



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: Alpha-Lit Contract for Bullitt East High School Prom 2026
DATE: February 17, 2026

Please see the attached contracts between Bullitt East High School and Alpha-Lit for "PROM 2026" lit letters for their Junior/Senior Prom on Saturday, March 21, 2026.

This contract has been reviewed by Dinsmore & Shohl LLP. Please approve this contract at the March Board Work Session 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

Client Name: Brooke Poole (Stivers)

Phone: 502-504-7049

Event Venue/Address: 1860 Mellwood Ave, Louisville KY 40206

Event Date:

Sat, Mar 21, 2026

Day of Contact Name & Number: _____ *

Letters/Symbols Requested: PROM 2026

Letters stacked? Yes (no additional charge to stack)

Description of set-up/location: _____ *

Indoor or Outdoor: _____ *

Earliest arrival time for set-up: _____ * **Set-up of letters must be completed by:**
_____ *

We require a 60-minute window for setup - 90 minutes if the event is large or stacked.

NOTE: There is an additional \$75 fee for set-up during a wedding flip.

Event start time: _____ * **Event end time:** _____ *

Pick-up timeframe: _____ * (Pick-up at 11:30 or after will be an additional fee of \$50/half hour)

Is next day pick-up an option? _____ *

Any additional set-up/breakdown details: _____ *

Please do not use tape or other adhesives to attach balloons/other decor to letters. Balloons need to be removed before we arrive for pick-up. If removal /disposal of balloons is needed, this is an additional service (\$25) that should be arranged in advance.

DISCLOSURE

- All rentals require a 50% non-refundable deposit that will be charged at booking to secure the letters for your event. The remaining 50% is due two (2) weeks prior to your event date.
- Letters CANNOT be moved after set-up. If letters need to be moved, please contact us.
- Please do not allow children to play near or with the letters.
- No sitting on, leaning on or setting things on letters.
- Damage to the rental property must be paid for by the Client.
- Damage done by drink spillage, glitter, smoke/powder bombs, or adhesives will incur a charge of \$200/letter for repainting.
- Damage to the aluminum framing will result in replacement charge (\$500-\$600/letter).
- Extra bulbs will be provided should any burn out during your event.
- Our Letters require power. There must be a power source available within 25 ft of the letters.
- We cannot control the weather so please have an indoor backup plan. There will be no refunds for anything weather-related, including heavy wind.
- Please do not use tape or other adhesives to attach balloons/other decor to letters as they can damage the paint. Command strips and/or 260 balloons can be used and are easy to remove.

- All balloons/additional decor must be removed before we arrive for pickup. If removal/disposal is needed (i.e. popping balloons), arrangements must be made in advance and will be an additional charge (\$25).
- Pick-up after 11:30pm will result in an extra charge of \$50/half hour.
- CANCELLATION POLICY: In the event of cancellation (for any reason), your deposit will be available for use towards another event within a year. All reschedules are done based on availability of letters and must be booked within 12 months of the cancelled event.
- Client agrees to use marquees for their intended purpose (decoration) and releases and holds harmless Alpha-Lit Louisville (BAM Lit Rentals, LLC) from any and all claims of injury or damage to any person or property during the rental period.

Angie Myers

* Signature required

louisville@alphalitletters.com

Brooke Poole (Stivers)

* Signature required

brooke.poole@bullitt.kyschools.us