

BROKEN ARROW PUBLIC SCHOOLS

Educating Today Leading Tomorrow

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 1/21/2022

Contract/Agreement Vendor: Main Event

Name of Vendor
Main Event # 41924/Jordan Wodrich (Events Division)

Contact Person 7830 S. Santa Fe Ave. West Phone Number (918) 447-1200

Address
Tulsa Oklahoma 74132

City State Zip

tulsales@mainevent.com

Email address

5/18/2022

Date of services

IS THIS A NEW VENDOR? IF SO, PLEASE PROVIDE :
W9 _____
And _____
Vendor Registration _____

Person Submitting Contract/Agreement for Review: Becca Baker Highland Park Elementary
Name Site

Reason for Review: (New Agreement, Renewal...): New agreement with active Vendor

Audience/Group to benefit from Contract/Agreement: 5th Grade Day Field Trip 115 students 20 adults (Staff & Chaperones)

Routing Approval: PLEASE SEND TO APPROPRIATE LEADERSHIP TEAM MEMBER BEFORE SENDING TO STACIE CHASE

Principal and Director or Administrator: *Alth Schmidt*
Signature

Does this Contract/Agreement utilize technology? No Yes

Has it been reviewed by the Chief Technology Officer? No Yes

If yes, Approved by: _____

Leadership Team Member: *Ben Stout* (Signature) Ben Stout, Chief Technology Officer

Funding Source: Activity Funds 70
Description OCAS Coding

Process: PLEASE FOLLOW ALL STEPS

1. The Contract/Agreement is reviewed and approved by site Principal/ Director/Administrator
2. If Technology related, the Contract/Agreement is reviewed by Ben Stout, Chief Technology Officer
3. Prepare Board Agenda Memorandum and attach to Contract/Agreement.
4. Begin the requisition process and place a comment in the Notes section that says, "Please hold req pending board approval on _____"
Date of Board Meeting
5. Attach this form with Contract/Agreement and Board Memo
6. The appropriate Leadership Team Member will review and submit to the Contract Committee
7. Keep copy for your records

The Contract/Agreement should be received at least 2 weeks prior to a Board Meeting to ensure placement on the Agenda. The Contract Committee meets most Tuesdays at 8:30a.m. All Contracts/Agreements, regardless the amount, must be first approved by the Contract Committee and then presented to the Board of Education for approval and signature. The item will be placed on Electronic School Board for the board agenda by Stacie Chase. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.

MEMORANDUM

To: Janet Brown

From: Beth Schmidt, Highland Park Elementary

Date: 5/18/2022

Re: 5th Grade Day Field Trip

SUBJECT

Discussion, motion and vote on to approve or disapprove a NEW contract with Main Event and Highland Park/Broken Arrow Public Schools for field trip.

ENCLOSURES/ATTACHMENTS

Contract agreement

SUMMARY

Highland Park/Activity Funds will purchase the field trip to Main Event to celebrate all 5th grade students. There is no cost to the District.

FUNDING

Fund 70

RECOMMENDATION

Approve

TENTATIVE EVENT ORDER # 552157-1

Highland Park 5th Grade- SAAP

Main Event - Tulsa

7830 South Santa Fe Ave

Tulsa, OK 74132

tulsales@mainevent.com

P: (918) 447-1200

Created Date: 01/19/2022

Event Date: 05/18/2022

Start Time: 11:00 AM



****TENTATIVE CONTRACT – DATES, TIMES AND SPACE WILL NOT BE RESERVED
FOR THIS EVENT UNTIL SIGNATURE AND DEPOSIT ARE RECEIVED BY THE CENTER****

Primary Contact	Email Address	Telephone
Nan Funderburgh Tulsa Group	nrfunderburgh@baschools.org	M: (918) 740-5838

Highland Park 5th Grade- SAAP				
Date	Time	Location	Function	#
Wed, 05/18/2022	11:00am-2:00pm	All You Can Play Activities	All You Can Play Activities	115
Wed, 05/18/2022	11:00am-2:00pm	Bowling Lanes (Events)	Bowling 3 Hours	115
Wed, 05/18/2022	11:00am-2:00pm	Arcade	FunCard	115
Wed, 05/18/2022	12:00pm-1:00pm	La Bella's	Food Service	115

Party Details	Qty	Price	Total
All Access Pass - AM	115	\$18.95	\$2,179.25
Menu			
2 Slices of Pizza and a Medium Drink	115		
Package Includes			
\$10 FUNcard	115		
Activities			
3 Hours of all you can play activities:			
Bowling Lanes per 20	6		
Gravity Ropes 48" Height Requirement			
Laser Tag 48" Height Requirement			
Billiards			
Shuffleboard			

Charges	\$2,179.25
Food Service Charge (20 %)	\$88.55
Subtotal	\$2,267.80
Sales Tax	\$37.71
Activity Tax	\$98.92
Balance Due	\$2,404.43

*****Service charge is a fee associated with the setup and service of a group event that includes the setup, breakdown, linen & tables and service of event.**

****This is not a gratuity and does not go towards the staff assisting the event.****

Event Changes:

FINAL CHANGES AND CANCELLATION POLICY: Final guest count and all changes due five days prior to the event. At this point contract is final and guaranteed and will reflect payment due at time of event.

If event is cancelled before thirty (30) days from its scheduled date, the initial deposit will be refunded in full.

Any cancellation within thirty (30) days of the scheduled event will result in a forfeiture of the total amount of the initial deposit.

CORONAVIRUS DISEASE 2019 (COVID-19) PROVISION: For this event only, and on non-precedent basis a group cancelling their event may cite the Coronavirus Disease 2019 (COVID-19) and receive the following special provisions after venue opening:

Cancellation within 24 hours of the start of event:

Main Event will retain 100% of funds paid to date. 25% of the total contracted event will be forfeited. The remaining amount on file may be used as an event credit for a future event of greater or equal value that takes place within (12) months from the original event date.

Cancellation 2-7 Days from the event:

Main Event will transfer 100% of payment on file as credit for future event. Rescheduled events credit will be available within (12) months from the original event date-or-for non-rescheduled events, 50% of the total contracted event will be forfeited and the remainder payment on file can be refunded for all non-facility buyout events.

Cancellation 8-30 Days from the event date:

Main Event will retain 50% of the funds paid to date and 50% of the remaining amount will be refunded for all non-facility buyout events. The funds retained by Main Event may be used as an event credit for a future event of greater or equal value that takes place within (12) months from the original event date.

***Full facility buyouts will receive 100% of payment on file as credit to be used for a future event only.**

Unless otherwise stated, event deposits non refundable

Safety Measures:

Event hosts and guests will be subject to any social distancing measures and other Covid-19 related safety measures in place at the time of their event.

Please note the following:

No outside food & drink except birthday cake. Ice Cream and Ice Cream Cake are NOT permitted.

Must be 42" or taller for Rock Climbing and have a waiver signed by parent or legal guardian. Must be 48" or taller for Gravity Ropes. Must be 48" or taller for Laser Tag.

Client Signature: _____ Date: _____

The signature above agrees to the above terms and further authorizes Main Event Entertainment, Inc to charge the initial deposit to the credit card on file.