



Issue Paper

DATE:

June 24, 2026

AGENDA ITEM (ACTION ITEM):

Consider/Approve the contract with DJ Connection and Simon Kenton High School to provide DJ services for the Homecoming Dance to be held on Saturday, September 19, 2026.

APPLICABLE BOARD POLICY:

01.1 Legal Status of Board

HISTORY/BACKGROUND:

Simon Kenton High School would like to enter into an agreement with DJ Connection to provide a disc jockey for the 2026 Homecoming Dance being held at the Northern Kentucky Convention Center on September 19, 2026.

FISCAL/BUDGETARY IMPACT:

\$3,150.00 – SK's activity account

RECOMMENDATION:

Approval to the contract with DJ Connection and Simon Kenton High School to provide DJ services for the Homecoming Dance to be held on Saturday, September 19, 2026.

CONTACT PERSON:

Trent Steiner, Christine Hoerlein

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.

**DJ Connection**

751 W. Knoxville St., Broken Arrow, OK 74012

www.djconnection.com

CONTRACT**CONTRACT NO.: 452715****ACCOUNT NO.: 580999****CLIENT INFORMATION**

CONTACT: Simon Kenton High School
ORGANIZATION: Simon Kenton High School
ADDRESS: 11132 Madison Pike
CITY, ST, ZIP: Independence, KY 41051

MOBILE:

WORK: 859-919-1218 - Christine Hoerlein (Work)
HOME: 859-750-1137 - Christine Hoerlein
EMAIL: christine.hoerlein@kenton.kyschools.us

EVENT INFORMATION

EVENT DATE: Saturday, September 19, 2026
EVENT NAME: Simon Kenton High School Homecoming!!!
EVENT TYPE: School Dance
EVENT PACKAGE: Package 1

SETUP TIME: 6:00 PM
START TIME: 8:00 PM
END TIME: 11:00 PM

*Times are open to changes based on the client's timeline.

LOCATION INFORMATION

VENUE: Northern Kentucky Convention Center
ADDRESS: 1 W Rivercenter Blvd
 Covington, KY 41011
OTHER LOCATIONS:

CONTRACT NOTES**PACKAGE / ADD ONS**

Package Description:
 Includes:
 Unlimited time (until midnight)
 DJ/MC/Host
 Full sound system
 Dance lighting

Quantity	Description	Total Price
1	Package 1	\$2,250.00
1	Mega Sound system	\$500.00

SUMMARY OF CHARGES

EVENT PRICE: \$2,750.00
TRAVEL FEE: \$400.00
DISCOUNTS
 \$0.00
 \$0.00
YOUR PRICE: \$3,150.00
TOTAL PAYMENTS: \$0.00
BALANCE DUE: \$3,150.00

NON-REFUNDABLE DEPOSIT: \$787.50

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TERMS AND CONDITIONS

1. **ENTIRE AGREEMENT:** This Agreement represents the full and complete understanding between DJ Connection and Simon Kenton High School. This writing supersedes all prior and simultaneous agreements or understandings, either written or oral, between the parties. In the event that any party to this agreement wishes to alter or amend any of the terms set forth herein, such alterations must be set forth in a written document and signed by all relevant and necessary parties.

2. **CLIENT(S) CAPACITY TO CONTRACT:** Client(s) warrants that he/she is at least 18 years old and has the legal capacity to enter into a contract with DJ Connection.

3. **RESERVATION:** The agreement of purchasing DJ Connection's services is binding for the Client(s) when the non-refundable 25% deposit has been made. A signed agreement with the non-refundable deposit binds DJ Connection to the agreed upon services. For the events that have the required deposit waived by DJ Connection, this Agreement becomes binding once signed by Simon Kenton High School. The full balance is due 7 days before the event date if the deposit was waived. If the event is booked within 7 days before the event date, full balance is due at the time of booking.

4. **PAYMENT:** The Client(s) understands and agrees that the remaining amount is due 7 days prior to the event. Payment shall be made in the form of credit or debit card. Payment can be made by check if pre approved by DJ Connection. In the event of non-payment, DJ Connection retains the right to attempt collection through the courts. Simon Kenton High School will be held responsible for all court fees, legal fees, and collection costs incurred by DJ Connection. A 3% penalty will incur at the end of each month the balance is not paid after the event date.

5. **TRAVEL:** Events less than 1 hour drive time (one way) from the closest DJ Connection office will not be assessed a travel charge. Services requiring travel outside of this area will be charged at \$100 per hour up to 4 hours away. Any travel 4 hours or more away will have a custom travel charge. i.e.: An event

- 0 minutes to 1 hour away would have \$0 travel charge
- 1 hour and 1 minutes - 2 hours away would have a \$100 travel charge
- 2 hours and 1 minutes - 3 hours away would have a \$200 travel charge
- 3 hours and 1 minutes - 4 hours away would have a \$300 travel charge.
- Any travel over 4 hours and 1 minutes away is subject to a custom travel charge that may be more than the regular travel charge of \$100 per hour outside of 1 hour away.

DJ Connection will use Google Maps to determine drive time.

6. **CANCELLATION:** This Agreement cannot be canceled except by mutual written consent of both Simon Kenton High School and DJ Connection. Two-way email confirmation is acceptable from contracting parties to confirm such cancellation. If the Client(s) cancels prior to 7 days before the event, the deposit made previously will be issued as a credit with DJ Connection for a future event with DJ Connection. Credit may not be combined with promotions, discounts, any other discounted offers, or events that are already booked with DJ Connection. If the event is canceled within 1-7 days prior to the event, the deposit made will be forfeited and cannot be used as a credit for future events. If the event is canceled within 24 hours of the setup time of the event (setup time is based on the information listed in our system) the total amount is due and all funds paid are forfeited and cannot be used as a credit for any future events.

6.2 **ADD-ON CANCELLATION:** Any add-ons booked will require a non-refundable 25% deposit. The add-on deposit is not transferable to the DJ package or any other add-ons. If an add-on is canceled, the deposit for that add-on is forfeited.

6.3 **RESCHEDULING AND REBOOKING:** Any credit from a canceled event will have an expiration date of 2 years from the original event date on this contract. Price and availability for the new date may vary and no discounts will carry over to the new event. In the event that DJ Connection is booked out for the new date, there may be an option of bringing in a DJ from one of our other cities to cover your event. If this is needed the price may be substantially more than our regular package price. If the Client(s) chooses not to reschedule to the "booked out date" then the client may continue to use the credit for a future event within the 2 years from the original event date.

7. **EVENT PLANNING:** Simon Kenton High School shall at all times have reasonable direction and supervision of the performance of services by the DJ at this event and Simon Kenton High School expressly reserve the right to reasonably direct the manner, means, and details of the performance of the services by the DJ. DJ Connection will need to be notified if a coordinator has been given authority to make changes and adjustments on Simon Kenton High School's behalf. The DJ shall attempt to play Simon Kenton High School's music requests in the time frame allotted but shall not be held responsible if certain selections are unavailable. Any explicit music requests will not be played. DJ Connection requires the advance submission of music requests and the timeline via the online portal. The due date for music selections and the timeline changes will be at the time of your finalizing call (which is usually 7-10 days) before your event. Any music requests or timeline changes after the finalizing call cannot and will not be guaranteed.

8. **SETUP REQUIREMENTS:** Simon Kenton High School shall provide DJ Connection with safe and appropriate working conditions. This includes, but is not limited to, providing two (2) 120-volt outlets (3-prong grounded 15 to 20 amp each). A reliable power source must be within 25 feet of the set-up area. If a generator is needed (min of 3500 watts), it must be provided and managed by someone other than the DJ. Appropriate working conditions also include, providing a facility that completely covers and protects DJ Connection's equipment and the DJ from adverse weather conditions (i.e., snow, rain, and excessive winds). For wedding ceremonies and other outdoor events, DJ Connection requires (at the very minimum) a 10' x 10' (tailgate style popup tent) if the event day weather forecast calls for anything more than a zero percent (0%) chance of rain, sleet, or snow on the event day. DJ reserves the right to discontinue music if DJ equipment can potentially be damaged by weather conditions. An electrical power source greater than 25 feet, but less than two-hundred (200) ft. in distance is acceptable as long as DJ Connection is informed at least five days in advance for the need to supply additional extension cords.

9. **EQUIPMENT MOVING:** The DJ may move the equipment 1 time during the event if needed but the tear down, transfer, and setup of the equipment will take about 30-45 minutes, sometimes more depending on the venue, and has a limited distance of 200 feet from the first setup location. Any additional equipment moves or moving more than 200 ft will result in the need for an Additional Setup Fee of \$250 or more based on the distance of travel between the two setups, payment will be due prior to setting up. Please note: Some venues may still require the Additional Setup Fee for moves under 200 feet due to extenuating circumstances, such as difficult terrain, limited access, or the use of a shared elevator for all guests and vendors.

10. **THIRD PARTY EQUIPMENT:** DJ Connection is not liable for results when using 3rd party devices including but not limited to phones, ipods, cds, house sound systems, or any music streaming from the internet during the event and Simon Kenton High School waive any claims resulting therefrom.

11. **PERFORMANCE TIME:** The DJ's performance begins 30 minutes prior to the event start time. Unlimited Time Packages must end when:

- pre-approved end time is reached,
- the Client(s) or person in charge (such as coordinators or parents of the clients) verbally agrees to conclude the event before the pre-approved end time is reached,
- the venue requires the event to conclude,
- the DJ's safety is a concern,
- the time is midnight and the Client(s) chose not to pay for extra time. (To extend performance time past midnight, payment must be paid during or before the finalizing call and payment is non-refundable if extended time is not used)

12. **SAFETY:** The Client(s) is responsible for providing a safe and secure environment. If an unsafe situation arises or the DJ is harassed by a guest, the Client(s) will be called upon to remedy the situation. Failure to remedy the situation will result in the premature conclusion of the DJ's performance and no refunds will be provided for the premature conclusion of the

event and this is non-negotiable.

13. ASSIGNMENT OF THIS CONTRACT: The services obligated under this contract may not be assigned to any other party without the express written consent of DJ Connection.

14. LIMIT OF LIABILITY: DJ Connection warrants and declares that every effort will be made to provide entertainment services. In the unlikely event of severe medical, natural, or other emergencies, it may be necessary to retain an alternative service. DJ Connection will make every effort to secure a replacement and/or willing to provide entertainment services under this contract. If DJ Connection is unable to procure a replacement DJ, Simon Kenton High School shall receive a full refund of all amounts paid. In all circumstances, DJ Connection's liability shall be exclusively limited to the cost of the services it has agreed to provide. DJ Connection shall not be liable for direct or indirect or consequential damages arising from any breach of contract.

15. SEVERABILITY: In the event that any provision of this Agreement is held to be invalid or unenforceable under applicable law, the validity of this Agreement as a whole shall not be affected, and the other provisions of the Agreement shall remain in full force and effect.

16. CONTRACT AMENDMENTS: This contract has been freely negotiated and shall be recognized as the entirety of the agreement. Only those changes or modifications specifically placed in writing, attached, dated and signed by the Client(s) and DJ Connection at the time of acceptance of such terms shall be recognized as amendments to this contract.

17. DISPUTE RESOLUTION: In the event that any controversy arises as a result of this contract, the parties agree that good faith efforts will be made to submit their differences to mediation. This effort shall be a prerequisite to any further action by either party to enforce the terms of this contract. In the event that mediation fails, any differences between the parties shall be submitted to arbitration. Such arbitration shall be the sole forum for any differences between the parties under this contract and shall be adjudicated under the laws of the State of Oklahoma in Tulsa County. This arbitration shall be in conformance with the rules and procedures mandated by the American Arbitration Association. Should legal efforts be required to enforce the terms of this contract, in addition to other sums recoverable herein, the Client(s) will pay all costs of collection, including, but not limited to, reasonable attorney fees.

18. DJ Connection in the performance of any work hereunder shall be and act as an independent contractor and not as an agent or employee of client.

19. DJ Connection hereby agrees that in connection with its performance under this Agreement it shall fully comply with all applicable laws, ordinances, rules and regulations of any country, state, province, county, municipality or other governmental unit or agency. DJ Connection agrees to indemnify and save harmless Client from any and all damage occasioned by the failure of DJ Connection or any of its subcontractors, servants, agents or employees to comply fully with the provisions of this paragraph.

20. INSURANCE: DJ Connection will maintain insurance in the amount necessary to cover its obligations under this contract.

This contract is a binding and legal document and is made for the purposes of entering into a contract for services. I have read, understood and agreed to all terms set forth above. By signing below, I hereby agree to the terms of this contract.

CLIENT SIGNATURE**NAME:****DATE & TIME: -****IP ADDRESS: -****EMAIL:****COMPANY SIGNATURE****NAME:****DATE & TIME: -****COMPANY:**