

**Contract Committee Review Request**  
**MUST BE COMPLETED IN FULL**

Date: 1.8.2024

Contract/Agreement Vendor:

Name of Vendor & Contact Person

Vendor Email Address

Describe Contract (Technology, program, consultant-prof Development, etc.)

Please use Summary below to fully explain the contract purchase , any titles, and details for the Board of Education to review.

Reason/Audience to benefit

BOE Date      Amount of agreement

Person Submitting Contract/Agreement for Review:

**PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK**

Principal **&/or** Director or Administrator:

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin:

Cabinet Team Member:

Funding Source:

Fund/Project      OCAS Coding

☒ **Consent**

☐ **Action**

Accept and approve the NEW MASTER agreement between Broken Arrow Public Schools and Incredible Pizza who will provide entertainment, food and beverages for sites wishing to use their facility for yearly celebrations during the 2024-2025 school year. Costs will vary depending on how many students participate and the package they choose to purchase and paid for with activity funds.

**Summary**

This area must be complete with full explanation of contract

**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 8:00a.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 Janet Brown. By following this process, the liability of entering into an agreement is placed with the district rather than an individual.**



## Event Agreement

Today's Date: 01/10/2024

Good Through: 12/31/2024

For Location: TULSA

This agreement is between Broken Arrow Public Schools and Tulsa's Incredible Pizza for the **2024 - 2025 School year**.

We provide food, service and entertainment at the contracted rates mentioned below.

The **payment terms** are as follows. Payment upon arrival is always preferred.

We agree to accept a purchase order (PO) from each school visit on behalf of the school district.

- Payments must be made in full within 30 days from the date of visit.
- We must have a copy on file of your OK State Tax Exemption Certificate or 501c, you can provide one for the district or each individual school reservation can provide one as needed.

### POLICIES:

#### Cancellation & Refund Policy

Cancellations of standard group events made less than 5 days from the event date will forfeit their deposit. At our discretion, events that are rescheduled may transfer the deposit to the new date.

If a group was scheduled; but did not show, cancel, or reschedule we reserve the right to charge a cancellation fee of up to 50% of the reservation to your account on file.

#### Remaining Balance Policy

By signing the agreement, you authorize the IPC to charge any remaining balances due to reserved group events.

#### PACKAGE OPTIONS:

**Epic \$38.99** = \$35 game card + (6) Attractions; Buffet & Drinks

**Extreme \$30.99** = \$25 game card + (4) Attractions; Buffet & Drinks

**Supreme \$25.99** = \$20 game card + (2) Attractions; Buffet & Drinks

**Incredible \$20.99** = \$15 game Card + (1) Attraction; Buffet & Drinks

All Bus Drivers Eat Complimentary

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Customer Signature / Date

Jessica Burns  
DGE, Incredible Pizza  
918-340-4504  
[jburns@incrediblepizza.com](mailto:jburns@incrediblepizza.com)