

KY Educational Development Corp.  
 Tammy Vonderheide  
 904 Rose Road  
 Ashland, KY 41102



HOLIDAY INN EAST LOUISVILLE  
 1325 S.Hurstbourne Parkway at I-64  
 Louisville KY 40222  
 Tel: 502-426-2600  
 Fax: 502-426-2601

Block Name: KY Educational Development Corp. - BB ID 2192208  
 Arrive: Wednesday, 22 April 2020  
 Depart: Thursday, 23 April 2020

**Catering Invoice**

	Qty	Curr.	Unit Price	Total
<b>Thursday, 23 April 2020</b>				
<b>Break - Event ID 2413851 - Grand Ballroom</b>				
Freshly Brewed Regular Coffee (consumption)	8	USD	38.00	304.00
Freshly Brewed Decaf (consumption)	2	USD	38.00	76.00
<b>Meeting - Event ID 2413598 - Grand Ballroom</b>				
Grand Ballroom	1	USD	300.00	300.00
*Screens	2	USD	55.00	110.00
*Podium (Standing)	1	USD	17.00	17.00
*LCD Projector	2	USD	165.00	330.00
*A/V Table, Extention Cord & Power Strip	2	USD	12.00	24.00
*6 Channel Audio Mixer	1	USD	30.00	30.00
*4'x8' Riser Section	4	USD	45.00	180.00
*Lavalier Microphones	3	USD	90.00	270.00
<b>Lunch - Event ID 2413599 - Atrium 123</b>				
PLATED - GRILLED HERB CHICKEN BREAST	275	USD	18.95	5,211.25
<b>PM Break - Event ID 2413850 - Grand Ballroom</b>				
Iced Tea (consumption)	4	USD	38.00	152.00
Frosty Lemonade (consumption)	7	USD	38.00	266.00
<b>Estimated Total</b>		USD		7,270.25
Service Charge	24%			1,744.86
<b>Total incl. Service Charge &amp; Sales Tax</b>				<b>9,015.11</b>
<b>Estimated Due</b>		USD		<b>9,015.11</b>

Thank you for choosing the Holiday Inn Hurstbourne Louisville\_SDFEA

  
 Signature

*GMW*



## Holiday Inn

Holiday Inn Louisville East  
1325 S. Hurstbourne Parkway, Louisville, KY 40222  
Phone: (502) 426-2600  
Fax: (502) 426-0231  
[www.hihurstbourne.com](http://www.hihurstbourne.com)

February 18, 2020

### EVENT and CATERING AGREEMENT

**GROUP:** KY Educational Development Corporation  
**CONTACT:** Tammy Vonderheide  
**ADDRESS:**

**TELEPHONE:** 606-928-0205  
**EMAIL:** [tammy.vonderheide@kedc.org](mailto:tammy.vonderheide@kedc.org)  
**BLOCK CODE:** DW9  
**RATE:** \$109.00-courtesy block 5 rooms. Can add more if needed & available one these fill  
**CHECK IN:** April 22, 2020

**NAME OF EVENT:** KY Educational Development

Based upon the requirements outlined by client, the Hotel has reserved the function space set forth on the event agenda below:

Date	Time	Event	Function Space	Setup Style	Att. Rental Rev.
04-23-20	07:30 AM-11:30 AM	AM Break	Grand Ballroom	Classroom	275
	07:30 AM-09:00 AM	Registration	Grand Ballroom	Classroom	275
	08:00 AM-04:00 PM	Meeting	Grand Ballroom	Classroom	275
	12:00 PM-12:45 PM	Lunch	Atrium 123	Rounds of 10	275
	02:00 PM-04:00 PM	PM Break	Grand Ballroom	Classroom	275
					\$300

**\*No outside food or beverage is allowed to be brought into hotels meeting rooms\*\***

- The rental of room(s) include setup, tear down, hotel linen. Exhibit/Vendor/Display/Auction tables are subject to a labor charge of \$30.00 per table or \$40.00 per table with electricity per day. No other equipment, audio visual, rented items, additional meeting or sleeping rooms, or labor to set up client's products, will be provided by the hotel without appropriate charges.
- This booking is contracted for a minimum of **\$6,000.00** in food and beverage revenue excluding the 24% taxable service charge and 6% Sales Tax. **\*\***(This is a food and beverage minimum that is necessary in

order to prevent additional room rental, the food and beverage minimum in no way represents the exact pricing of the event. Please see detailed banquet menus for actual pricing)

#### FUNCTION ROOM SETUP

Function rooms will be set up in accordance with client's instructions as noted on the signed Banquet Event Orders or contract. If the client makes changes after set-up is completed, a *reset* charge of \$100 will be assessed.

#### BANQUET ATTRITION MINIMUM/REVENUE

This function is being booked predicated upon the estimated food and beverage revenues you propose at the time of the booking. Should you **dramatically reduce (75% or less) or cancel** any revenue producing function, the Hotel reserves the right to:

- Charge or increase function room rental
- Reassign specific function space provided the revised space adequately accommodates the client's function requirements
- In extreme cases, cancel the function with proper notice to the client.

Any Friday or Saturday banquet will require a minimum food and beverage revenue based upon the particular room in which the event is being held. If the minimum combined food and hosted beverage revenue (excluding the current 6% sales tax and 24% service charge) is not met, then the difference from the required minimum will be invoiced as an open amount to the master account.

The end time for your function is indicated on this *contract* and cannot be extended without permission from the Hotel. Additional charges may be applied if revenues generated are not sufficient to offset additional labor hours.

#### DEPOSIT

All catering social functions must be paid for in advance. Client understands that failure to prepay for the function may result in cancellation. Initial deposits are non-refundable.

The following deposit schedule will apply:

1. An initial deposit of \$ \_\_\_\_\_ equal to 25% of the event is required to reserve the space, and **is due upon signing of the contract**. This deposit is non-refundable.
2. A 2<sup>nd</sup> deposit of \$ \_\_\_\_\_ equal to 50% of the food and beverage minimum is due **3 months** prior to event.
3. A 3<sup>rd</sup> deposit of \$ \_\_\_\_\_ equal to 25% of the food and beverage minimum is due **21 days** prior to the event.

**Your deposit is based upon an estimated summary of charges. Should your finalized summary of charges surpass the above amount, an additional payment will be required prior to the event to cover the additional expenses. Please note that, by signing this contract, you agree to pre-pay any enhancements added in the planning process. 100% pre-payment will be required no later than 14 days prior to event.**

**A credit card authorization form is required with all contracts that will be pre-authorized in the event of an overage. The credit card will be charged on the following day after verification. Please complete the attached form and return with requested copies to verify payment.**

Direct Bill )

PAYMENT

Method of Payment Options -

- Credit Card – Card will be charged no less than three business days prior to meeting
- Cashier's or Company Check – Must be received no less than "17" business days prior to meeting

A **Major Credit Card** must be supplied. All deposits may be applied to credit card. At the conclusion of the event, any credits or additional charges will be applied to same credit card.

Credit Card Type: \_\_\_\_\_ Credit Card#: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Authorized Charges on the above card: (Please check all that apply.)

- \_\_\_\_\_ Food & Beverage      \_\_\_\_\_ Deposit      \_\_\_\_\_ Meeting Room Rental
- \_\_\_\_\_ Audio Visual      \_\_\_\_\_ Guestrooms, Tax & Resort Fee

\*\* In order to accept this authorization, you must include with this form a legible photocopy of the front and back of the credit card and a photocopy of a state or federal issued ID.\*\*

**NOTE: Under current tax laws, only the state sales tax portion of the total hotel occupancy taxes is exempt. All remaining taxes will be applied and are the responsibility of the applicable non-profit organization. Consult your tax advisor for further details**

TAX EXEMPTION

If you qualify for tax exemption, a copy of your State of Kentucky Tax Exemption Certificate is required with the signed contract. Once received, all applicable taxes will be waived. In order to conform to tax laws, all payments must be made from the exempt account as shown on the Exempt Certificate.

✓

Included

CATERING REQUIREMENTS

All reservations and catering requirements for private banquet functions are made upon and subject to the rules and regulations of the Holiday Inn Louisville East and the following conditions:

1. The menu and all other details of your event(s) are to be finalized a minimum of 1 week prior to the date of your event(s).
1. A 24% Taxable Service Charge and current State Sales Tax (6%) will be added to all catering charges.
2. The Hotel requires the final guarantee of attendants be communicated to the catering office no later than 12:00p.m., three business days prior to the date of your scheduled event. If the guaranteed number is not provided, the billing will be for the greater of the following: (i) The number of persons for which the party was

originally booked or (ii) The number of persons in attendance. The Hotel will prepare for **5%** above the guarantee, if requested.

3. In compliance with state law and insurance regulations, consumption of alcoholic beverages by persons less than 21 years of age is strictly prohibited. Government issued photo identification must be provided by the guest upon request of the Hotel. The Hotel reserves the right to discontinue all or any part of the service to any function in the event of disregard for the law on the part of the event sponsor, group contact or any guest in attendance. The Hotel is required by law to terminate liquor service to any guest who, in the Hotel's judgment, appears to be intoxicated.
4. All displays, exhibits and decorations must conform to the rules and regulations of the Hotel, the Jefferson County Building Code and Fire Ordinances, and should be free standing without attachment to walls, ceilings or floors.
5. No food or beverages of any kind can be brought into the Hotel by Client or attendees unless negotiated with management prior to event date.
6. The Holiday Inn Louisville East does not allow any private group signage to be displayed in the lobby area. The group or meeting name will be posted outside of the room in addition to being posted on the marquee located adjacent to the Lobby. All signage must be approved by a Hotel representative for professional appearance before being displayed in public areas.
7. Hotel lobby and meeting space furniture and fixtures are permanently placed for the benefit and enjoyment of all our guests. Therefore, furniture and fixtures may not be moved or relocated from their current position.
8. All music that is taking place in an outdoor section of the Hotel must conclude at 10:00 pm under any and all circumstances.
9. Packages for event may be delivered to the Hotel no more than three working days prior to the event. The catering manager must be notified in advance of the quantity and the expected arrival date of the shipment. The following information must be included on all packages to ensure proper delivery: Group name, date of function, on-site contact's name and catering manager's name. All packages should be sequentially numbered. A service charge of \$5.00 per box will be applied to shipments of 10 packages or more.
10. Packages, literature and any other items must be removed from the meeting room immediately following the conclusion of the event. Arrangements can be made with a Hotel representative to ship packages to another destination. Holiday Inn Louisville East does not accept responsibility for any items left in your meeting or banquet room.
12. The Hotel is not to be held responsible if, through fire, flood or other emergency conditions, or events beyond the control of management, it is unable to fulfill this agreement.
- 13 a.. The Hotel shall be entitled to charge a cancellation fee in the event the Client cancels this agreement after acceptance by the Hotel. The fee will be based on banquet pricing in effect at the time written notice of cancellation is received. These amounts are due as liquidated damages and not as a penalty. The following schedule will apply:

<b>Notification of Cancellation Prior to Scheduled Group</b>	<b>Cancellation Fee % of Total Estimated Food and Beverage</b>	<b>Cancellation % Room Rental</b>
<u>Arrival Date</u>	<u>Revenue</u>	<u>Room Rental</u>
0- 7 days	100%	100%
8-30 days	75%	75%
31-60 days	50%	50%
61+ days	25%	25%

13 b. The Hotel, if sold, and unable to fulfill its operational roles with the above mentioned client will refund all deposits relating to this event. If the hotel is sold, and remains operational, any cancellations will be subject to the cancellation clause stated in 13 a. and no deposits will be refunded.

14. In the event any portion of the Hotel is closed (or is anticipated to be closed) for renovation, which encroaches into the rooms block related to the subject Contract, then and in that event:

1. Hotel shall have the right and the obligation to notify Client of said occurrence no later than ninety (90) days prior to the planned function, and
1. A pro-rated portion of any deposits paid by client shall be returned, reflecting any diminished capability of the Hotel to handle all of the required functions and/or sleeping rooms, and
2. Hotel shall assist with best efforts in finding supplemental accommodations as close as possible to the Hotel, to make up for lost capability of the Hotel.

If, in the event the Hotel is unable to handle a minimum of seventy five percent (75%) of Client's room requirements, Client shall have the right to cancel the function and room block with no obligation to Hotel, and Hotel will refund 100% of any deposits made to date to the Hotel.

**15. If you are in agreement with all of the above terms, please sign and return this agreement by February 26, 2020. If the signed contract isn't received by the before-mentioned date, this agreement shall be null and void.**

16. Signature by the Hotel will be regarded as acceptance by the Hotel of the above reservation for the Client's event(s).

CLIENT: KY Educational Development Corp. HOTEL: Holiday Inn Louisville East

NAME: Tammy Vonderheide NAME: Dorothy Abbott

TITLE: Chief Financial Officer TITLE: Catering Manager

SIGNATURE:



SIGNATURE: \_\_\_\_\_

DATE:

02/18/2020

DATE: \_\_\_\_\_

# Holiday Inn Hurstbourne Louisville

1325 S. Hurstbourne Parkway at I-64  
 Louisville, Kentucky 40222  
 Tel: (502) 426-2600 \* Fax: (502) 426-0231



<b>Account Name:</b> KY Educational Development Corp.	<b>Contract Number:</b> 2192208
<b>Contact Name:</b> Vonderheide, Tammy	<b>Catering Mgr:</b> Dorothy Abbott
<b>Address:</b>	<b>Sales Manager:</b> Tammy Risen
<b>Telephone:</b> 606-928-0205	<b>Booking Name:</b> KY Educational Development Corp.
<b>Fax:</b>	<b>On Site Contact:</b> Jennifer Baker or Thelma Hawkins
<b>E-mail:</b> tammy.vonderheide@kedc.org	

## Thursday, April 23, 2020

Time	Function	Room	Set-up	Exp/Gtd	Rental
07:30 AM - 09:00 AM	Registration	Grand Ballroom	Classroom	275 / 0	
07:30 AM - 11:30 AM	Break	Grand Ballroom	Classroom	275 / 0	
08:00 AM - 04:00 PM	Meeting	Grand Ballroom	Classroom	275 / 0	\$300.00
12:00 PM - 12:45 PM	Lunch	Atrium 123	Rounds of 10	275 / 0	
02:00 PM - 04:00 PM	PM Break	Grand Ballroom	Classroom	275 / 0	

Food	Audio Visual
<b>Grand Ballroom 07:30 AM To 11:30 AM</b> <b>COFFEE</b> <b>Exp 275 / Gtd / Set</b> Freshly Brewed Regular Coffee (consumption) 8 @ \$38.00 Per Gallon Freshly Brewed Decaf (consumption) 2 @ \$38.00 Per Gallon <b>**Do not go over the listed bev amounts**</b>	<b>Grand Ballroom 08:00 AM To 04:00 PM</b> 2 *Screens \$ 55.00 <b>**Space out so group can see easily**</b> 2 *LCD Projector \$ 165.00 each 3 *Lavalier Microphones \$ 90.00 each <b>**Lay on head table**</b> 1 *6 Channel Audio Mixer \$ 30.00 each
<b>Atrium 123 12:00 PM To 12:45 PM</b> <b>PLATED - GRILLED HERB CHICKEN BREAST @ \$18.95 Per Person</b> <b>Exp 275 / Gtd / Set</b> Tossed Salad with Assorted Dressings Grilled - Herb Boneless Chicken Breast Roasted Red Potatoes Vegetable Medley Chocolate Cake & Lemon Cake (pre-set, alternated at each table) Rolls & Butter Iced Tea & Fresh Brewed Coffee <b>**Group has "45" minutes for lunch**</b>	<b>Equip.</b> <b>Grand Ballroom 07:30 AM To 09:00 AM</b> 2 *Registration Tables outside of room with 2 Chairs Each & Wastebasket <b>Grand Ballroom 08:00 AM To 04:00 PM</b> 2 *A/V Table, Extention Cord & Power Strip \$ 12.00 A/V 1 *Mints, Pads, Pens 1 *No outside Food or Beverage Allowed in Meeting Room 2 *Water Station 4 *4'x8' Riser Section \$ 45.00 1 *Podium (Standing) \$ 17.00 *Speakers Table with 3 chairs
<b>Grand Ballroom 02:00 PM To 04:00 PM</b> <b>BEVERAGES</b> <b>Exp 275 / Gtd / Set</b> Iced Tea (consumption) 4 @ \$38.00 Per Gallon Frosty Lemonade (consumption) 7 @ \$38.00 Per Gallon <b>**Do not go over the listed bev amounts**</b>	<b>Billing</b> <b>Grand Ballroom 08:00 AM To 04:00 PM</b> 1 *Group is Tax Exempt

All prices are subject to a 24% taxable Service Charge and a 6% Sales Tax. Unconsumed Food or Beverage is not permitted to be taken out of the Hotel due Health and Sanitation Regulations. Note: A RE-SET Fee of \$150.00 is applicable to all meeting rooms which are re-set at the request of the client. Please have your contact person review and sign the Banquet Ticket at the end of every function.

 KY Educational Development Corp. 02-18-20 Authorized Signature	Dorothy Abbott 02-18-20 Sales Manager
---	--

Customer Initials \_\_\_\_\_

ST-10-101  
Exemption Number

Ky Educational Development Corp. (KEOC)

Important - Certificate not valid unless completed.

**PURCHASE EXEMPTION CERTIFICATE**

Check Applicable Block  
Blanket   
Single Purchase

I hereby certify that KEOC is a Kentucky resident, nonprofit educational, charitable or religious institution, or Kentucky historical site, located at 904 Rose Rd Ashland Kentucky and that the tangible personal property, digital property or services to be purchased from Holiday Inn Louisville Ky

Name of Exempt Institution 904 Rose Rd Ashland Name of Vendor  
Address Louisville Ky

will be used solely within the exempt function of a charitable, educational or religious institution, or historical site.

Description of property to be purchased: Lodging, room & catering

In the event that the property purchased is not used for an exempt purpose, it is understood that I am required to pay the tax measured by the purchase price of the property.

Any official or employee who uses this certificate to make tax-free purchases for his own personal use or that of any other person will be subject to the penalties provided in KRS 139.990 and other applicable laws. Under penalties of perjury, I swear or affirm that the information on this certificate is true and correct as to every material matter.

Sammy D. Vanderkade  
Authorized Signatory

CFO

Title

2/18/20

Date

CAUTION TO SELLER: This certificate cannot be issued or used in any way by a construction contractor to purchase property to be used in fulfilling a contract with an exempt institution. Sellers accepting certificates for such purchases will be held liable for the sales or use tax.

DEPARTMENT OF REVENUE  
Frankfort, Kentucky 40620

51A 126 (12-09)