



**JESSE BACON, SUPERINTENDENT**  
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**TO:** Dr. Jesse Bacon, Superintendent  
**FROM:** Sarah Smith, Director of School Safety and Mental Health *SS*  
**DATE:** April 3, 2026  
**RE:** Request for Board Approval: Photo Booth Rental

The Safe Schools and Mental Health Services Department requests Board approval for a contract with Showtime Photobooth LLC to provide Encore drop-off photo booth services for three community events in the upcoming month.

**Contract Summary**

Vendor	Service	Cost per Event	Total Cost	Funding Source
Showtime Photobooth LLC	Encore Drop Off Photo Booth Service	\$340	\$1020 (3 events x \$340)	Opioid Recovery Grant

The dates for the three events have been reserved, pending receipt of the signed agreement by April 5, 2026. However, we are requesting that this agreement be approved for the remainder of this school year and for the 26-27 school year as well.

**MEMORANDUM: DATES OF PHOTO BOOTH USE**

The Safe and Drug Free Schools Department will utilize the photo booth at the following community events, as supported by the above-referenced contract:

- **Balance and Beyond:** Saturday, April 25, from 10:00 AM to 2:00 PM at the Bullitt County Central Library in Shepherdsville.
- **Youth Event:** Tuesday, April 28, from 9:30 AM to 12:30 PM at the Hillview Recreation Department in Hillview.
- **KidsFest:** Saturday, June 13, from 9:00 AM to 12:00 PM at Paroquet Conference Centre in Shepherdsville.

Dinsmore Legal counsel has reviewed this contract.

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

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**

## 2026 Event & Contact Information

Event Date \_\_\_\_\_ Booth Style Drop Off Encore booth service

On-Call Service Time \_\_\_\_\_ Type of Event \_\_\_\_\_

Venue Name & Location \_\_\_\_\_

Outdoor Event (circle one) Yes No Estimated # of guests \_\_\_\_\_

Print Choice (circle one) B&W Color Sepia

Choice of backdrop (circle one) White Black Gold Silver Royal Blue Red

Client Name \_\_\_\_\_

Company (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Cell phone contact \_\_\_\_\_

Email address \_\_\_\_\_

Set Up Time \_\_\_\_\_

(We typically will begin our set up process 30-40 minutes before our service start time.)

### Pricing

Drop off Encore booth service with on-call technician up to 4 hours, instant 2x6 prints, unlimited usage  
personalized photo layout, stick props & online gallery **\$ 340.00**

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**Balance due prior to set up: \$ 340.00**

Signature \_\_\_\_\_ Date \_\_\_\_\_



All photos Available on Facebook at Showtime Photobooth

*Please mail completed contract to Showtime Photobooth 8902 Hudson Lane Louisville, Ky. 40291*

*Please make checks payable to Showtime Photobooth, LLC*

*If you have any questions, feel free to contact us at 502-594-9448. Thank you for your business!*

# SHOWTIME PHOTOBOOTH, LLC - SERVICE CONTRACT

The following contract and its terms will set forth an agreement between SHOWTIME PHOTOBOOTH, LLC (Provider) and \_\_\_\_\_, the parties, for photo booth services for an event taking place at \_\_\_\_\_. This written contract sets forth the full, written intention of both parties and supersedes all other written and/or oral agreements between the parties.

## SERVICE PERIOD

The Service Period will be from these times: \_\_\_\_\_ on [DATE] \_\_\_\_\_. Provider agrees to have a Showtime Photobooth operational for a minimum of 90% during this period; occasionally, operations may need to be interrupted for maintenance of the Photo Booth.

**PAYMENT: No deposit is due upon signing of this agreement. Event payment is requested prior to set up at event. We accept checks, cash, money order, and visa or Mastercard through Square online billing. (\*Note a 3% online convenience fee will be added to all credit card transactions)**

If the client wishes to use the equipment for a period more than the service period agreed to in the invoice below, the overage in service time will be billed to the operator at the following rates: \$100 per hour. Time may be added at the sole discretion of the attendant on duty. Payment for any additional time must be paid before additional hours are provided. Client agrees that in addition to any and all other legal rights and remedies Provider may have, Client will pay a \$50.00 fee for any and all returned checks which Client may write to Provider as payment for any service by Provider.

## ACCESS, SPACE & POWER FOR PHOTO BOOTH

**Client will arrange for an appropriate sheltered space and solid flat surface for the Photo Booth at event's venue. (8' deep x 6' wide x 6' high). Client is responsible for providing power (110V, 10 amps, 3 prong outlet) for the Photo Booth within 10 feet of booth location.** NOTE: We do not service outdoor events between November 1<sup>st</sup> and March 1<sup>st</sup>, unless provisions in this agreement specify exception.

## DATE CHANGES & CANCELLATIONS

Any request for a date change must be made in writing at least fourteen (14) days in advance of the original event date. Change is subject to photo booth availability and receipt of a new Service Contract (if requested). If there is no availability for the alternate date or you do not wish to schedule an alternate date, the non-refundable deposit (if applicable) shall be forfeited, and event cancelled. For events with no deposit required, any cancellation up to fifteen days (15) prior to the event, the client is responsible for payment of \$50 cancellation fee. Any cancellation fourteen (14) days or less prior to the event, the client is responsible for 50% of the event balance. Any day of cancellation, the client is responsible for 100% of event balance. Cancellation fees due within 10 days of scheduled event. ***Should the event be rescheduled for any reason, client can reschedule the event one time with no penalty, if the event is held within 12 months of date of cancellation. (\*based on availability). Should the event not be rescheduled and held within 12 months of date of cancellation, the original cancellation policy will be in effect.***

## DAMAGE TO PROVIDER'S EQUIPMENT

Client acknowledges that it shall be responsible for any damage or loss to the Provider's Equipment caused by: a) Any misuse of the Provider's Equipment by Client or its guests, or b) Any theft or disaster (including but not limited to fire, flood or earthquake).

## MODEL RELEASE OPTION

**We'd love to post your photos on our web site for the enjoyment of your guests. We realize some clients want the photos from their event to remain private, which is why we have the option below. We will not use your photos in any published ad. But we must have "yes" circled below to post to our online galleries. Circling no will still be posted but require a password to view.**

## PLEASE CIRCLE ONE & INITIAL.

YES \_\_\_ I agree to the model release below or NO I do not agree \_\_\_ Password \_\_\_\_\_ (must be 6 or more characters)

Client agrees to and understands the following: All guests using the photo booth hereby give to **Showtime Photobooth, LLC**: The right and permission to: copyright and use, photographic portraits or pictures of any photo booth user who may be included intact or in part, made through any and all media now or hereafter known for illustration, art, promotion, advertising, trade, or any other purpose. In addition, I, hereby release, discharge and agree to save harmless Showtime Photobooth, LLC, from any liability, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

## MISCELLANEOUS TERMS

If any provision of these terms shall be unlawful, void, or for any reason unenforceable under Contract Law, then that provision, or portion thereof, shall be deemed separate from the rest of this contract and shall not affect the validity and enforceability of any remaining provisions, or portions thereof. This is the entire agreement between Provider and Client relating to the subject matter herein and shall not be modified except in writing, signed by both parties. In the event of a conflict between parties, Client agrees to solve any arguments via arbitration. In the event Provider is unable to supply a working photo booth for at least 90% of the Service Period, Client shall be refunded a prorated amount based on the amount of service received. In the unlikely event the photo printer malfunctions and cannot be repaired or replaced in a timely manner, client and guests will have access to an event album link to download the digital files for their own use free of charge, as well as the ability to send photos to themselves via SMS text on-site.