

Contract Committee Review Request
MUST BE COMPLETED IN FULL

Date: 11-22-24

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

Party Pro will provide pipe and drape materials, set up, and pickup for the event.

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.

MEMORANDUM

To: Mr. Chuck Perry

From: Christian Welborn

Date: December 9, 2024

Re: Party Pro for Sadie Hawkins

SUBJECT

Accept and approve the agreement between Broken Arrow Public Schools and Party Pro for the Sadie Hawkins Dance. Cost to the district is \$2960 and will be paid with site activity funds.

ENCLOSURE/ATTACHMENTS

Agreement

SUMMARY

Party Pro will provide pipe and drape materials, set up, and pickup for the event.

FUNDING

Site Activity Funds

RECOMMENDATION

Approve



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

Status: Reservation
 Contract #: 98336

Event Beg: Sat 2/ 1/2025 6:00PM
 Event End: Sat 2/ 1/2025 9:30PM
 Operator: Dana Barnes
 Terms: On Account

Customer #: 13412

Broken Arrow Public Schools

Phone 918-259-5720

701 S Main
 Broken Arrow, OK 74012

Job Descr: Sadie Hawkins 2025

PO #: .

Thank you for selecting Party Pro Rents!

Ordered By: Christian Welborn 918-850-4914

Sales Rep: Dana Barnes dana@partyprorents.com

Delivery Sat 2/ 1/2025 8:00AM - 12:00PM

Christian Welborn 918-850-4914
 Broken Arrow High School
 1901 E Albany Street
 Broken Arrow, OK 74012

DELIVERY AND INSTALL IN THE AUX GYM

Pickup Sat 2/ 1/2025 9:30PM

Christian Welborn 918-850-4914
 Broken Arrow High School
 1901 E Albany Street
 Broken Arrow, OK 74012

Main gym on the west end of the main building.

Pipe and Drape is installed around the perimeter of the gym floor

| Qty | Items | Status | Each | Price |
|-----|---|----------|------------------|------------|
| 2 | Laundry Cart Green Large | Reserved | \$0.00 | \$0.00 |
| 80 | Upright 8' Slip Fit Pipe | Reserved | \$0.00 | \$0.00 |
| | | | Discount / Disc% | \$0.00 / |
| 80 | Base 14"x16" Slip Fit W/Pin | Reserved | \$0.00 | \$0.00 |
| 40 | Drape 16'T x 120"W White Premier | Reserved | \$0.00 | \$0.00 |
| 80 | Drape Rod 10-8-6 Adjustable | Reserved | \$0.00 | \$0.00 |
| | | | Discount / Disc% | \$0.00 / |
| 500 | Linear Feet of 8' Tall Pipe and Drape | Reserved | \$3.50 | \$1,750.00 |
| | If linear feet is under 50', customer is responsible to set up and breakdown. Arrangements can be made for set-up by Party Pro Rents for linear feet over 50' as long as a contact is onsite at time of delivery. | | | |
| 80 | Drape 8'T x 72"W White Premier | Reserved | \$0.00 | \$0.00 |
| | | | Discount / Disc% | \$0.00 / |
| 1 | Pipe and Drape Labor | Selling | \$850.00 | \$850.00 |
| | Begin at: Sat 2/ 1/2025 9:30:00PM | | | |
| 1 | Del/Pickup Broken Arrow, OK | Selling | \$150.00 | \$150.00 |

Deposit is Non-Refundable.

**Client will incur 50% cancellation fee of contract up to 14 days prior to delivery date.
 100% of contracted price is due 14 days from delivery date and non-refundable.**

Rental Contract

This is a reservation contract and the deposit is non-refundable. A non-refundable deposit is required to hold a reservation. The back of this contract contains important terms and conditions including lessor's disclaimer from all liability for injury or damage and details of customer's obligations. These terms and conditions are a part of this contract - READ THEM! All orders must have a credit card on file. The supplied credit card number will be placed on file and will be used for any and all invoices with an outstanding balance related to this customer number. These terms will constitute a permanent contractual agreement for this and all future orders supplied by Party Pro Rents, Party Pro Rents may contact client for changes to your reservation due to availability of your selected product(s). Final quantities of reserved items may be required more than 14-days prior to your contract begin date otherwise, your reservation count must be finalized 14-days prior to the contract begin date to avoid restocking and cancellation fees. Reductions more than 10% of a rental line item will be billable in full. All custom items must be finalized 30 days prior to event. After specified time period, additional charges may incur for any changes. Items must be returned or ready for pickup on the scheduled due date, due to the possibility based on your return date, they may be reserved or scheduled to be used for another event. The late return of rentals will result with additional rental charges. Rental is for time out, not lime used. If any damage is incurred, you will be charged for replacement cost for each damaged item. Linen replacement cost is three times original rental fee. Damage waiver may be applied, see back of contract.

I certify that I have read and agree to all terms of this contract.

Signature:

Broken Arrow Public Schools

| | |
|-------------------------|-------------------|
| Rental: | \$1,750.00 |
| Damage Waiver: | \$210.00 |
| Sales: | \$850.00 |
| Delivery Charge: | \$150.00 |
| Subtotal: | \$2,960.00 |
| Total: | \$2,960.00 |
| Paid: | \$0.00 |
| Amount Due: | \$2,960.00 |