



Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 12/01/2021

Contract/Agreement Vendor: Elite Custom Photo Booths, LLC
Name of Vendor & Contact Person
elitecustomphoto@gmail.com
Vendor Email Address
Photo Booth with attendant for Freshman
Formal on March 5, 2022.

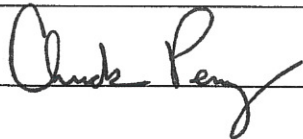
Summary
Freshman Fromal - BAFA Students
Reason/Audience to benefit
Jan. 2022 \$680.00
BOE Date Amount of agreement

Person Submitting Contract/Agreement for Review: Heather Thatcher

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: No

Leadership Team Member: 

Funding Source: 934
Fund/Project OCAS Coding

Consent Item: Accept and approve the NEW/RENEWAL agreement between Broken Arrow Public Schools and the vendor listed above. (ie. New fiscal year &/or Renewal services)

Action Item: Discussion, motion and vote on motion to approve or disapprove the NEW agreement between Broken Arrow Public Schools and the vendor listed above. (ie. Purchase over \$50,000 &/or new service)

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.



MEMORANDUM

To: Dr. Janet Vinson

From: Heather Thatcher

Date: December 1, 2021

Re: Elite Custom Photos

SUBJECT

Discussion, motion and vote on motion to approve or disapprove the agreement between Elite Custom Photos Booths, LLC and Broken Arrow Public Schools for activities at Broken Arrow Freshman Academy Formal during the 2021-22 school year. Cost is \$680.00 and will be paid by the Freshman Academy Student Council activity funds. H. Thatcher

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

FUNDING

Site Activity Funds

RECOMMENDATION

Approve

Elite Custom Photo Booths Rental Agreement

SERVICE CONTRACT

The following contract and its terms will set forth an agreement between Elite Custom Photo Booth (Provider) and _____ BAFA _____ the parties, for photo booth services for an event taking place on _____ March 5, 2022 _____. This written contract sets forth the full, written intention of both parties and supersedes all other written and/or oral agreements between the parties.

SERVICE PERIOD

The Service Period will be from these times: _____ 6:00 p.m. – 9:30 p.m. _____ on _____ 3/5/22 _____. Provider agrees to have a Photo Booth operational for a minimum of 80% during this period; occasionally, operations may need to be interrupted for maintenance of the Photo Booth.

PAYMENT

A non-refundable deposit in the amount of \$200.00 of the total cost is due upon signing of this contract. The remaining amount is due 2 weeks in advance of Client's Event Date of _____. Client agrees that in addition to any and all other legal rights and remedies Provider may have, Client will pay a \$50.00 fee for any and all returned checks which Client may write to Provider as payment for any service by Provider or rental of Provider's equipment.

ACCESS, SPACE & POWER FOR PHOTO BOOTH

Client will arrange for an appropriate space for the Photo Booth at event's venue. Client is responsible for providing power for the photo booth. The photo booth requires a 110V, 10 amps, 3 prong outlet from a reliable power source within 50 feet (along a wall) of the set up area. The circuit must be free of all other connected loads. Any delay in the performance or damage to the photo booth equipment due to improper power is the responsibility of the client. Client shall provide Elite Custom Photo Booths with safe and appropriate working conditions and a solid floor.

DATE CHANGES & CANCELLATIONS

Any request for a date change must be made in writing at least thirty days in advance of the original event date. Change is subject to photo booth availability and receipt of a new Service Contract. If there is no availability for the alternate date, the deposit shall be forfeited and event cancelled. Any cancellation occurring less than two weeks prior to the event date shall forfeit all payments received.

DAMAGE TO PROVIDER'S EQUIPMENT & REFUSAL

Client acknowledges that it shall be responsible for any damage or loss to the Provider's Equipment caused by: a) Any misuse of the Provider's Equipment by Client or its guests (invited or uninvited) or b) Any theft or disaster (including but not limited to fire, flood or earthquake). Client acknowledges Provider shall have the right to decline service to client's guest (invited or uninvited), for misuse, inappropriate photos or unruly behavior.

Contact Information

Name: Heather Thatcher
 Address: 301 W New Orleans
 City, State, Zip Code: Broken Arrow OK 74033
 Cell Phone: 918-720-8967
 Other Phone: 918-259-4330
 Email: hthatcher@baschools.org
 Type of event: BAFA Formal
 Event Venue and Address: BAFA

Location at Venue: (Outside, Inside, Enclosed Patio, Open Patio) Inside
 Number of Guests Estimate: 400

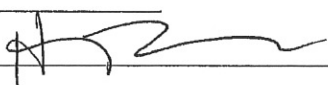
Photo Booth Costs

Item	Price	Total
2 Hours	\$650	
3 Hours	\$750	3.5 hr = \$800 - 15% = \$680
4 Hours	\$850	
Each Additional Hour	\$100	
Custom Photo Graphics	INCLUDED	
Many Back Drop Options	INCLUDED	
Pictures on Flash Drive	INCLUDED	
Social Media Kiosk	INCLUDED	
Unlimited Photos	INCLUDED	
Slideshow of Pictures or Logo	INCLUDED	
Table Full of Fun Props	INCLUDED	
On Site Attendant	INCLUDED	
Wedding Album Service/Attendant	\$50	
Wedding Album Memory Book	\$50	
		Total: \$680.00

Payments accepted: Cash or Check or Credit Card.

\$200.00 Deposit Date paid _____ Cash/Check # or Credit Card _____

Balance of: \$ _____ to be paid 2 weeks in advance of event date: _____, which would be due on:

Signature:  _____

Please e-mail completed contract to elitecustomphoto@gmail.com. If you have any questions feel free to contacts us!

Ben & Katie Fields - Owners & Operators

Elite Custom Photo Booths

Phone: 918-510-6825

Brown, Janet L

From: Mcmorris, Christine I
Sent: Monday, December 6, 2021 8:43 AM
To: Brown, Janet L
Subject: FW: BAFA formal

This is in reference to the request for contract I sent you Friday (for the Jan. board meeting). I noticed it was asking for prepayment, but it is not actually needed, they do work off a PO. I thought you might need something in writing stating as such.

Christine McMorris

From: Thatcher, Heather N
Sent: Monday, December 6, 2021 8:40 AM
To: Mcmorris, Christine I <cmcmorris@baschools.org>
Subject: Fw: BAFA formal

Below is the email concerning the deposit waiver for the photo booth.

Heather Thatcher
PAP English

From: Katie Fields <elitecustomphoto@gmail.com>
Sent: Thursday, December 2, 2021 11:08 AM
To: Thatcher, Heather N <hthatcher@baschools.org>
Subject: Re: BAFA formal

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Here you go! It says that there is a \$200 deposit to book and the total is due 2 weeks ahead of time. When we've worked with the high school, they usually pay all at once and after the event. I submit an invoice and Christian sends it in. A couple of weeks later we get a check. I am comfortable with this, so don't worry about paying in advance.

Thanks!!

Respectfully,

Ben & Katie Fields
Elite Custom Photo Booths
EliteCustomPhoto.com
918-859-6275
918-510-6825

On Dec 2, 2021, at 11:02 AM, Thatcher, Heather N <hthatcher@baschools.org> wrote:

Do you have a contract for the event? I seem to recall one when I previously worked with Whitney.

Heather Thatcher
PAP English

From: Katie Fields <elitecustomphoto@gmail.com>
Sent: Thursday, December 2, 2021 10:54 AM
To: Thatcher, Heather N <hthatcher@baschools.org>
Subject: Re: BAFA formal

CAUTION: This email originated from outside of the district. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi, Heather!

That's great! I will put you in our calendar immediately. I look forward to working with you.

Respectfully,

Ben & Katie Fields
Elite Custom Photo Booths
EliteCustomPhoto.com
918-859-6275
918-510-6825

On Dec 2, 2021, at 10:53 AM, Thatcher, Heather N <hthatcher@baschools.org> wrote:

Good Morning,

We would like to go ahead and reserve the date for the BAFA formal. I am putting in the needed paperwork with the district today. We look forward to working with you on this event.

We do not yet have a theme set, but I will touch base with you soon to update.

Heather Thatcher
PAP English

From: Katie Fields <elitecustomphoto@gmail.com>
Sent: Friday, November 12, 2021 11:43 AM
To: Thatcher, Heather N <hthatcher@baschools.org>
Subject: Re: BAFA formal

Hi, Heather!

I apologize for the delay! I have attached your quote. Usually with the high school, I send an invoice after the event, so I will send that as well in March.

Have you established a theme for the dance yet? We will make sure to get you some proofs for your approval before the dance.

Let us know how else we can help! Thank you!

Respectfully,

Ben & Katie Fields
Elite Custom Photo Booths
EliteCustomPhoto.com
918-859-6275
918-510-6825

On Nov 12, 2021, at 10:45 AM, Thatcher, Heather N <hthatcher@baschools.org> wrote:

Good morning,

I reached out earlier this week and spoke with Ben regarding the freshmen formal for a Broken Arrow Freshman Academy on March 5. I haven't received any information yet, and I just wanted to follow up on pricing and paperwork.

Thank you,
Heather Thatcher

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