

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 2/5/2025

Contract/Agreement Vendor: Kenmark, Inc.
Name of Vendor & Contact Person

Vendor Email Address

BAHS Musical props/sets for "Wizard of Oz"

RQ 168275

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.

BAHS Drama

Reason/Audience to benefit

03/10/2025

BOE Date

\$ 2,100.00

Amount of agreement

Person Submitting Contract/Agreement for Review: Jeremy Stevens, Director of Theatre, BAHS

PLEASE SEND THROUGH APPROPRIATE APPROVAL ROUTING BEFORE SENDING TO BOARD CLERK

Principal &/or Director or Administrator: Adam Foreman, Assoc. Dir. of Fine Arts

Does this Contract/Agreement utilize technology? YES/NO

If yes, Technology Admin: no

Leadership Team Member: Steve Dunn 

Funding Source: 11-155 11-155-1000-810-100-4019-000-720
Fund/Project OCAS Coding

Lease/Rental Agreement between BAPS and Kenmark, Inc. for use of props/sets for the production of "The Wizard of Oz", April 2025.

Consent

Action

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.



Kenmark, Inc.
 8125 Santa Fe Drive
 Overland Park, KS 66204
 Tel 913-648-8125
 Fax 913-648-5218

QUOTATION

Ship Date	Quote Date	Account #
04/02/2025	1/22/2025	2594310

Bill To

Broken Arrow High School
 1901 East Albany St.
 Broken Arrow, Oklahoma 74012
 Jeremy Stevens
 Tel: 918-259-4310 Cell:
 sstevens@baschools.org

Ship To

(Shipping fee includes round-trip)

Broken Arrow High School
 1901 East Albany St.
 Broken Arrow, Oklahoma 74012
 Jeremy Stevens
 918-259-4310
 sstevens@baschools.org

Arrival Date	Return Date	# of Days	Contact	Security Deposit	Due Back	Terms	Payment Due
4/7/2025	4/14/2025	7	Jeremy Stevens	N/A	4/16/2025	Pre Pay	2/28/2025
Drop #	Description						Total
665	ED Wheatfield B&W 17' X 45'						\$450.00
670	Munchkinland Village 16'10"x44'6"						\$450.00
673	Forest 16'11"x44'6"						\$450.00
674	Forest Legs 16'10"x9'11"						\$325.00

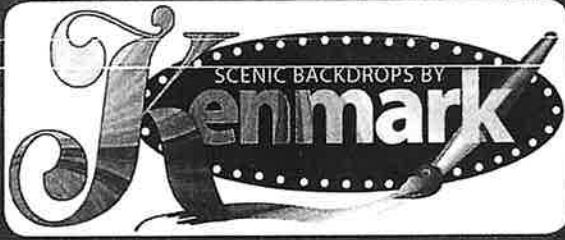
Quote Valid for 30 Days

Discount	\$0.00
S&H	\$425.00
Total	\$2100.00

Print Name:

Signature

Date:



Rental Contract

NAME Samuel Stevens

SHIP DATE April 7, 2025

ORGANIZATION Broken Arrow High School Theatre/Broken Arrow Public Schools

TERMS AND CONDITIONS:

- 1) **NOT SIGNING THIS CONTRACT DOES NOT CANCEL THE ORDER.**
- 2) **CANCELLATION:** If the order is cancelled you will be charged 50% of the total contract rental amount. THE ORDER MUST BE CANCELLED IN WRITING - NO EXCEPTIONS!
- 3) **BACKDROP RETURN:** Lessee is responsible for returning backdrops by the due dates. Lessee will be charged late fees at the rate of \$50 per day, per backdrop.
- 4) **DAMAGE/LOSS:** The Lessee assumes total responsibility for the backdrops rented and agrees to reimburse Kenmark, Inc. for any loss or damages incurred during the term of the rental. Lessee further agrees not to staple, tack, pin, or otherwise hang or attach drops in any manner other than with the tie lines provided. Tie lines should be intact and in the same condition as when received. Scrimms are very delicate and must be handled with care. Damage costs for scrimms starts at \$500. We do not recommend letting students hang or remove scrimms. Any show package backdrops that are damaged will be charged total replacement value.
- 5) **CHANGES TO ORDER:** Written or verbal confirmation from Kenmark, Inc. plus a \$25 service charge will be required to change backdrops or dates on the order. Removal of any drops from an order within two weeks of the shipping date will be subject to 50% of the rental fee.

I have read and hereby agree to the terms and conditions of this contract as stated above:

Signature _____ Date _____

PAYMENT OPTIONS: (select one) CHECK CREDIT CARD PURCHASE ORDER

If paying by check the balance is due by the date stated on the invoice. If paying by credit card please fill out the information below. Anyone required to pay a security deposit may pay the deposit by either sending a separate check or by credit card. *Security deposits are only processed if backdrops are late or if there is damage to the drop.*

CREDIT CARD TYPE: (select) VISA MASTER CARD DISCOVER **WHEN TO CHARGE:** TODAY DUE DATE

CARD HOLDER NAME _____ SIGNATURE _____

CARD NUMBER _____

EXP DATE _____ CARD CODE _____

CREDIT CARD BILLING ADDRESS _____

USE THE ABOVE CARD INFORMATION FOR: (select one) DEPOSIT PAYMENT BOTH