

85735

# Events to the 'T' Inc.

Northern California's Largest School Event Planner  
SFproms.com for everything you need!

## INVOICE

Please make deposits payable and remit to:  
Events To The 'T', Inc.  
286 Brady St. Martinez, CA 94553

Client Name: Concord High School      Event Date: 6/1/13  
 Event Location: SFDC Galleria      Event Type: Prom

<i>Date Due</i>	<i>Description</i>	<i>Amount Due</i>
6/1/13	555 students x \$73.50	\$40,792.50
	(less deposits)	(\$10,000.00)
	<b>Total: \$</b>	<b>\$30,792.50</b>

PO 85735

# Events to the 'T' Inc

286 Brady Street  
Martinez, CA 94553

(925) 335-0633 Office  
(925)523-8629 Cell  
(925) 335-9797 Fax

www.SFproms.com

## EVENT CONTRACT

This agreement is amended from the original on April 11, 2013 between EVENTS TO THE 'T' Inc. and CONCORD HIGH SCHOOL/MT. DIABLO UNIFIED SCHOOL DISTRICT, Concord, California.

THE FOLLOWING IS AGREED UPON BETWEEN BOTH PARTIES:

1. For the engagement described hereinafter Events To The 'T' Inc. will provide:

- The S.F. Design Center-Galleria
- E.T.T.T. Entertainment DJ Intensify- Ultimate Package
- Decorations (See Attached List of Included Décor)
- Food: 2 Large Chocolate fountain with dippables (See Attached Menu)
- Drinks: Unlimited Sodas & Water
- Tissu Dancer
- Photo Booth with Unlimited Double Prints
- One Million Dollar Insurance Policy Coverage
- Facility Set-Up & Clean-Up
- Seating for 250
- Facility Security Guards plus 4 private guards
- Coat Check Materials, Concord High School to provide staff
- Events to the 'T' Inc. Manager

2. Event Location:  
S.F. Design Center-Galleria  
2 Henry Adams St.  
San Francisco, CA 94103

3. Date(s) / Time (s) of engagement:  
Saturday, June 1, 2013  
5:00p.m. - 8:00p.m. Set-up  
8:00p.m. -12:00a.m. Ball

4. Agreed upon compensation for engagement:  
\$33,200.00\* with a 400 student minimum  
\*At 450 students, cost for each student is \$77.75\*  
\*At 500 students, cost for each student is \$73.50\*

5. Deposit schedule:      \$ 5,000.00  
                                     \$ 5,000.00  
                                     \$23,200.00 (+ Any Extra Students)

Rec'd 10/27/12  
Rec'd 2/9/13  
June 1, 2013  
Final count due 5/30

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## TERMS OF AGREEMENT

- 1) Events To The 'T' will act as your agent and book all requested vendors.
- 2) Events To The 'T' will schedule all arrivals, handle all deposits and payments, and ensure all scheduled activities are approved by the event site.
- 3) In the event of sickness, accident, acts of god and/or other legitimate conditions beyond the above vendor's control, every effort will be made to find a replacement. Events To The 'T' and vendor's liability are limited to vendors price.
- 4) Client will assume full responsibility and liability for the conduct of his or her guests regarding theft or damage to any performers' equipment, or injury to any performer caused by intentional or negligent acts by clients or his or her guests.
- 5) No verbal agreement may amend this contract. If any legal action is necessary to enforce the terms of this agreement, Events To The 'T' will be entitled to reasonable collection fees.
- 6) Any deposits/balances unpaid after due date will accrue a 1.5% interest rate per month.

## TERMINATION OF AGREEMENT

- 1) If terminating a date, written notice must be received at least ninety (90) days prior to cancellation.
- 2) Outside of ninety days the full facility rental fees are due and 100% of expected commissions will be due to Events To The 'T' Inc.
- 3) If terminating 30-90 days prior to event date, client will increase payment to 50% of expected total of said event. Events To The 'T' Inc. will pay off all deposits due to vendors per their contracts and 100% of expected commissions due to Events To The 'T' Inc. We will then mail you a refund check with an itemized cancellation fee schedule.
- 4) If terminating event within 30 days, full payment is due. Events To The 'T' Inc. will pay off all monies due to vendors per their contracts and 100% of expected commissions due to Events To The 'T' Inc. We will then mail you a refund check with an itemized cancellation fee schedule.

The undersigned, \_\_\_\_\_, acting as an authorized agent of Concord High School hereby accepts and agrees to the terms of the contract and as recognition thereof has signed below.

Concord High  
 \_\_\_\_\_  
 (Name of Client) (Area Code & Phone Number)

4200 Concord Blvd     Concord     CA     94521  
 \_\_\_\_\_  
 (Mailing Address) (City) (State) (Zip)

\_\_\_\_\_  
 (Signature of Client) (Date)

Toby Proescher     4/11/13

\_\_\_\_\_  
 (Toby Proescher, Events to the 'T' Inc.) (Date)

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### MENU INCLUDED:

#### 2 LARGE CHOCOLATE FOUNTAIN

(WHITE AND MILK CHOCOLATE)

Dippables to include:

Strawberries

Pound Cake

Marshmallows

Rice Crispy Treats

Chocolate Chip Cookies

### BEVERAGES

ASSORTED SOFT DRINKS

WATER STATIONS

### DÉCOR INCLUDED

- Linens: Alternating Teal/Eggplant tablecloths
- Centerpieces: Martini glasses atop chargers with: red, blue, clear, and dark purple ice with blinky LED lights
- Red Carpet Entrance
- Coat check (racks, hangers, tickets, paper bags, sharpies)
- Downlights: 1<sup>st</sup>/3<sup>rd</sup> floor #370 Italian Blue, 2<sup>nd</sup>/4<sup>th</sup> floor #14 Medium Straw

### SPECIAL NOTES

- Photographer with all of their own equipment on 3rd floor
- Bring linens
- Schedule 2 bussers
- Client may provide additional video screen/projector
- Client may add Adagio performance for \$1400
- Tissu dance showtime TBD

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## TIMELINE

11/10/11 Bay West Showplace Investors receives deposit to reserve the SFDC Galleria

9/12/12 Bay West Showplace Investors mailed additional deposit for 6/1/13

Once I receive the signed agreement from MDUSD I will book:

Perry's at the Design Center (bev provider)

California Chocolate Fountains (dessert caterer)

Events To The T Entertainment DJ Intensify

Classic Party Rentals (linen)

SIS (security officers)