



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

# Issue Paper

**DATE:**

January 16, 2026

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve The contract with Advantage Tent and Party Rental and Dixie Heights High School for table and chair rental for the upcoming SAT testing in the gym at Dixie being held in March of 2026.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

Each year SAT testing is held in the gym at Dixie. Table and chair rental is needed due to the number of students testing.

**FISCAL/BUDGETARY IMPACT:**

\$3577.28 is the total cost of table and chair rental for SAT testing. The cost will be paid from SBDM Instructional funds.

**RECOMMENDATION:**

Approval to The contract with Advantage Tent and Party Rental and Dixie Heights High School for table and chair rental for the upcoming SAT testing in the gym at Dixie being held in March of 2026.

**CONTACT PERSON:**

Roddy Stainforth/Teresa Catchen

A handwritten signature in black ink, appearing to read 'Roddy Stainforth'.

Principal/Administrator

A handwritten signature in black ink, appearing to read 'Teresa Catchen'.

District Administrator

A handwritten signature in black ink, appearing to read 'Superintendent'.

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.*

**Advantage Tent & Party Rental**

190 W. 43rd St.  
Covington, KY 41015  
Ph: 859-581-0390

**JOB CONTRACT**

Invoice to:	Delivery Address:	Job # 1297687
Dixie Heights High School 3010 Dixie Highway, Ft. Mitchell, Kentucky 41017	Dixie Heights High School 3010 Dixie Highway, Ft. Mitchell, Kentucky 41017	<b>Order Status:</b> Quote Only <b>Order Date:</b> 1/16/2026 <b>Sales Person:</b> Mary Jo Rose <b>Email:</b> maryjo@advantagetrental.com
<b>Contact:</b> Ken Taylor <b>Phone:</b> (859) 359-7881 <b>Fax:</b> <b>Email:</b> kenneth.taylor@kenton.kyschools.us	<b>Room:</b> *Verify stack location <b>Contact:</b> Ken Taylor <b>Phone:</b> (859) 359-7881 <b>Email:</b> kenneth.taylor@kenton.kyschools.us	<b>PO #</b> <b>Terms:</b> In Advance
<b>Delivery *Tuesady</b> 3/3/2026, -	,	,
,	<b>Pickup *Tuesday</b> 3/17/2026, 1:00 PM -	<b>Job Modified:</b> Jan 16 2026 3:28PM

**JOB DESCRIPTION: Dixie Heights - HS Testing**

Quantity	Description	Duration	Price	Subtotal
160	8' Banquet Table (Week 1) *20% OFF  Note: Tables delivered on carts to one location. Must be restacked on carts for pickup. Week 1 - 3.3-3.09 DISCOUNT SHOWN ON LAST PAGE OF CONTRACT	1 Days	\$12.00	\$1,920.00
160	8' Banquet Table (Week 2) *50% OFF  Note: Week 1 - 3.10-3.16	1 Days	\$12.00	\$1,920.00
320	White Samsonite Folding Chairs B-Grade (Week 1)  Note: Chairs delivered on dollies. Must be restacked on dollies for pickup "sticker side up". Week 1 - 3.3-3.09	1 Days	\$1.50	\$480.00
320	White Samsonite Folding Chairs B-Grade (Week 2) *50% OFF  Note: Week 1 - 3.10-3.16	1 Days	\$1.50	\$480.00
1	Linens (NOT PROVIDED)	1 Days	\$0.00	\$0.00
1	Extra Equipment Left Onsite (TBD)  Note: X _____ X _____ X _____ X _____	1 Days	\$0.00	\$0.00
<b>Total</b>				<b>\$4,800.00</b>

**Delivery/Misc**

Quantity	Description	Price	Subtotal
1	Delivery Charge Non-Tent	\$200.00	\$200.00

**Delivery/Misc**

Quantity	Description	Price	Subtotal
1	Beyond Tailgate Charge (TBD)	\$0.00	\$0.00
	<i>Note: Delivery 25' from truck. If further or stairs and/or an elevator are involved an additional charge would apply.</i>		
1	Afterhours Labor Charge (TBD)	\$0.00	\$0.00
	<i>Note: Labor Charge \$75.00 per hour per employee. To include loading/unloading and drive time.</i>		
<b>Total Delivery/Misc</b>			<b>\$200.00</b>

Product Total:	\$4,800.00
Discount:	(\$1,584.00)
Service Charge:	\$0.00
Damage Waiver:	\$161.28
Labor:	\$0.00
Delivery/Misc:	\$200.00
Tax:	\$0.00

**Job Total: \$3,577.28**

# TERMS AND CONDITIONS

- **Reserving Equipment:**

Quotes and proposals do not guarantee the availability of rental equipment. Equipment will be reserved only upon receipt of a signed rental contract, and a 50% non-refundable deposit towards rental equipment (Cash or Check, or Credit Card).

- **Final Payment and delivery details:**

Final Payment is due on 6-Business days prior to event. The office will contact you 6-7 business days prior to your event, during the call we will go over the delivery schedule/details, find out who will be available to meet with us when we arrive at the site, find out who will be available to meet and go over the ticket line-by-line when we are finished setting up, get all day of delivery contract phone numbers. and to get final payment information, all tented events must have a credit card on file even if you are paying with a check., If you are paying with a check it will need to be dropped off at our office at least 6 full business days prior to your event "No Exceptions."

- **Final Numbers, Layouts, and Weather-Related Items**

Final numbers, CAD layouts if provided, and weather related items on the contract must be confirmed when the order is finalized "Typically the week before your event on Thursday or Friday" We offer free table setup with approved CAD layouts "Under Tents Only" once we confirm the final layouts will email you the final copy, this must be approved the week before your event if you want Advantage to setup the tables free of charge. Any changes to layouts or contract after the final will be charged \$50 per change. All chairs will be stacked on the tables or at an approved site less than 25' from where we park our trucks, or additional charges will apply. After the event is over the chairs must be stacked STICKER SIDE UP, or we will charge the credit card on file \$1 per chair.

- **Cancellation Charge:**

There will be a 50% cancellation charge equaling 50% of the balance owed. If the order is cancelled after confirmation but before the delivery 100% of the full rental contract minus delivery or setup fees will be charged to the credit card on file.

- **Delivery/ Pick-up Service:**

Delivery and pick-up service is available on all orders regardless of size, excluding tents. Additional fees may apply depending on the size of order. There will also be extra charges if delivery is to a 2nd floor or higher location, excessive distance for loading and unloading trucks "more than 25' or steps, designated pickup location changed or is different than pickup, and or you need a specific delivery or pick-up time. All items are to be delivered and picked up at a designated location less than 25' from our trucks, no steps or elevators, or special arrangements for beyond tailgate is confirmed with the office prior to delivery or pickup. The client should be available to count all items upon delivery and pick-up. Otherwise, the counts will be considered accurate.

*Orders are typically delivered 1-4 days prior to an event. Pick-ups typically occur the day following the event, weekend scheduled events will be picked up on Sunday, Monday, or Tuesday. If you need a specific time delivery or pickup additional fees may apply.*

<b>Total</b>	\$3577.28	<b>50% Deposit Due</b>		
Payment 1	\$			
Balance	\$3577.28		Net-20 from delivery	

Advantage Tent & Party Rental 190 West 43Rd Street, Covington, KY 41015 (859)581-0390. By signing this you have read the terms and conditions and agree in its entirety. Sign and date below.

**Client Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DAY OF DELIVERY

DELIVERY TEAM COUNT CONFIRMATION: \_\_\_\_\_ "Printed Team Member Name"

**CUSTOMER COUNT CONFIRMATION:** \_\_\_\_\_ "Printed Customer Name"

I am signing this line on the form confirming that all items on the rental contract were counted and checked by me personally. Every item on the rental contract including the linens & napkins were delivered, and no items are missing. \*Customer Signature \_\_\_\_\_

I am signing this line on the form because when items were counted and checked. Something was missing, not

working, or I had an issue with something delivered. LISTED ITEMS ARE \_\_\_\_\_

\_: Advantage will have listed items delivered on next available truck

\*\*IF CUSTOMER DOES NOT WANT TO COUNT RENTAL ITEMS, MUST SIGN THIS PORTION OF THE FORM, ALL MISSING ITEMS WILL BE CHARGED AS LOST/DAMAGED, AND NO RENTAL ITEMS WILL BE DELIVERED AFTER-HOURS UNLESS AFTER-HOURS LABOR FEES ARE PAID \$75 PER PERSON PER HOUR INCLUDING DRIVE TIME. PLUS WILL NEED TO RENT ANY MISSING ITEMS

- **Same Day Delivery:**

The charge for a same day delivery/pickup is typically twice the normal rate.

- **After-hours Labor:** we are closed on Saturday, and Sunday. Any scheduled labor, deliveries or pickups scheduled on a weekend will be charged an afterhours fee of \$75 Per Person Per hour including all employee transportation time.

## Site Preparation:

Please be sure your site is ready (i.e. lawns mowed, tree branches trimmed, need 13' clearance for trucks, vehicles out of the way, etc.) before crew arrives. Client must notify Advantage Tent & Party Rental of the existence of any underground utilities or conditions that may interfere with the ability to stake and anchor equipment prior to delivery. All underground utilities and irrigation systems must be clearly marked before equipment is installed. Client assumes all responsibility for any damage to underground equipment in the absence of such notice.

- Kentucky 811- 1-800-752-6007
- Indiana 811- 1-800-382-5544
- Ohio 811- 1800-362-2764
- Private Utility Locator "GPRS- [greatlakesinfo@gprsinc.com](mailto:greatlakesinfo@gprsinc.com) Kentucky & Ohio (513)432-7484
- Private Utility Locator "GPRS- [greatlakesinfo@gprsinc.com](mailto:greatlakesinfo@gprsinc.com) Indiana (312) 343-3504

- Weather:

Client understands that tents are temporary structures designed to provide limited protection from weather conditions, primarily sun and rain. There may be instances where strong winds and storms come up and may damage or blow the tent over. Evacuation is recommended if any severe weather threatens the area.

where tent is located. People must evacuate and not seek shelter in tents during these conditions. It may be difficult to determine if weather is severe or not. So, it is best to be cautious and when in doubt, evacuate. **If a client is in need of assistance during these times emergency contact is (859) 581-0390, or (859)760-6713- Emergency Plan Below- Make Sure to designate someone in charge of emergencies.**

**• Cleanup/Preparation for Pickup or Return:**

All floral arrangements, trash, and decorations of any kind should be removed from tent before scheduled pickup time. All chairs should be stacked on tables. If equipment not belonging to Advantage is under tent labor will be charged for removing. **"\$50 per hour per person"**

**Additional Charges:**

1. Changes are made to the order after noon the day prior to the delivery or pick-up. **"In most cases extra delivery charge"**

2. All tents are measured and squared with tape measures, tapes will show exact placement of the tent stakes, and tent, **"IF YOU WANT TO PICK THE EXACT LOCATION OF THE TENT, YOU MUST BE PRESENT DURING MEASURING"** once tapes are approved tent location is set and will not be moved without a call to the office and a moving fee of \$500.00 is paid with a credit card. **ONCE TENT STAKES ARE DRIVEN INTO THE GROUND ADVANTAGE WILL NOT UNDER ANY CIRCUMSTANCES MOVE THE TENT.** If you are not available for squaring of the tent, placement will be determined by the lead manager at the site, if a site map was created, they will use it as a reference only, official placement will be determined by the manager.

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3. The site is not ready or accessible when the crew arrives. **"\$50 per hour per person"**

4. The rented equipment is not ready for prearranged pick-up. **"\$50 per hour per person"**

5. Delivery or pick-up is too far from any location other than ground level 25' from trucks. (Upstairs, Downstairs, up/down an elevator, or pickup location is different than delivery or pickup location, **The additional charge for beyond 25' carry is based on the size of the order, or the type of equipment needed. If the delivery or pickup location is going to be more than 25' the office must be notified when the order is confirmed. Small table and chair orders, or graduation tent packages will be billed an additional \$2 per foot on delivery and pickup beyond 25'. If the delivery or pickup location for a wedding is going to be more than 25', the office must be notified when ordered is confirmed. If the original area changes because of wet grass, the property owner, venue, etc. office must be notified prior to delivery or pickup so we can give you the estimated cost. If the office is not notified the office will charge the card, we have on file \$1000.00 additional.**

6. Chairs are not stacked same as delivered. **"\$1.00 per chair"**

7. Loss of generator power resulting from additional contracted vendors, or not following power instructions. Advantage will go over power with customer, and get confirmation all Advantage Items are working properly. **"Weekend labor charge \$75 per hour, including drive/transportation time."**

8. It is a standard practice across the equipment rental industry that the customer is held fully responsible for all loss and damage to the hired equipment during the 'period of hire'. The customer has the right to decline the damage waiver but must provide Advantage Tent & Party Rental before the rental, an insurance binder

stating Advantage Tent & Party Rental as an additional insured. As a cost-effective and convenient alternative to arranging your own property insurance, we can offer our customers a Damage Waiver, in return for a fee amounting to 5% of the equipment hire charge. By doing so Advantage Tent & Party Rental will take the contractual responsibility for accidental loss or damage to our equipment during the hire period, max two of one item, more than two of one item is considered neglect.

There are three conditions to the above damage waiver. The customer remains responsible for:

- All loss or damage, resulting from willful neglect or legal liability.
- Adhering to any special security arrangements that have been agreed. The customer will be entirely responsible for loss or damage to the equipment resulting from failure to adhere to agreed security arrangements.
- Any damage or loss to lavatories or generators.

**Please note that our damage waiver is NOT event insurance, which event organizers are advised to arrange. This can cover their 3rd party liability, employer's liability and/or cancellation cover for the event.**

9. Missing or Damaged items. Advantage Tent & Party Rental will pick up the rental items on a specific date agreed upon when the order is confirmed. If not, all items are present, items not returned to Advantage within 2 business days after event are considered missing, if an item is missing, we will charge the client's credit card for full replacement cost, plus shipping to have the missing item replaced. Damaged items will be charged to the client at replacement cost if the damage waiver was declined. A detailed invoice of those items will be provided to the client. Linens should be food, particle fee, and shaken out before being placed in laundry bags. Specialty linens that are returned with wax, holes, burns, or tears will be billed at replacement cost. **DO NOT GET WAX ON LINENS- WAX LEAVES AN OIL THAT DOES NOT COME OUT, YOU WILL BE CHARGED TO REPLACE ANY & ALL LINENS THAT HAVE WAX ON THEM**

10. The client and all affiliated parties shall fully indemnify, hold harmless and defend Advantage Tent & Party Rental and its directors, officers, employees, agents, and affiliates from and against all claims, demands, actions, suits, damages, liabilities, losses, settlements, judgements, cost and expenses (including but not limited to reasonable attorney's fees and costs), whether or not involving a third party claim, which arise out of or relate to any act or omission of Advantage Tent & Party Rental.

11. If the rented equipment is being delivered to property other than your own, make sure to have the property owner, or property manager review our rental terms. Our delivery team will not interact with anyone who does not understand our delivery/pickup agreement. The delivery/pickup fee listed on the rental contract is a standard delivery fee 25' from trucks no steps or elevators. If for any reason including weather delivery or pickup locations change additional fees will be charged to the credit card, we have on file. It is normal for our delivery trucks to drive on grass when delivering, if you have any concerns with our trucks on grass or the surfaced need to provide standard delivery 25' from when we park "you must notify the office when the ordered is confirmed". We have many types of delivery vehicles "Pickup Trucks, 16' Box Trucks, 20' Box Trucks, 24' Box Trucks, 18' Flatbeds with trailers connected, our delivery charge is "PER TRUCK". If you don't notify the office of conditions where our trucks can't drive on the grass, Advantage tent will not be responsibility to grass, yard, or landscaping.