



Issue Paper

DATE:

August 20, 2025

AGENDA ITEM (ACTION ITEM):

Consider/Approve Dixie Heights High School to contract with Delight More for use of The View venue in Cincinnati for the Class of 2025 Senior Dinner Dance on February 7, 2026.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Each year the Dixie Heights High School holds Senior Dinner Dance at a rental venue. The event will be held this year on February 7, 2026 from 7 p.m. to 10 p.m. Rental costs will include the venue, set up and clean up, decorations, dinner buffet, drinks and dessert

FISCAL/BUDGETARY IMPACT:

The cost of the event will be approximately \$9555.76 based on the number of attendees (estimated at 230). Tickets will be sold prior to the event and the invoice will be paid from the Senior Class school activity account.

RECOMMENDATION:

Approval to Dixie Heights High School to contract with Delight More for use of The View venue in Cincinnati for the Class of 2026 Senior Dinner Dance being held on February 7, 2026.

CONTACT PERSON:

Roddy Stainforth/Teresa Catchen/Richie Kowalewski


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.

Contract for Service

DelightMore

1761 Tennessee Ave.
Cincinnati, OH 45229

Phone: 513-841-9999

Fax: 513-996-4697

<http://www.delightmore.com> info@delightmore.com

Prepared For:	Richard Kowalewski	Event Date:	2/7/2026 - Saturday
Address:		Phone:	
Email:	richard.kowalewski@kenton.kyschools.us	Event Title:	Dixie Heights Senior Dance
Contract #:	220680	Guest Count:	230
Service Style:	Stations	Occasion:	Z - High School Dance
Salesperson:	Alia Pennington Alia@delightmore.com		
Net Due Date:	2/2/2026 - Monday		
Deposit:	\$1,000.00	Deposit Due:	9/9/2025
Venue:	The View 1071 Celestial St. Cincinnati, OH 45202	Last Change:	8/11/2025

Room	Start:	End:	Notes:
Entire Venue	2/7/2026 7:00 PM	2/7/2026 10:00 PM	\$1750 Venue Rental - Reduced to \$500

Retainer and Payment Requirements

Initial: _____

FIRST PAYMENT/ RETAINER – (due at signing) In order to confirm the date for your event, an initial non-refundable retainer must be received with the signed agreement. The minimum retainer fee is \$3000.00

FINAL PAYMENT - The final guest count is due 10 days before the event. If we have not received a guarantee by the due date, the expected number of guests as stated in this contract will be used as your guarantee, and you will be billed at this number or the actual number of guests served, whichever is greater. This payment is due 5 days before your event.

Venue Rental

Initial: _____

The View at Mt. Adams is a private social club open for rental by residents of the Highland Towers Apartments and DelightMore clients.

The venue rental includes access to the rooms outlined in the room rental listing and all house-owned tables, chairs, china, glassware, flatware, basic setup, an all-day Venue Host, and ongoing venue upkeep and maintenance.

Ceremony & Decor Set Up**Initial:** _____

Trained event services personnel will provide basic set up & strike of client's decor items.

Event Production Fee**Initial:** _____

19% Event Production Fee - The event production fee is not a gratuity, but is an additional charge to cover certain costs associated with each event. This fee is applied to the entire pre-tax invoice. These costs include the following:

- 1) DelightMore Designer dedicated to assisting the client with event day timing, design, sourcing specialty products, creating floor plans and selected vendor management
- 2) All equipment used in the presentation of the food such as chafers, chafer fuel, trays, bowls, platters and serving tools, etc.
- 3) Administrative costs such as appointments including initial & subsequent design meetings, final details meeting, private tasting, scheduling, ordering, paperwork, banking and any possible credit card fees (if applicable).
- 4) Indirect personnel costs such as warehouse and facility maintenance staff and décor set up/strike teams that work behind the scenes on every event, as well as event staffing that appear on the invoice.
- 5) Management of rental equipment and assisting with non-catering related elements of a party, wedding or event. Because we act as a subcontractor and coordinator for all rentals, the production fee will also be applied to any rentals for your event.
- 6) Liability insurance to cover any damages or injuries caused by our staff or our equipment to any guests or property (this relieves the client of liability or responsibility when an accident is our fault) as well as vehicle insurance and fuel costs.

Event Cancellation**Initial:** _____

Each payment made is NON-REFUNDABLE.

In the event of a cancellation, 3 months or less in advance of the event, accumulated retainer fees are all non-refundable

Catering**Initial:** _____

All food and beverage consumed on premise MUST be provided by DelightMore. Should outside food or beverage be brought onto the property, it will be confiscated due to health and liquor license regulations. Wedding cake and favor items are the ONLY exception to this rule.

Venue Use**Initial:** _____

Client/Renter has access and use of the rooms rented per this agreement for the entire day. Music is required to cut off at 11:30 pm due to our residential noise ordinance.

Glitter, double sided tape, duct tape, nails, pins, tacks, confetti, bubbles or artificial flower petals are NOT allowed to be used to decorate or secure decorations in the venue.

All candles must be contained.

General Information**Initial:** _____

All Linens, Furniture, Rentals, Lighting, Audio Visual and Valet Services need to be secured through DelightMore Event Services.

All decor, rental items and Client/Renter's personal belongings must delivered and removed from the venue

on the event day.

Any items left at the venue will become property of Gratz Catering, LLC dba DelightMore and shall be disposed of as deemed necessary.

Outside vendors must supply their own carts, extension cords, power strips and gaffers tape.

Safe Work Environment

Initial: _____

DelightMore is committed to providing a safe work environment for all its employees, free from harassment, including sexual harassment. DelightMore reserves the right to refuse service of alcohol and/or remove a guest from an event if an employee has been harassed in any manner.

Liability & Damages

Initial: _____

DelightMore, LLC dba DelightMore Events to Remember or their agents will not assume any responsibility for damages to or loss of any merchandise or articles left at the facility or following the your function. Independent agents, contractors or those under your control will be required to authorize, in writing, an outside vendor indemnification clause and/or a release of liability.

Client is financially responsible for any damage caused by themselves or a guest to the building, property or furnishings therein, up to and including reasonable repairs or replacement as determined by property management.

Force Majeure

Initial: _____

The parties' performance under the Agreement is subject to acts of God, war, government regulation, threats or acts of terrorism or similar acts, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other cause beyond the parties' control, making it inadvisable, illegal or impossible to perform their obligations under the Agreement. "War" shall mean military hostilities within the United States. "Terrorism" shall mean terrorist acts, which occur within 75 miles of Cincinnati, Ohio. Either party may cancel the Agreement for any one of or more of such reason upon written notice to the other. In the event the Renter decides to hold its Event despite such circumstances, Gratz Catering, LLC dba DelightMore shall waive any fees related to a reduced-sized event (including food and beverage attrition fees).

Payment Methods, Bank Charges and Sales Tax

Initial: _____

DelightMore accepts personal checks, cash, cashier's checks and credit cards including Mastercard, Visa, American Express and Discover.

All overdraft and returned check fees will be charged to the client.

Applicable sales tax will be charged.

Please make checks out to DelightMore and mail to 1761 Tennessee Avenue, Cincinnati, Ohio 45229.

Contract Acceptance

Initial: _____

I confirm that I have read and understand this document in its' entirety. As the authorized agent for this event, I agree to all contained therein.

The return of the ENTIRE fully executed contract and deposit will confirm your rental date, space and rate. I understand that this is not guaranteed until the signed contract and retainer are received by Delightmore, LLC dba DelightMore Events to Remember.

Client/Renter

Date _____

Client Signature

Signer Name: _____

Sign Date: _____