SAN LEANDRO UNIFIED SCHOOL DISTRICT

CONTRACTED SERVICES AGREEMENT

INSTRUCTIONS:

1. Submit Contracted Services Agreement for Board Approval at least 1 month prior to services.
2. Forms must be completed with all required signatures and have Board approval before the consultant/independent contractor can perform services for the District. (Requests submitted after services are performed will jeopardize payment.)
3. Clearances must be obtained with Human Resources Dept. (if applicable) prior to the start of services. Originating Dept. will follow up with HR once the contract is received.

Requested by: Rebecca Wildman / [signature] / 03/26/19
(SLUSD) Print Name / Signature / Date

Name of Consultant/Organization: Ami Peterson / Total Event SF

P.O. Box 10546 Pleasanton Ca 94588
Address City State Zip

510-376-2326 510-291-9973 ami@eventgroupsf.com
Telephone Number Fax Number Cell # or E-Mail Address

SCOPE OF WORK: SLHS Junior/Senior Prom: FOUR HOURS EXCLUSIVE USE OF THE SAN FRANCISCO DESIGN CENTER, DJ, Drinks, Dancing, light food, etc.

LOCATION OF SERVICES: 101 HENRY ADAMS STREET – SAN FRANCISCO, CA

DATE(S) OF SERVICE: 05/25/2019

ESTIMATED COST: 550 x ($115 pp + $9 of extras) = $68,200 (and/or hourly Rate: $ n/a)

NAME OF PROGRAM: 2019 SLHS Junior/Senior Prom

BUDGET NUMBER: 2019 SLHS Junior/Senior Prom (or ASB funds x)

Administrator/Program Manager Approval:

Jason Strickland / Jason Strickland (Mar 29, 2019) / Date: Mar 29, 2019
Print Name / Signature

Consultant/Contractor:

Ami Peterson / [signature] / Date: Mar 30, 2019
Print Name Total Event SF / Signature

Business Manager: Initial: _____ Date: _____ Human Resources: Initial: _____ Date: _____

The Contracted Services Agreement must include the following before going to Purchasing Dept. for processing. Check off and attach all documentation that applies.

___ BOARD APPROVAL DATE: _____
___ Clearances with Human Resources: _____Fingerprinting ___TB
___ Add as Vendor ___W-9 Tax Form ___EDD form (Employment Development Dept.)
___ Copy of Requisition ___Invoice Attached

Note: District staff cannot be employed as a consultant/independent contractor.

Distribution:
___Originating Department ___Human Resources ___Purchasing Department

Total Event SF
P.O. Box 10546
Pleasanton, CA 94588
P: 510-376-2326
F: 510-291-9973

EVENT AGREEMENT

TRANSACTION DATE: **MARCH 26, 2018** **DATE OF EVENT:** **MAY 25, 2019 [SAT]**

CLIENT: **SAN LEANDRO HIGH SCHOOL**

ADDRESS: **2200 BANCROFT AVE SAN LEANDRO, CA 94577**

SCHOOL PHONE: **510.618.4600 X 2209 [FAX]: 510.351.7994**

ORGANIZER: **MS. REBECCA WILDMAN**

FUNCTION: **JUNIOR~SENIOR PROM**

ARRIVAL TIME: **8:00 PM** **EVENT TIME:** **8:00 - 12:00 AM** INITIALS RW

ATTENDANCE: **UP TO 750** **MINIMUM GUARANTEE:** **550**

COST: **$115.00 PER STUDENT**

- FOUR HOURS EXCLUSIVE USE OF THE SAN FRANCISCO DESIGN CENTER (Located at 101 HENRY ADAMS STREET – SAN FRANCISCO
- GOURMET LIGHT HORS D'OEUVRES AND DESSERT BUFFET
- UNLIMITED SODAS AND WATER
- DISC JOCKEY WITH LIGHT SHOW
- TWO PHOTO BOOTHS
- BALLOON DROP
- TABLES, CHAIRS, LINENS
- FLORAL CENTERPIECES
- APPLICABLE PERMITS AND ADDITIONAL INSURANCE (Required by the facility)
- ALL SET UP AND CLEANING
- EVENT GROUP HOST, STAFF AND SECURITY

FINAL COUNT IS DUE BY 5/18/18. Any count given after this date will be charged a 10% surcharge.

NON-REFUNDABLE DEPOSIT & PAYMENTS:

Deposit: $15,000.00 on or before 04/15/19

Deposit: $ N/A

Half Final Min. Balance: $26,600.00 on or before 5/10/19
(Total Event SF reserves the right to cancel any event if half the minimum balance due is not received one week prior to the event date.)

Final Min. Balance: $26,600.00 on or before 5/31/19
(Based on minimum guarantee only – payment for all guests due)

Two chaperones per 100 students are complimentary. Any additional people brought by your group, including service vendors, must be paid for. **Cancellation policy:** All deposits and payments are non-refundable.

Please make checks payable to: "TOTAL EVENT SF".

THIS AGREEMENT IS SIGNED AND THEREBY ACCEPTED ON: 03/26/2019

BY: Rebecca Wildman TITLE: SLHS Activities Director

Total Event SF
P.O. Box 10546
Pleasanton, CA 94588
P: 510-376-2326
F: 510-291-9973

EVENT AGREEMENT

EVENT CONTRACT TERMS FOR LAND & WATER BASED VENUES

1. The selling, disposing or dispensing of all food, beverage, and services is reserved to Total Event SF, Inc. The client will make no arrangements for the selling, disposing or dispensing of any food, beverage or services with anyone but Total Event SF, Inc.

2. Client hereby agrees that no guest or agent shall bring on the premises any article of an inflammable nature, explosives, firearms, illegal substances, or articles of a dangerous or damaging nature. Client shall be liable for all damage resulting therefrom. Total Event SF, Inc. reserves the right to have confiscated all such articles brought in.

3. A guest count shall be made at the entrance and must be accepted as final. All guests must be paid for. Client shall not carry guests in excess of stated limit for the facility.

4. Client agrees to indemnify and hold Total Event SF harmless from any and all liability, loss or damage client may suffer as a result of cancellation or interference with client's scheduled event, other than the willful actions of Total Event SF, Inc.

5. Any misconduct, illegal gambling, possession of unauthorized alcohol, or illegal substances will not be tolerated and an immediate termination to the event will be ordered by an Event Group representative, in which event client shall be responsible for full payment of event.

6. Client shall pay the replacement value of all property and equipment lost or stolen and the cost of repairing all damages to the facility, its furnishings, equipment, etc. caused by client, its agents or guests.

7. Total Event SF, Inc. shall not be responsible for any injury suffered by the client, its agents or guests either in person or in property other than by reason of the negligence or willful misconduct by any person or persons employed directly by Total Event SF, Inc. on the premises. Total Event SF, Inc. shall further have no responsibility for loss or damage to the personal property of client, its agents or guests.

8. Student groups under 18 years of age must be chaperoned by parents, faculty or staff members. Total Event SF, Inc. reserves the right to refuse admittance to the facility to any guest or agent of the client at Total Event SF, Inc's sole discretion.

9. Total Event SF, Inc. is not responsible for fire, damage, or loss whatsoever to any vehicle while patron is attending event. Further, Total Event SF, Inc. is not responsible for any personal injuries sustained in the parking areas adjacent to or provided for by the event location.

10. All terms and payment deadlines must be adhered to unless written approval permitting alterations, inclusions or exclusions has been authorized by Total Event SF, Inc.

11. The parties agree that in the event that client were to cancel this contract with less than twelve (12) months prior written notice from the contracted date, Total Event SF, Inc. would sustain damages, costs and lost profits in an amount which is difficult to calculate or ascertain. Therefore, should client cancel the contract and/or event with less than twelve (12) months prior written notice to Total Event SF, Inc., then client's deposit and minimum guarantee payments as called for in this agreement shall be retained and/or collected by Total Event SF, Inc., as liquidated damages for client's failure to timely cancel the event. In addition, should client make any changes to the event date and/or time of the event, less than fifteen (15) days prior thereto, client shall be responsible to compensate Total Event SF, Inc. for all production costs, vendor cancellation fees, venue cancellation fees as well as legal charges and any and all additional costs that may be associated with such change.

12. This agreement represents the final and complete agreement for the rental of the facility and all prior written and oral agreement with respect to the rental of the facility are superseded by this agreement. Any modification or addition to this agreement must be in writing and signed by both parties.

Total Event SF, Inc., being independent of all land based facilities and vessel owners, carries full liability protection for its patrons.

Total Event SF, Inc. is merely a ground operator/broker that provides contractual services on land based facilities and chartered vessels of various companies. Total Event SF, Inc. thereby being an intermediary is operating under and legally bound to terms of the facility and vessel owner/operator.

PLEASE INITIAL TO ACKNOWLEDGE YOU HAVE READ AND AGREE TO ALL TERMS & CONDITIONS: INITIALS 