-----------------------------|------------|-----|-------|
| Food/Service Items | Price | Qty | Total |
| Room Charge - Full Facility | \$1,190.00 | | |

All Pricing is subject to 24% service charge and applicable sales tax
Client is Tax Exempt with Proof of Proper Paperwork

Must guarantee a minimum of: 500

Initial deposit with contract

***\$5,000 Deposit Required With Signed Contract

| | | | |
|---|---------|-----|-------------|
| Classic Dinner Buffet | \$25.95 | 700 | \$18,165.00 |
| 4 Hours, Full Set-Up & Tear Down, Tables, Chairs, Linens, Choice Napkin Color, Black Chair Covers, Hurricane/Eiffel Centerpieces, China, Flatware | | | |
| Fruit and Cheese Display, 2 Entrees, 3 Sides, Salad, Rolls & Butter | | | |
| Non-alcoholic beverages | \$2.95 | 700 | \$2,065.00 |

| | |
|-------------|------------|
| Room Charge | \$1,190.00 |
|-------------|------------|

Payment Terms

\$5,000 Deposit or Purchase Order due with signed contract.

Final Guest Count due 10 days prior to event.

Final Payment due 30 days following date of the event.

E41538 - Dixie Heights High School Prom

| | |
|-------------|-------------|
| Subtotal | \$21,420.00 |
| Serv Chg | \$5,140.80 |
| Taxes | \$0.00 |
| Total Value | \$26,560.80 |

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 Memorable Experiences LLC; dba Reception 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. The 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 Memorable Experiences LLC; dba Reception 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 Memorable Experiences LLC; dba Reception 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: Memorable Experiences LLC; dba Reception, terms require full payment three days prior to the event based on the final guest count. Personal Checks (not for final payment), Cashier's 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 Memorable Experiences LLC, dba Reception 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. Memorable Experiences LLC; dba Reception is not an allergen-free facility, and all food is prepared in the same kitchen. Memorable Experiences LLC; dba Reception 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. Memorable Experiences LLC; dba Reception 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 Memorable Experiences LLC; dba Reception facilities. Memorable Experiences LLC; dba Reception must pre-approve any and all methods or areas for hanging or posting all types 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. Memorable Experiences LLC; dba Reception staff will set up decorations according to written instructions prior to the event's start time. Any function requiring excessive or extraordinary cleanup will be assessed an additional cleaning charge of no less than \$500.00. Memorable Experiences LLC; dba Reception reserves meeting and function space based upon estimated attendance- Memorable Experiences LLC; dba Reception

E41538 - Dixie Heights High School Prom

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: Memorable Experiences LLC; dba Receptions assumes no liability and clients will hold Memorable Experiences LLC; dba 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 Memorable Experiences LLC; dba 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 upon clients request with food containers provided by the client.

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 Memorable Experiences LLC; dba 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 Memorable Experiences LLC; dba Receptions, Inc. shall indemnify and hold Memorable Experiences LLC; dba Receptions, harmless of any loss or damage arising from this scheduled event.

Signature of Client or Representative

Date

Printed Name