

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