



JESSE BACON, SUPERINTENDENT

ADRIENNE USHER, ASSISTANT SUPERINTENDENT

BRANDY HOWARD, CHIEF ACADEMIC OFFICER

TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent

FROM: Dr. Amy Compton, Director of Secondary Education

RE: North Bullitt High School Prom Contract 2026

DATE: May 13, 2025

Please see the attached contract between North Bullitt High School and The Henry Clay for their Junior/Senior Prom on Saturday, April 25, 2026.

This contract has been reviewed by Dinsmore & Shohl LLP. Please approve this contract at the June Board Meeting.

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION



North Bullitt High School

Saturday, April 25, 2026

EVENT CONTRACT

ACCOUNT: North Bullitt High School

SALES MANAGER: Nicole Thomas

CONTACT: Sarah Starks

EMAIL: nicole@weylandventures.com

EMAIL: sarah.starks@bullitt.kyschools.us

PHONE: (502) 676-3032

PHONE: 5026412039

ADDRESS:

EVENT SUMMARY

Date	Time	Location	Areas	Event Type	Guests	Rental
4/25/2026	7:00 pm – 11:00 pm	The Henry Clay	Grand Ballroom		400	

ROOM RENTAL

THE HENRY CLAY PRICING

THE GRAND BALLROOM

		Price	Total
1	Friday/Saturday	\$7,000.00	\$7,000.00

ESTIMATED BILLING

	Total
Room Rental	\$7,000.00
Subtotal	\$7,000.00
Sales Tax (TAX EXEMPT BCBS)	\$0.00
Grand Total	\$7,000.00
Deposit	Unpaid \$3,500.00
Estimated Amount Due	\$7,000.00



North Bullitt High School

Saturday, April 25, 2026

TERMS AND CONDITIONS

RENTAL HOURS

All weddings/events are a standard five (5) hours excluding setup and breakdown.

Weddings with receptions are allowed a 5 ½-hour block of event time.

Clients can access the building at 10 AM on the event day complimentary. Additional access time can be purchased for a fee, pending availability.

Additional event hours are \$500.00 per hour and must be paid at least 14 days in advance with written approval from the Event Sales and Marketing Manager.

Hospitality Suites are accessible from 10:00 AM on the event day. Earlier access is \$200.00 per hour and must be requested at least 14 days in advance.

Events must end by 11 PM, with cleanup completed and materials removed by midnight.

GUIDELINES & REGULATIONS

No tape, nails, tacks, adhesives (including "Command Strips"), or fasteners are allowed on any surface. Damage fees apply for residue or broken property.

Décor must not obstruct sprinkler lines or life safety systems.

Indoor sparklers, confetti, glitter, birdseed, rice, etc., are prohibited.

All décor and large items must be approved by the Event Sales and Marketing Manager and comply with state and federal building safety codes.

Open flames are not allowed, only battery-operated lights are recommended.

Helium balloons, fog machines, or items affecting alarm or fire suppression systems are prohibited.

Smoking/vaping is only allowed outside the building.

Alcohol must be provided by the designated caterer and cannot be taken outside the building.

Trash (boxes, bottles, decor, napkins, or debris) left on the property will result in a \$500.00 damage fee.

Loitering is not permitted on the premises.

All events have a contracted event at the end time curfew of 12:00am (midnight).

REHEARSALS

Rehearsals are not guaranteed. Rehearsals are confirmed 14 days prior to the date of the event and are subject to availability.

Rehearsals are offered Monday through Friday.

Fees: \$200.00 per hour (9:00 AM - 5:00 PM) and \$300.00 per hour (after 5:00 PM).

DEPOSITS, PAYMENTS & CANCELLATIONS

A non-refundable 50% deposit is required with the signed rental agreement to secure booking.

All deposits and payments are non-transferable and non-refundable.

Final payment is due 30 days prior to the event date.

Cancellations within 30 days of the event require full payment.

Payment will be taken through our processing system using credit card or ACH payment. All credit card transactions will have an additional 3% added.

CLIENT RESPONSIBILITIES

Clients are responsible for damages beyond normal wear and tear.

A completed Consent to Charge Credit Card form is required to cover damages.

All decorations and trash must be removed immediately after the event; All trash, floral arrangements, boxes, décor, and any other articles left behind will result in a minimum of \$500.00 damage fee. No exceptions will be made without prior written consent from the Director of Events.

Food and beverage arrangements must go through approved caterers. No outside food or beverages are allowed without prior authorization.

Clients must have a day of event coordinators and must provide Weyland Ventures Hospitality and provide contact information.

Prices and availability are subject to change prior to contract execution.

Certain dates (e.g., New Year's Eve, Derby) may incur peak pricing.

Unauthorized alcohol on the premises (including the Hospitality/Bridal/Groomsmen Suites) will result in removal and possible event cancellation.

SECURITY

Security is required when the guest count exceeds **50** and with an additional security guard added every 50 persons increase. Clients must notify the Event Sales and Marketing Manager 30 days prior to the event.

Multiple events may occur concurrently.

The Henry Clay reserves the right to monitor and control sound levels to avoid disturbances.

VENDORS

Vendors must provide their own equipment (carts, dollies, ramps, etc.) for load-in and load-out.

Only one caterer vehicle is permitted in the designated load-in area during the event. Additional vehicles may use nearby garages or lots.

BRIDAL / GROOMSMEN / HOSPITALITY SUITES

Suites are accessible at 10:00 AM on the event day. Earlier access is \$200 per hour.

Clients must remove trash and break down any added tables/chairs before departure.

Damage or excessive trash will result in additional fees.

A post-event checklist must be signed by the client or their event planner before departure.

CLEAN UP & SET-UP

Standard cleanup is provided by the event caterer.

Vendors must remove all décor, rentals, and equipment immediately following the event.

Weyland Ventures Hospitality is not responsible for items left behind.

A **\$500.00** fee applies if the space is not properly cleared post-event, including Hospitality Suites.

Client must remove hangers, dress bags, boxes, excess trash, etc.

Furniture must not be moved without explicit permission. If moved, it must be returned to its original position.

Only with the written permission from the Event Sales and Marketing Manager may any items be allowed to stay to be broken down later.

Clients must request permission at least 48 hours prior to the event to be granted an extension.

PARKING

The Henry Clay does not own parking facilities.

Surface lots near the 3rd Street entrance must be reserved starting at 10 AM on the event day.

Additional parking is available at the Clay Commons Garage at 324 West Chestnut. Contact PARC Special Events Parking Representative, Peggy, for arrangements. Peggy Baas: (502)574-4541

Street parking is also available but is subject to availability.

INSURANCE

A Certificate of Liability Insurance is required for all events; naming The Henry Clay/ Weyland Ventures Hospitality as additional insured for the event rental.

The mailing address for all entities is: 604 South 3rd Street, Louisville, KY 40202

Individual renters must have \$300,000 minimum coverage.

Organizations and businesses require a minimum of \$1,000,000.

CATERERS

All catering and bar services must be from The Henry Clay's preferred caterers or an outside

vendor fee of \$750 or more will be applied.

Outside caterers require a Catering Buyout Agreement and all parties agree to any fees, terms and conditions.

Preferred Caterers:

- *Crushed Ice Catering*
- *Wiltshire Pantry*
- *Ladyfingers Catering*
- *8UP Catering*
- *MeeshMeesh Mediterranean Catering*

THE HENRY CLAY - FACILITY RENTAL AGREEMENT

This agreement is made between The Henry Clay ("Weyland Ventures Hospitality") and the Client ("Renting Party"). Upon payment of the facility rental deposit, Weyland Ventures Hospitality confirms the reserved space as outlined in the Event Order, subject to the following terms:

1. Payment Terms

The rental balance must be paid in full by the due date. Failure to do so will result in cancellation of the reservation, with all payments retained by Weyland Ventures Hospitality. If the Renting Party cancels the reservation, the deposit will be retained, and Weyland Ventures Hospitality reserves the right to retain all, or part of any additional payments made.

2. Compliance with Laws and Regulations

The Renting Party must comply with all applicable federal, state, and local laws, including regulations set by the Office of Alcoholic Beverage Control, Board of Health, Fire Department, and Louisville Metro ordinances.

3. Use of Premises

The Renting Party may not keep or use any items that increase insurance premiums or violate safety standards, including explosive or flammable substances.

Installation of wires, electrical appliances, or machinery requires prior written approval. Decorations (e.g., confetti, adhesives, nails, screws) are prohibited without prior written consent and must be supervised by Weyland Ventures Hospitality.

4. Shared Use of Premises and Noise Control

The Renting Party acknowledges that other events may be held in the building at the same time. Weyland Ventures Hospitality reserves the right to manage and control noise levels to ensure a positive experience for all guests.

5. Maintenance and Damages

The Renting Party is responsible for maintaining the property, including furniture, equipment, and grounds, in its original condition.

The premises must be cleared up and cleaned immediately after the event. Failure to do so may result in additional cleaning charges or be deemed as property damage.

Any damage caused by the Renting Party or their guests will be repaired at the Renting Party's expense.

6. Non-Catering Clause

Events not utilizing the exclusive caterers provided by the venue will incur additional fees for cleaning, setup, and staffing.

External catering, including food, beverages, and alcohol, is strictly prohibited, unless approved by The Event Sales Manager.

7. Liability Waiver

To the extent allowed by law, the Renting Party waives all claims against Weyland Ventures Hospitality for damage, injuries, or losses arising from the use of the facilities resulting from the negligent actions of the Renting Party.

Client Signature