APP. WIRELESS ARENA EVENT CONTRACT

Contract Date: 2/11/20

Appalachian Wireless Arena
126 Main Street
Pikeville, Kentucky 41501
Phone: 606-444-5500

Proposal Prepared By: **Tyler Williamson**
Email Address: catering@eastkyexpo.com
Phone Number: **606.794.2569**

EVENT INFORMATION

Name of Organization: **(KEDC)Ky Educatioanal Development Corporation**

Coordinator: **Tammy Vonderheide**
Address: **904 Rose Road**
Ashland KY 41102

Phone #: **609.928.0205**
Email: Tammy.Vonderheide@kedc.org

Function: 708 - Meeting
Date: Tuesday, April 21, 2020
Start-End: 7:30am-3:30pm
Space: Overlook
Attendance: 250
# of Event Days: 1

Description	Ordered	Rate	Charges
			$0.00
Lunch	200	$9.95	$1,990.00
Grilled Chicken Caprese			$0.00
Mixed Greens Salad			$0.00
Green Vegetable Medley			$0.00
Roasted Baby Red Potatoes			$0.00
Dinner Rolls			$0.00
			$0.00
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Beverage:			
Am Coffee and Water	200	$1.00	$200.00
Beverage Station	200	$1.00	$200.00
(Water, Teas, Coffee, Lemonade or Fruit Punch)			
Afternoon Drinks	200	Included	
Canned Soda and Bottled Water Available for $1.50 per Beverage Consumed			
Must be ordered in advance			
Alcoholic Beverages			

emailed 2/12/20

GMW

App. Wireless Arena Operational Charges

Room Rental:		$ 1,000.00
Equipment Rental:	1 screen, 1 projector, 3 lapel mics	$ 150.00
Operations:		$ -
Linens:	# at $20.00 each	
Liability Insurance:		
	Total Operational Charges:	$ 1,150.00

Event Labor Charges

Operations Labor:	Event Setup, Maintenance, Breakdown, & Clean up	$ 100.00
Catering Set-up Labor:	NOTE: Any extra set-up charges above price of catering.	$ 100.00
BAR SET-UP FEE:	Normal Bar Set-up Fee is $100.00 Per Bar and includes Bartender	$ -
	Total F&B Operations Charges:	$ 200.00

Special Room Set-up Instructions

Payments and Adjustments	Reference	Amount

F&B Charges:	$	2,390.00
Event Maintenance:	$	71.70
6% Sales Tax:	$	233.00
3% Restaurant Tax:	$	71.70
Operational Charges:	$	1,350.00
Less Adjustments:		$0.00
Total Amount Due:	$	4,116.40

BY SIGNING BELOW, I acknowledge AND read the Food & Beverage policies listed above in the Event Planing Guide and the guarantee policy for event attendance listed below. (A business day is defined as Monday - Friday)

NOTE: *THIS IS NOT AN INVOICE (ADDITIONAL CHARGES MAY BE INCURRED)

TERMS AND CONDITIONS:

**Your final guaranteed number of guests is due (3) three Business Days prior for events of 300 people or less, and (5) five business days prior for events larger than 300 people.

***Due to Food Safety & Sanitation issues NO FOOD or BEVERAGE is to leave the building. *NO OUTSIDE FOOD OR BEVERAGE IS PERMITTED IN THE FACILITY.*

In the event that outside food is brought in to the facility, you may incurr an additional service charge for waste disposal and clean-up.

***To ensure the hold for your Banquet Room and Date, Please return this signed EVENT PROPOSAL and specified 25% NON-REFUNDABLE DEPOSIT as soon as possible, but no later than 10 business days before the scheduled event date.

****Payment is due in full at the completion of the event.

**Any event not paid in full within 30 days of completion of event will incurr a 1.5% late fee.

Signature Tammy Vondersmith Date: 02/12/20

UPDATED 01/10/18 AL

Event Contact:
Jennifer Baker
502-564-1979
jennifer.baker@education.ky.gov