



Issue Paper

DATE:

July 15, 2026

AGENDA ITEM (ACTION ITEM):

Consider/Approve to sign the agreement with Northern Kentucky Convention Center and Simon Kenton High School for the 2026 Simon Kenton Homecoming Dance.

APPLICABLE BOARD POLICY:

01.1 Legal Status of Board

HISTORY/BACKGROUND:

Simon Kenton High School would like to hold the homecoming dance at the Northern Kentucky Convention Center on September 19, 2026. This facility is relatively close to our school and can accommodate the large number of students that attend this event.

FISCAL/BUDGETARY IMPACT:

\$4100.00 – SK's activity account

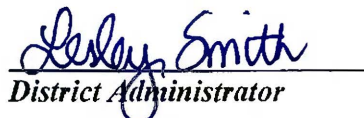
RECOMMENDATION:

Approval to sign the agreement with Northern Kentucky Convention Center and Simon Kenton High School for the 2026 Simon Kenton Homecoming Dance.

CONTACT PERSON:

Michelle Hickey, 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.



**Simon Kenton
Homecoming Dance 2026
September 19, 2026 - September 19, 2026**

SALES PROPOSAL

Date	Start Time	End Time	Description	Room	Setup	Agr	Room Rental
Saturday 09/19/2026	4:30PM	8:00PM	Hall 2 Setup	Event Center II	Existing Set.	50	Inclusive
	4:30PM	11:59PM	Office	Conference Room	Existing Set.	10	\$470.00
	8:00PM	11:00PM	Dance	Event Center II	Reception	1,100	\$4,100.00
	8:00PM	11:00PM	Registration	Lobby - 1st Floor II	Registration	1,100	Inclusive
	11:00PM	11:59PM	Teardown	Event Center II	Teardown	0	Inclusive

Total Rental	\$4,570.00
Rental Discounts:	
Office Storage	(\$470.00)
Total Discounted Rental	\$4,100.00
Kentucky Sales Tax	\$0.00
Tax Exemption Number	
Total Due from Client	\$4,100.00

FEES & PAYMENT SCHEDULE

Customer agrees to pay Center all fees, including rental, services, and anticipated charges, in accordance with the following schedule.

1. **Deposit – 25 % of space rental and full outside Audio-Visual Service Provider fee, if applicable, due upon execution of Agreement.**
2. **Space rental balance and all anticipated charges are due 30 days prior to Move-in.**

The Commonwealth of Kentucky charges a 6% sales tax on all sales. For Tax Exemption status must provide a current Purchase Exemption certificate before contracting.

The above dates, times and spaces are being held on a First Right of Refusal based upon your event taking place in September 2026. We will be happy to extend these rates to your event if you select the Northern Kentucky Convention Center by April 30, 2026.

One Stop Service and Support – “The Convention Center with the Hotel Attitude”

The Northern Kentucky Convention Center is your “one-stop shop” for service and support. With experts in Event Coordination, Catering Management and Audio-Visual Productions; no matter what you need our Event Team is more than happy to assist you.

Our Service Standards - Included with Above Rental

- Wireless internet access for all attendees. *
- A team of professional, on-site event managers to work at your event from opening to closing, all accessible via one cell phone number (distributed prior to arrival).
- One room set per event.
- One refresh of room per day.
- Event Area clean and cleared; diagram to be approved 14 days in advance.
- General room lighting, heat, and air during event hours.
- One thorough cleaning daily of all rented space.
- NKYCC website listing event dates and times, as requested.
- Welcome announcement on marquee for your attendees during your event.
- Use of the marquee to advertise the event one week in advance; content approved by Event Services.

**The Northern Kentucky Convention Center uses a state-of-the-art wireless system, providing wireless access to all guests. The complimentary public wireless is throttled to 5Mbps per user to the capacity of the building's connection. All devices accessing the public wireless network will need the capability to accept the "Terms and Conditions" page. The Center cannot guarantee the performance of its wireless internet system due to the inherent factors that affect any wireless system.*

Additional Complimentary Services

- One standing Podium in the general session with speaker's water.
- One head table with speaker's water in each breakout as requested.
- Up to four skirted registration tables.
- Up to ten carts to be used during move-in & move-out.

Culinary Services

The highest quality service and product are the Northern Kentucky Convention Center's proven successes. To ensure that this success is continued the Center has secured Sodexo Live! As our current exclusive culinary provider. Freshly prepared meals with a caring service style are the specialties of this professional team. No request is too small or large, as they collaborate with you to create menus that meet your dietary and/or budgetary needs.

Sodexo Live! provides complimentary table linens for all meal functions from their in-house supply. A good faith estimate of Food and Beverage pricing and style of service is provided 3 months in advance of your event's start date, with final confirmation upon signing of your food and beverage contract. Full pre-payment of estimated charges is due 30 days prior to your event, or upon receipt of your preliminary invoice.

For plated meal service a minimum of 90 minutes of service time is required. If 90 minutes of service time is not possible, the meal will be served buffet style.

Sodexo Live!/ NKYCC shall have final approval over all room layouts related to food and beverage services, ensuring that the layout aligns with their operational standards and requirements. The Group agrees to adhere to the bar placement guidelines as determined by Sodexo Live! with one (1) hosted bar provided for everyone hundred (100) guaranteed guests.

The number of food stations will be determined upon finalization of the menu selections, allowing flexibility based on the specific menu items chosen. The designated space for food and

beverage services will be carefully planned to ensure an efficient and seamless experience for guests, with particular attention given to ease of access and service flow.

For more information on Culinary Services, please contact your Sales Representative.

Audio-Visual Services

One of the most crucial steps in achieving any event's goals is the presentation of the event's message through professional audio-visual services. To assist in the successful achievement of this step, The Center has chosen an exclusive audio, visual and rigging services provider. **Our current provider is Prestige AV & Creative Services.** Their professionalism, responsiveness, creativity, and facility knowledge have all contributed to the proven successful results of events at our Center. From the slightest audio or projection needed to the all-encompassing event production, they can manage the full spectrum of audio-visual services.

Should your organization have an existing contract with an external AV company, please reach out to our Sales Department to review our policies on the use of outside AV vendors.

Decorating and Drayage Services

Due to the limited amount of storage space available at the Center, the Center is not able to accept shipments prior to your event.

The Northern Kentucky Center has established relationships with regional and national decorating companies equipped to service your show. From pre-event shipments right down to pipe and drape, these companies can provide the support your show needs. If you have not yet selected a decorator, please contact the sales Manager or Event Planner for our recommendations.

Services forms for exhibitors will be sent directly to either you or your decorator (via e-mail) to be included in your exhibitor kits. We are happy to honor discounted electric pricing to your exhibitors if they submit their order in advance 14 days prior to the move-in.

Additional Services Available

****Support, Equipment and Services**

**** - See Client pricelist for current pricing. For budgeting purposes, we suggest you add 5% annually to the above stated rates.**

- **IT Services** – The Center is currently equipped with complimentary public (unsecured) wireless internet service up to 5 Mbps. Please contact sales for any dedicated/private network, streaming or other services your event may need.
- **Electricity** – Any items needing power that are not provided by the Center and/or its exclusive vendors will be charged based upon need.
- **Staging**- The Center has a limited amount of staging. Contact Sales for additional information and pricing.
- **Trash Removal** – For removal of event materials not provided by the Center and/or its exclusive vendors, charges may apply.
- **Escalator Monitors** – Based upon the size and type of event using our Conference Level, escalator monitors may be required. The Center reserves the right to hire personnel for your event if it deems your staffing is not able to effectively manage these positions. All charges will be passed through to your event.

Staff

- **Traffic Managers** – Based upon your event's need to use the Center's dock, your event may be required to hire Traffic/Dock Managers. The number of managers required is based upon the dock usage for move-in and move-out purposes as opposed to shipping through your decorator.
- **Ticket Takers/Badge Checkers** – Events which require tickets/badges to gain entrance need a minimum of one ticket taker/badge per entry door.
- **Security Personnel** – The Center is staffed with 24-hour security in addition to state-of-the art security cameras throughout the building. If additional security is needed for your event, staff can be hired through our in-house company.
- **After Hours** – Any time past contracted/scheduled ending hours will be subject to additional labor fees, including shift differential charges.