

PINELLAS COUNTY SCHOOLS
SPECIAL EVENT FORM

___ Mark if School or Center Is Renting Another Facility

___ Mark if School or Center Is Renting a Service (either on the school site or off the school site)

THE SCHOOL BOARD OF PINELLAS COUNTY, FLORIDA, HEREINAFTER THE "BOARD," AND, _____
_____ HEREINAFTER THE "VENDOR," AGREE TO THE TERMS CONTAINED HEREIN IN ORDER TO RENT
SPACE AND OBTAIN SERVICES SPECIFIED HEREIN FROM THE VENDOR FOR THE FOLLOWING SCHOOL FUNCTION OR EVENT.

I. BOARD:

Date _____ School Tax Exempt I.D. Number (if applicable) _____

School Name _____ Telephone _____

Address _____ Date (original booking) _____

School Contact Person _____ Title _____ Phone _____

Type of School Function _____

Date of School Function _____ Beginning Time _____ Ending Time _____

Number of People Expected _____ Number Confirmed/Guaranteed _____ Date Confirmed _____

II. VENDOR:

Name of Vendor (Restaurant, Hotel, Church, Auditorium, Service Provider, Etc., Being Used) _____

Location of Facility or Address of Service Provider _____

Contact Person _____ Title _____ Phone _____

E-mail address _____

Dates & Times of Event or Service to Be Provided _____

IF VENDOR IS A FACILITY, COMPLETE THE NEXT TWO LINES:

Room/s or Area Reserved _____

Time Facility Is Available for Set-up _____

III. MENU:

Food or Beverages to Be Provided by Vendor: (list and provide price, if available)

Menu price per person (food or refreshments) will be \$ _____ .

This does _____ does not _____ include gratuity. (percentage _____ %)

The menu price per person including gratuity shall not exceed \$ _____ .

NOTE: If food and beverage purchase exceeds \$ _____ , no charge will be made for room/facility use.

IV. SERVICES:

Indicate what services the Vendor will provide, if applicable, e.g., photographer, disc jockey, security, or decorations.

V. SERVICES, FACILITY RENTAL, AND FOOD & BEVERAGE CHARGES:

Facility rental cost..... \$ _____

Food and beverage cost..... \$ _____

Other charges..... \$ _____

Total charges..... \$ _____

Less deposits/credits..... \$ _____

Balance due..... \$ _____ Date Balance Due _____

IN WITNESS WHEREOF,

FOR VENDOR

Signature

Title

Date

FOR SCHOOL BOARD

Signature of Principal or Center Director

Date

Signature of Area Superintendent

Date

VI. TERMS AND CONDITIONS:

1. Deposit will not exceed 25% of the proposed food and facility cost.
2. The full deposit will be credited against the final billing or will be returned to the school.
3. In the event the vendor changes the meal price, menu, or facilities to be used, the school at its option may cancel the activity without penalty or forfeiture of deposit. The Vendor will promptly return the said deposit to the school.
4. Quoted meal prices will be honored with no change in meal price within 120 days of the event. Any change in meal prices from the original price shown in agreement must be negotiated and approved in writing by principal and vendor. Meal prices will include all taxes.
5. The guaranteed number of guests attending should be provided to the vendor 72 hours prior to function. The Vendor will prepare 5% over the guaranteed number of guests attending, unless otherwise agreed by principal and vendor.
6. Cancellation of the event by school must be made at least 30 days prior to the scheduled event date to receive return of deposit, except as stated in #3 above.
7. Manner of Payment:
 - (a.) Deposit will be paid by date as agreed by principal and vendor.
 - (b.) Balance of charges are due at the conclusion of function or within 10 days after the said function with approval of Vendor, or on "Date Balance Due" noted on Section V. on front side of form.
8. This agreement is not assignable and constitutes the basic agreement between the parties and may be modified only in writing by the parties. The school reserves the right to put up displays with the permission of the Vendor.
9. No alcoholic beverages are to be sold or consumed at subject school function.
10. Vendor agrees to comply with the Florida Jessica Lunsford Act to extent that it applies.

Approved as to Form Effective October 1, 2006 by School Board Attorney.

Distribution by Real Estate Dept. after Area Superintendent Approval:

CC: Auditing, Accounting, School Bookkeeper, Vendor, School Contact Person