



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

## Issue Paper

**DATE:**

May 20, 2026

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve contract with Receptions Event Center to hold Scott High School Prom on May 8, 2027. Receptions will cover the venue and catering and some decorations.

**APPLICABLE BOARD POLICY:**

.01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

Scott High School would like to hold the 2027 school prom at Receptions Event Center on May 8, 2027. We will sell tickets to students for \$65 or less each to cover the cost of prom.

**FISCAL/BUDGETARY IMPACT:**

\$2,500 deposit and \$10,178.07 remaining balance from the Class of 2028 school activity fund.

**RECOMMENDATION:**

Approval contract with Receptions Event Center to hold Scott High School Prom on May 8, 2027. Receptions will cover the venue and catering and some decorations.

**CONTACT PERSON:**

Erica Thelen, Class Sponsor      Cody Wolf, Principal

  
\_\_\_\_\_  
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.*



Receptions Event Centers  
 1379 Donaldson Rd.  
 Erlanger, KY 41018

Sales / Corporate-Social Contract

Client/Organization Scott High School Prom 2027	Event Date 5/8/2027 (Sat)	Booked 5/11/2026 12:49:42 PM	Booking Tel (859) 356-3146	Event # E42547
Address	Booking Contact Thelen, Erica	Sales Rep Adam Brown	Guests 300 (Pln)	
Party Name Scott High School 2027 Prom Option	Telephone (859) 356-3146	PO #	Category 4444	

**Thank you for selecting Receptions. Please sign and return this contract along with your deposit within 24 hours. Your date is not held until your deposit is received. Deposits are required to secure your date and are NON-REFUNDABLE in the event of cancellation. Applicable Room Charge, Service Charge and Sales Tax will be applied to all invoices.**

**VENUE**

Description	Start	End	Serving	Banquet Room	Setup Style
	6:00 pm	10:00 pm	NA	Boone/Kenton	

**Food/Service Items - BASED ON GUARANTEED MINIMUM**

Food/Service Items	Price	Qty	Total
All Pricing is subject to 24% service charge and applicable sales tax Must guarantee a minimum of: 300 ***\$2,500 Deposit Required With Signed Contract			
Fruit and Cheese Display and Non Alcoholic Drinks Included Package B: Includes 3 Bronze, 2 Silver & 1 Gold Mama MonHollen Meatballs Vegetable Crudities with Dip Spanakopita Bites Chicken Quesadilla Bites Pizza Flatbread Chicken Wings Boneless - Served Plain With Sauces in bowls on the side	\$24.95	300	\$7,485.00
Soft Pretzel Bites w/Cheese	\$2.50	300	\$750.00
Oven Fresh Cookies	\$1.50	115	\$172.50
Chocolate Brownies	\$1.95	115	\$224.25
Assorted Cheesecake Carrousel - With Toppings	\$3.50	115	\$402.50
Room Charge - Boone/Kenton	\$1,190.00		
<b>Room Charge</b>			<b>\$1,190.00</b>

**Payment Terms**

**\$ 2,500 deposit required with signed contract due upon receipt.**  
**Final count due 14 days prior to your event.**  
**Final payment due 10 days prior to the event. Final payment must be made via a cashiers check, credit card (2% credit**

card fee will apply) or cash only (no personal checks for final payment).

**CLIENT GUARANTEES A MINIMUM OF ADULT GUESTS \_\_\_\_\_ (initial)  
FINAL INVOICE WILL BE BASED ON YOUR FINAL GUEST COUNT.**

Subtotal	\$10,224.25
Serv Chg	\$2,453.82
Taxes	\$0.00
Total Value	\$12,678.07

The amount of your Initial Deposit is \$ \_\_\_\_\_ Date \_\_\_\_\_  
Final Payment is based upon final Guest Count and is due 10 days prior to event  
The terms of your contract are **PAYMENT PRIOR TO EVENT**

**I have read the above terms & conditions on the reverse side of this page. I agree with the terms & conditions.**

Client or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

**TERMS AND CONDITIONS**

**CONTRACTS AND DEPOSITS:** All events are tentative until Memorable Experiences LLC; dba Receptions receives a deposit and signed contract for the event. Cash, Check or Credit cards are accepted. Deposit amounts are stipulated on the front of this contract. Functions will not be guaranteed until receipt of deposit and signed contract. We do not accept tentative holds. The total amount above is the minimum invoice and based on the guaranteed minimum number of guests. Total amount paid will be based on the final guest count. An initial deposit is due with the signed contract, and a second deposit is due according to the schedule on the front of this contract. Deposits are applied to the final invoice. Final payment is due 10 days prior to the event date. All monies paid to Memorable Experiences LLC; dba Receptions are **NON-REFUNDABLE**. Failure to make all scheduled payments will result in the cancellation of the event and no refunds will be made.

**GUEST COUNTS & QUOTATIONS:** Contracts are based on the guaranteed minimum guest count provided to Memorable Experiences LLC; dba Receptions at the time the contract is signed. Final invoice is based on a final guest count. Final guest counts must be submitted 14 days in advance of the function. After this time, counts may not be reduced. Additions to the final guest count must be approved by the General Manager after this date. Guests will be counted on the date of event and client is responsible for payment for any guests above the submitted final guest count. Due to uncertainties in supply chain and pricing, events may be charged a cost increase surcharge of up to 5%. This surcharge may be added to the final invoice 14 days prior to the event.

**PAYMENT TERMS:** Memorable Experiences LLC; dba Receptions, terms require full payment three days prior to the event based on the final guest count. Personal Checks (not for final payment), Cashier's Check, Cash and all Major Credit Cards (2% processing fee will apply) are accepted as payment. Personal checks are only accepted up to 14 days prior to the event. Failure to comply with all terms of payment will result in loss of all monies paid and use of Memorable Experiences LLC, dba Receptions facilities.

**FINALIZATION:** Client must confirm all menus, decoration choices, AV, and any other specifications for their event no later than 14 days prior to their event date. Selection of special dietary needs and allergy meals must be confirmed 14 days prior to event. Memorable Experiences LLC; dba Receptions is not an allergen-free facility, and all food is prepared in the same kitchen. Memorable Experiences LLC; dba Receptions cannot guarantee there will be no cross-contamination of allergens.

**TIME RESERVED/FUNCTION TIMES:** All pricing and quotes are based on the times reserved as stated on the front of the contract. Extensions in time will result in a \$1,500 per hour charge. There will be a charge for any "day prior" or "uncustomary" set up requirements. One complimentary hour of set up for decorations is provided. Memorable Experiences LLC; dba Receptions reserves meeting and function space based upon agreed upon time slots noted above on this contract and there is no guarantee you will be able to decorate or see the event space prior to your contracted time.

**REARRANGEMENTS/DECORATIONS/LIMITATIONS/ROOM ASSIGNMENTS:** Confetti, glitter, rice, silly string, sand, or any other

type of foreign material is strictly prohibited for use in Memorable Experiences LLC; dba Receptions facilities. Memorable Experiences LLC; dba Receptions must pre-approve any and all methods or areas for hanging or posting all types of signage, literature, or decoration. An appointment must be scheduled to drop off decorations during the week of the event and instructions must be clearly noted. Memorable Experiences LLC; dba Receptions staff will set up decorations according to written instructions prior to the event's start time. Any function requiring excessive or extraordinary cleanup will be assessed an additional cleaning charge of no less than \$500.00. Memorable Experiences LLC; dba Receptions reserves meeting and function space based upon estimated attendance- Memorable Experiences LLC; dba Receptions reserves the right to reassign event rooms based upon final guest guarantees. Linens are included in the price of your functions.

**LOST & FOUND AND SECURITY:** Memorable Experiences LLC; dba Receptions assumes no liability and clients will hold Memorable Experiences LLC; dba Receptions harmless and without liability for any article or equipment delivered prior to or left behind following an event. This includes cards and gifts left in Memorable Experiences LLC; dba Receptions provided gift box. The client will conduct the event in full compliance with all local, state, and federal laws. Failure to comply will result in forfeiture of all rights.

**ALCOHOL/FOOD:** State law prohibits the carry in or carry out of any alcoholic beverage. All items consumed on premise must be purchased on premise. No alcohol will be served to any person who appears to be intoxicated. No person under the age of 21 will be served; proper I.D. may be requested at any time. Bars will close and last drink will be served 15 minutes prior to event ending time. Due to liability concerns, no food may leave the premises without a prior approved and signed food waiver upon clients request with food containers provided by the client.

**TAX/SERVICE CHARGE:** All food, beverage, room charges, service charges or any other charges are subject to local tax rates. Any organizations with tax exempt status must provide the appropriate form at least seven days prior to the function. Failure to do so will result in tax being charged. Any claims from that point forward must be addressed to the state tax department. All functions will be charged a 24% service charge plus applicable sales tax.

**PERFORMANCE:** Performance of this agreement is contingent upon the ability of Memorable Experiences LLC; dba Receptions, Inc. to complete same and is subject to acts of God, war, labor interruptions, power outages, accidents of suppliers. The signing agent and the organization/company booking this event with Memorable Experiences LLC; dba Receptions, Inc. shall indemnify and hold Memorable Experiences LLC; dba Receptions, harmless of any loss or damage arising from this scheduled event.

\_\_\_\_\_  
Signature of Client or Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name