Contract Committee Review Request Date: 1-25-24 MUST BE COMPLETED IN FULL Party Pro Rents, Dana Barnes Contract/Agreement Vendor: Name of Vendor & Contact Person dana@partyprorents.com Vendor Email Address Contract for pipe and drape set up, materials, and tear down for our Freshman Formal March 9th. 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. BAFA students and faculty 1/2,775.00 Reason/Audience to benefit **BOE** Date Person Submitting Contract/Agreement for Review: Lynsey Kelleher 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: _ Leadership Team Member: **Funding Source:** This confract is for the on-site set up, tear chun, and all materials for pipe and drape for our Freshman Formal on March epth. Delivery is also added onto this contract.

Summary

Action

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.



6511 E 44th Street Tulsa, OK 74145 www.partyprorents.com 918-622-8102 Phone

Status: Reservation

Contract #: 92150

Event Beg: Sat 3/9/2024 5:00PM Event End: Sat 3/ 9/2024 10:00PM

Operator: Ana R Macedo Terms: On Account

Customer #: 13412

Broken Arrow Public Schools

Phone 918-259-5720

701 S Main

Job Descr: Pipe and Drape for Dance

Broken Arrow, OK 74012

PO#: .

Thank you for selecting Party Pro Rents!

Ordered By: Lynsey Kelleher

406 407-2701

Sales Rep: Dana Barnes dana@partyprorents.com

Delivery Sat 3/ 9/2024 8:00AM - 12:00PM

Lynsey Kelleher 406-407-2701 **BA Freshman Academy** 301 W New Orleans Ave Broken Arrow, OK 74011

Pickup Mon 3/11/2024 8:00AM

Lynsey Kelleher 406-407-2701 **BA Freshman Academy** 301 W New Orleans Ave Broken Arrow, OK 74011

350'-16' Tall White Pipe and Drape Lining the Perimeter of the Gym

| 030 | '-16' Tall White Pipe and Drape Lining the Perimeter of the Gym | Status | Each | Price |
|-----|---|----------|------------------|------------|
| Qty | Items | | \$7.50 | \$2,625.00 |
| 350 | Linear Feet of 16th Tall Pipe and Drape If linear feet is under 50th, customer is responsible for set up and breakdown. Arrangements can be made for set-up by Party Pro Rents for linear feet over 50th as long as a contact is onsite at time of | Reserved | | |
| 37 | delivery. Upright 9'-16' Telescoping Pipe Slip Fit | Reserved | \$0.00 | \$0.00 |
| | | | Discount / Disc% | \$0.00 / |
| | Base 24"x24" Slip Fit W/Pin | Reserved | \$0.00 | \$0.00 |
| 37 | | | Discount / Disc% | \$0.00 / |
| | | Reserved | 50.00 | \$0.00 |
| 64 | Drape 16'T x 72"W White Premier | | \$0.00 | \$0.00 |
| 38 | Drape 16'T x 120'W White Premier | Reserved | | \$0.00 |
| | Drape Rod 10-8-6 Adjustable | Reserved | \$0.00 | \$0.00 / |
| 36 | Drape Not 10-0-0 Adjustable | | Discount / Disc% | • |
| . | Del/Pickup to Broken Arrow, OK | Selling | \$150.00 | \$150.00 |

I decline damage waiver on the rented equipment. Initials __ \$2,625.00 Rental: \$150.00 Delivery Charge: \$2,775.00 Subtotal: \$2,775.00 Total: \$0.00 Paid: \$2,775.00 Signature: Amount Due: **Broken Arrow Public Schools**