

DATE 4/9/18

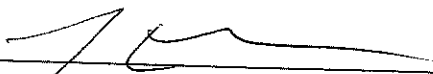
I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 1000.⁰⁰ to the order of Transfer to senior awards

and charge the account of National Art Honor Society Acct. No. 2030


Purpose: transfer of funds for NATHS scholarships 1 @ 400.⁰⁰
2 @ 200.⁰⁰ 2 @ 100.⁰⁰

NATHS
Club or Activity


Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved  _____ Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

RECEIVED
4/12/18

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: UHS

Date: 4/9/18

DEPARTMENT: NJHS Account: 2030

VENDOR: UHS Senior Awards Amount: 1,000.⁰⁰

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Senior Award
recipients 1 @ 400.⁰⁰, 2 @ 200.⁰⁰
2 @ 100.⁰⁰

4/9/2018

Township of Union Schools Mail - senior scholarships NAHS

Township of Union Schools K-12



Lori-Ann Boyd <lboyd@twpunionschools.org>

senior scholarships NAHS

1 message

Arrieta, Tatianna <tarrjeta@twpunionschools.org>

Mon, Apr 9, 2018 at 12:42 PM

To: "Boyd, Lori" <lboyd@twpunionschools.org>

400.00- Harold Taylor
200.00- Sienna Bucu
200.00- Vasilicki Vlastros
100.00 Ashley Anele
100.00 Victoria Paradela

for a total of 1000.00 in scholarships

*Email Disclaimer: The information contained in or accompanying this e-mail is for the sole use of the intended recipient and may contain information that is confidential and/or privileged. If the reader is not the intended recipient, you are hereby notified that any dissemination, distribution, disclosure or copying of this e-mail is strictly prohibited. If you have received this e-mail in error, please notify the sender immediately and delete this e-mail from your system. Any views or opinions presented are solely those of the author and do not necessarily represent those of the Township of Union Board of Education. Please be aware that no electronic communication using equipment or services belonging to the Township of Union Board of Education is considered private. All communications created using this equipment or service is the property of the Township of Union Board of Education. The Township of Union Board of Education reserves the right to copy, archive and retain all communications as required by Federal Law.

COMPLETE SECTION I ONLY

DATE 4/6/18

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 1,350.00 to the order of Transfer to Senior Awards

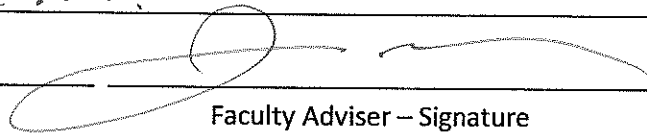
and charge the account of UHSPAC Acct. No. 77

Purpose: Transfer of funds for UHSPAC Scholarships

3 @ \$350 + 2 @ \$50.

Scholarship

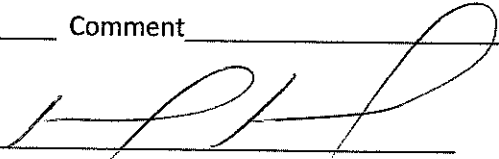
Club or Activity



Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved  _____
Principal - Signature

Date _____

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

RECEIVED

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: VHS Date: 4/6/18

DEPARTMENT: VHB PAC Account: 2077

VENDOR: VAS SENIOR AWARDS Amount: \$1,350.00

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Senior Award
recipients 3 @ \$350 & 2 @ \$150

Performing Arts Scholarships



2017-2018 School Year

UHS Instrumental Music Department	(2) Two \$250 Awards To students for their commitment to the Marching Band	<ol style="list-style-type: none"> 1. Anthony Geronimo 2. Lissette Loyd
UHS Performing Arts Company	(3) \$350 awards to students who have gone above and beyond in our theatrical productions and have demonstrated unselfish dedication, enthusiasm, and dependability in the theatre arts and vocal music programs during their four years in our program	<ol style="list-style-type: none"> 1. Alyssa Carbonel 2. Manuel "Ronin" Ruste 3. Holly Stefanik
	(2) \$150 awards to students who have demonstrated unselfish dedication, enthusiasm, and dependability in the theatre arts program	<ol style="list-style-type: none"> 1. Evan Caban 2. Marc-Andrew Duvelson
Krueger Scholarship	(1) \$2000 Scholarship in memorial of	<ol style="list-style-type: none"> 1.

COMPLETE SECTION I ONLY

DATE 4/23/18

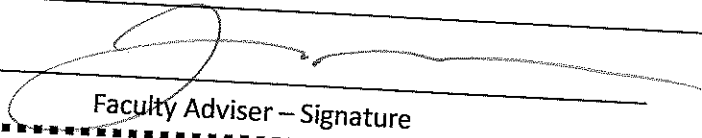
I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 8,044.34 to the order of Audio INC

and charge the account of UHSPAC Acct. No. 77

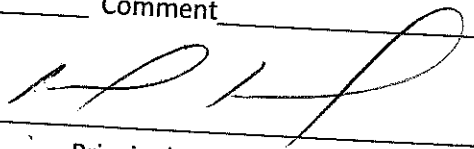
Purpose: MIN Audio Rental For Peter Pan

Peter Pan
Club or Activity


Faculty Adviser - Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved  _____ Date _____
Principal - Signature

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: UHS

Date: 4/23/18

DEPARTMENT: Theatre Account: 77

VENDOR: Audio Inc Amount: 8,044.34

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Main Audio

Rental for Peter Pan



Audio Inc

170 W Westfield Ave Suite 1

Roselle Park NJ 07204

908-620-1007

ai.accounting@audioinc.us

Purchase Order

Bill To

Union High School

2350 N 3rd St

Union, NJ 07407

Invoice

Invoice No 952710

Invoice Date 3/9/2018

Quote # 3251

Payment Terms 14 Days

Venue / Ship To

Union High School

2350 N 3rd St

Union, NJ 07083

Job / Project R-3251 - Peter Pan

Service Date 03/08-03/15/18

Description	Amount
Equipment Rental - Audio/Video/Lighting/Staging	4,084.34
Crew - Installation/Operation	3,760.00
Transport/Cartage	200.00



Audio Inc
170 W Westfield Ave Suite 1
Roselle Park, NJ 07204

908-620-1007
fax: 908-620-1006

Rental Quote

PRINTED: March 9, 2018
QUOTE NO: R-3251
QUOTED BY: Carl Vitiello

CUSTOMER: Union High School
CONTACT: James Mosser
2350 North 3rd St
Union, NJ 07083

DATE OUT: March 8, 2018 9:30 AM
DATE BACK: March 25, 2018 8:00 PM
PROJECT: Peter Pan

EQUIPMENT TITLE: Equipment
EQP REF: R-3251EQL01

VENUE: Union High School
2350 North 3rd St
Union, NJ 07083

LOAD IN Mar-8-18 10:00 am

STRIKE Mar-25-18 6:00 pm

Qty Description

Orchestration

Audio

- 2 Flutes (2) - one flute doubles on piccolo
- 3 Clarinets (3) - two double on saxes saxes (1 bari sax and 1 tenor sax)
- 3 Trumpets (3)
- 1 Trombone (1)
- 2 Violin (2)
- 2 Violas (2)
- 1 Cello (1)



Audio Inc
170 W Westfield Ave Suite 1
Roselle Park, NJ 07204

908-620-1007
fax: 908-620-1006

Rental Quote

PRINTED: March 9, 2018
QUOTE NO: R-3251
QUOTED BY: Carl Vitiello

Qty Description

Communications

Communications

- 1 Clear-Com HS-6; Telephone style handset for Intercom.
- 1 Clear-Com FL-1; Call signal flasher
- 7 BeyerDynamic DT-108: single muff headset w/K109.28: 4-Pin XLRf Cable
- 2 BeyerDynamic DT-109: double muff headset w/K109.28: 4-Pin XLRf Cable
- 1 HME SET
- 1 HME RACK: RGC0418
- 1 HME BELTPACKS & HEADSETS CASE: CGC0332

Total for Communications \$877.40

Total for Communications \$877.40

Video

Lighting & Video

- 1 Comprehensive cable package
- 1 Vitek VTA-D109; 1x8 video distribution amp w/PSU
- 1 Video adapter collection

Total for Lighting & Video \$11.45

Total for Video \$11.45

Other sound system items

Audio



Audio Inc
 170 W Westfield Ave Suite 1
 Roselle Park, NJ 07204
 908-620-1007
 fax: 908-620-1006

Rental Quote

PRINTED: March 9, 2018
QUOTE NO: R-3251
QUOTED BY: Carl Vitiello

EQUIPMENT TITLE: Cable, Stands, etc
EQP REF: R-3251EQL02

VENUE: Union High School
 2350 North 3rd St
 Union, NJ 07083

LOAD IN Mar-8-18 10:00 am

STRIKE Mar-25-18 4:00 pm

Qty Description

Cable, stands, etc

Road Case

2 Reel Tub, 300' Shielded Cat5

Total for Road Case \$0.00

Cable

2 Adaptor: 1/8" TRSm to Dual 1/4" TSm
 4 Adaptor: 1/4" TRSm to XLRf
 3 Adaptor: 1/4" TRSm to XLRm
 2 Adaptor: 1/8" TRSm to Dual 1/4" TSm
 4 Adaptor: 1/4" TRSm to XLRf
 3 Adaptor: 1/4" TRSm to XLRm
 3 Adaptor: XLRf to Dual XLRm
 1 SMCC; Standard mic CABLE case
 7 Instrument Cable 1/4"m to 1/4"m 003'



Audio Inc
 170 W Westfield Ave Suite 1
 Roselle Park, NJ 07204

908-620-1007
 fax: 908-620-1006

Rental Quote

PRINTED: March 9, 2018
QUOTE NO: R-3251
QUOTED BY: Carl Vitiello

Crewing

Load in / setup / rehearse

	Start	Until	Function	
1	Mar-8-18 10:00 am	Mar-13-18 11:00 pm	Full Show	
	School Show - A1 Audio Engineer			\$1,410.00

Load in / setup

	Start	Until	Function	
1	Mar-8-18 10:00 am	Mar-8-18 6:00 pm	Load In only	
	SH Stagehand			\$235.00

One rehearsal, three shows

	Start	Until	Function	
1	Mar-15-18 10:00 am	Mar-18-18 6:00 pm	Full Show	
	School Show - A1 Audio Engineer			\$940.00

One rehearsal / four shows

	Start	Until	Function	
1	Mar-22-18 3:00 pm	Mar-25-18 8:00 pm	Full Show	
	School Show - A1 Audio Engineer			\$940.00

Strike / load out

	Start	Until	Function	
1	Mar-25-18 4:00 pm	Mar-25-18 8:00 pm	Load Out only	
	SH Stagehand			\$235.00

Standard Labor Rates are for the first 10 hours. Overtime charges will be charged after 10 hours **Total** **\$3,760.00**

DATE 4/30/18

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ ^{amount} not to exceed 3,500 to the order of Eggotic Events LLC

and charge the account of Senior Prom

Acct. No 2012

Purpose: prom decor - attached invoice shows tentative plan, but we are still deciding on design items so final invoice is not ready (built life-size tree last year)

Senior prom

Club or Activity

Cheryl June

Faculty Adviser - Signature

II. Account Balance _____

Date _____

Comment _____

Verified by _____

III. Approved _____

Principal - Signature

Date 5/1/18

IV. Date Paid _____

Check No. _____

Acct. No. _____

Processed by _____

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: UHS Date: 4/30/18

DEPARTMENT: UHS senior prom Account: 2012

VENDOR: Eggotic Events Amount: not to exceed \$3,500

PURPOSE OF EXPENDITURE [attach appropriate invoice(s): Senior Prom Decor

attached invoice shows tentative plan, but we haven't decided on final design so final invoice amount isn't ready yet.

EGGSOTIC EVENTS LLC

78 Rt. 173
HAMPTON, NJ, 08827
Tel: 908 735 9870
Fax: 908 735 9871
Email: egg@eggsoticevents.com
www.eggsoticevents.com

Décor Rental Proposal

Date:	March 20, 2018
Client:	Union High School Cheryl Fiske 908 419 4005
Event:	Prom
Location:	The Grand Marquis 1550 U.S. 9, Old Bridge, NJ 08857
Date of event:	June 1, 2017

Sub Total	2,800
Sales Tax	No Tax
Total	\$ 2,800

Quote is based on a 3% cash or check discount which will not apply if a credit card is used.

TERMS:

1. EGGSTIC EVENTS LLC will ensure that everything it provides is installed in a secure way. **Customer is responsible for:** any vandalism, theft or breakage of all equipment/props installed by Eggstic Events LLC. Any parts not returned shall be charged to the lessee at present selling price.
2. Price is inclusive of all equipment, rental delivery, installation and take down.

12. This quote is valid for **30 days from above date.**

13. If event goes into overtime there is a **\$ 100/half hour additional labor charge** if the takedown is scheduled to take place immediately following the event.

14. Eggstic Events LLC is **not responsible for delays** or event cancellations for any reason out of our control, such as acts of nature, fire, water, acts of war, acts of terror, city closings etc.

15. The renter agrees to indemnify and hold EGGSTIC EVENTS LLC harmless from any and all claims arising out of any violation of any law, rule, regulation or order, and from any and all claims or liabilities for loss, damage or injury to persons or property of whatever kind or nature arising from the use or misuse of the rented items, or from carelessness of the renter's employees, or people under the supervision of the renter.

Respectfully submitted by RENTEE

ACCEPTED BY RENTER

COMPLETE SECTION I ONLY

DATE 5/2/18

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION

Pay \$ 1041.41 to the order of Topofaf Edison

and charge the account of UHS League of Extraordinary women Acct. No. #2222

Purpose: Expenditure to take students on end of year field trip

UHS League of Extraordinary Women
Club or Activity

[Signature]
Faculty Adviser -- Signature

II. Account Balance _____ Verified by _____

Date _____ Comment _____

III. Approved [Signature]
Principal -- Signature

Date 5/2/18

IV. Date Paid _____ Check No. _____ Acct. No. _____

Processed by _____

TOWNSHIP OF UNION BOARD OF EDUCATION
UNION, NEW JERSEY

FILE CODE 3453

EXHIBIT B-1

Student Organization Fund Approval for Expenditure in Excess of \$1,000.00

SCHOOL: UHS Date: 5/2/18
DEPARTMENT: League of Extraordinary Women Account: #2222
VENDOR: Top Golf Amount: 1041.41

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: Expenditure to
take students to end of year field trip to
Top Golf.



TOPGOLF EVENTS

YOUR EVENT WILL TAKE PLACE AT:

Topgolf Edison

1013 U.S. Route 1, Edison, NJ 08817

Event Sales
 Consultant:

Apria Colwell
 apria.colwell@topgolf.com
 (732) 875-7180

<https://topgolf.com/us/edison/plan-an-event/>

There are multiple Topgolf locations. Please confirm the Topgolf event booking location listed above is your desired event location. Client Initials:

Union High School Field Trip - Samantha Elle - 6.1.18		Event Date: Friday, June 1, 2018
Event Name: Union High School Field Trip		Event Time: 11:00 AM - 1:00 PM
Contact: Samantha Elle		Event Status: Tentative
Email: selle@twpunionschools.org		Event Guest Count: 25
Phone: (862) 591-4971		
Day of Contact: Samantha Elle		
Contact & Phone:		Client Initial*:

**Please initial to confirm the date, time and guest count above are correct.*

BOOKED SPACE(S)

Location	Date	Start Time	End Time	Package	Guest Count
Event Golf Bays	Friday, June 1, 2018	11:00 AM	1:00 PM	Teen Menu	25

Union High School Field Trip - Samantha Elle - 6.1.18

Date Printed: 5/2/2018 12:48 PM

Take Home Policy for Catering: Due to health code regulations, your catering package may be displayed for a maximum of 90 minutes and may not be taken home.

EVENT GUEST COUNT: Client understands that the event booking minimum required for all events is the guest count of twelve (12) guests for Topgolf and Catering. All guests in attendance over the age of 3 are considered guests of the event.

EVENT SPACE CAPACITY: In the event that the guest count grows to the capacity of the room, the additional space may be required to purchase for the event to accommodate the guests count and ensure guest safety. This additional space will be subject to availability and if unavailable may limit the maximum guest count of the event.

EXTENDING GAME TIME AT THE BAYS: Game time may only be extended (and paid for) if the Manager on Duty (MOD) approves and is based on overall volume for the venue at that time.

FOOD ALLERGY NOTICE - Please be advised that food prepared at this facility may contain these ingredients: milk, eggs, wheat, soybean, peanuts, tree nuts, fish, and shellfish. Please notify Topgolf if you are allergic to any products. Topgolf cannot guarantee that any of our products are allergy-free.

BILLING SUMMARY

	Charges	Taxes	Service Charge	Total Charges
Event Product Details	\$875.00	\$41.41	\$125.00	\$1,041.41

Events are deemed confirmed once a deposit payment equal to 50% percent of the total booking has been received along with a signed event agreement.

PAYMENTS & ADJUSTMENTS

Total Payments	\$0.00
----------------	--------

Total Outstanding Charges	\$1,041.41
---------------------------	------------

TOPGOLF EVENT AGREEMENT – TERMS & CONDITIONS

This Event Agreement between TopGolf USA Edison, LLC and the Client named above is made subject to the Event Agreement Terms & Conditions listed below.

EVENT CONFIRMATION - Your Event will be confirmed only upon receipt of your deposit equal to fifty percent (50%) of the Estimated Total Event Cost as set forth in a signed Event Agreement specifying your menu selections. Your deposit may be paid by credit card, cash or company check payable to Topgolf (if approved by Topgolf). All rentals, food and beverage are subject to applicable tax. Food, beverage and select rentals are subject to a mandatory 20% service charge.

FINAL GUEST COUNT – All Events require a minimum of 12 guests. Your final guest count must be confirmed with the Event Sales office at least seven (7) days prior to the Event. Expected (planned) guest count may only be reduced by 20%, if submitted more than 7 days prior to the Event. Guest counts cannot be reduced below the 12 guest minimum required for Events. Your guest count decreases will not be accepted after the deadline of seven (7) days prior to the event date. Should your guest count increase within 72 hours of the Event or additional guests attend on the day of the Event without prior notice, Topgolf will accommodate your additional guests if possible, based on availability, and a \$10 per person surcharge along with other applicable per person charges will be applied to your final invoice. If more than 5 additional guests arrive on the day of the Event, further approval is required and your additional guests may be turned away. Topgolf reserves the right to reassign or substitute the Client's reserved Event space to a comparable space for the purpose of accommodating both the Client and all other guests using Topgolf's facilities.

Client Initials Here:

FINAL PAYMENT- Final payment equal to the Estimated Total Event Cost as set forth in this Event Agreement less deposit paid is due in full three (3) business days prior to your Event. Topgolf accepts credit card, cash or company check payable to Topgolf (if approved by Topgolf). If Client chooses to pay by company check, all checks must be mailed by certified mail return receipt requested or by reputable overnight courier service. If final payment is not received within three (3) business days prior to your Event, Topgolf reserves the right to cancel the Event and retain your deposit.

FOOD & BEVERAGE - All Events are required to meet a minimum spend of \$24 per person on food and/or beverage from our catering Event menus. Only food and beverage purchased at Topgolf may be consumed on site. If the food and beverage purchased during the Event time does not amount to the minimum spend the Client will be responsible for the difference at the conclusion of the Event. Buffet quantities are prepared and served based on the final guest count provided seven (7) days prior to the Event. The buffet can be replenished for additional fees. Extra portions are subject to availability. Event food and beverage cannot be packaged "to-go" and must be consumed on-site. Unused drink tokens are non-refundable.

Client Initials Here:

EVENT TIME & DURATION – All Events are a minimum of two (2) hours. The Event shall begin promptly at the contracted start time and the Event space shall be vacated by the Client at the contracted end time in the Event Agreement. Topgolf will hold your bay reservation for 15 minutes past the contracted reservation time. Should no guests arrive within this time without prior notification, Topgolf reserves the right to release the bays. Bay rental and Event space time will not be extended if Event guests arrive late. Additional fees will apply if we are able to accommodate an extension on Event time. Extension of the bay reservation, food, and beverage is subject to space availability and the Client will be responsible for any additional charges. Specific bays are not guaranteed unless otherwise noted on the Event Agreement for full-floor buyouts and groups that purchase the rental of an Event room.

EVENT REFUND, CANCELLATION/RESCHEDULE POLICY - If the Event is cancelled more than thirty (30) days prior to the Event Date, fifty percent (50%) of the Deposit will be refunded. If you decide to reschedule more than 30 days prior to the Event, then your Event deposit may be applied toward a future Event date within six (6) months of the original scheduled date. Any deposit not used within six (6) months of the original Event date will be forfeited by Client and retained by Topgolf. If the Event is cancelled or rescheduled less than thirty (30) days but more than seven (7) days prior to the Event date, the full deposit shall be forfeited by Client and retained by Topgolf. If the Event is cancelled or rescheduled less than (7) days prior to the Event, the full deposit shall be forfeited and the Client is responsible for the contracted Event Agreement amount and any applicable catering minimums. This cancellation policy remains in effect regardless of the weather on the day of the scheduled Event as Topgolf can be played regardless of the weather conditions, except for any force majeure event (defined below). If you decide to reschedule, the above conditions may apply or Client may be charged a percentage of total Event cost, based on re-rental of Event space and/or bays previously reserved by Client and any additional costs incurred.

FORCE MAJEURE - The parties of this Event Agreement will be excused from the performance of this Event Agreement to the extent that such performance is prevented by force majeure. For the purposes of the Event Agreement, the term force majeure includes strikes, lockouts, sit-downs, material or labor restrictions by any governmental authority, unusual transportation delays, riots, hurricanes, floods, washouts, explosions, earthquakes, fire, extraordinary storms, or other acts of God, acts of the public enemy, wars, insurrections and/or any other cause outside the reasonable control of either party. If the Event performance is excused due to a force majeure event, the Client will be able to apply the full deposit toward a rescheduled Event or the



Safety Terms and Conditions

Everyone's safety is very important. By participating at an event at Topgolf all participants agree to abide by the following safety rules in addition to all verbal and posted instructions during the event:

All players must hit from the mat at all times. No running starts or horseplay.

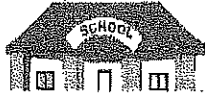
Only the person hitting a ball should stand beyond the red line. All other players should stand behind the red line at all times. Players are responsible for the safety of others around them and should always check their surroundings before swinging a club.

Aim for the targets at all times. Aiming for the ball picker or hitting golf balls over the boundary netting is prohibited, and players are responsible for any damages or injuries caused.

5/2/2018

Township of Union Schools Mail - Fwd: Union High School Field Trip - Samantha Elie - 6.1.18

Township of Union Schools K-12



Lori-Ann Boyd <lboyd@twpunionschools.org>

Fwd: Union High School Field Trip - Samantha Elie - 6.1.18

1 message

Samantha Elie <selie@twpunionschools.org>
To: Lori-Ann Boyd <lboyd@twpunionschools.org>

Wed, May 2, 2018 at 1:13 PM

----- Forwarded message -----

From: **Apria Colwell** <Apria.Colwell@topgolf.com>
Date: Wed, May 2, 2018 at 12:48 PM
Subject: Union High School Field Trip - Samantha Elie - 6.1.18
To: "selie@twpunionschools.org" <selie@twpunionschools.org>

Hi Samantha,

Thanks for considering Topgolf for your fieldtrip!

Our guests who choose to book a Teen's party of (12) or more enjoy the following benefits:

- No Wait Time - Avoid the potential of two to three hour wait times depending upon the day of the week and the time of day.
- Adjacent Bays - Assurance that your bays are all together.

5/2/2018

Township of Union Schools Mail - Fwd: Union High School Field Trip - Samantha Elie - 6.1.18

We create moments that matter for everyone.

Follow us on Facebook, Twitter and Instagram!

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Union High School Field Trip - Samantha Elie - 6.1.18.pdf

255K



YOUR EVENT WILL TAKE PLACE AT:

Topgolf Edison

1013 U.S. Route 1, Edison, NJ 08817

<https://topgolf.com/us/edison/plan-an-event/>

**Event Sales
Consultant:**

Apria Colwell
apria.colwell@topgolf.com
(732) 875-7180

There are multiple Topgolf locations. Please confirm the Topgolf event booking location listed above is your desired event location. Client Initials:

Union High School Field Trip - Samantha Elie - 6.1.18	Event Date: Friday, June 1, 2018
Event Name: Union High School Field Trip	
Contact: Samantha Elie	Event Time: 11:00 AM - 1:00 PM
Email: selie@twpunionschools.org	Event Status: Tentative
Phone: (862) 591-4971	Event Guest Count: 25
Day of Contact & Phone: Samantha Elie	
	Client Initial*:

**Please initial to confirm the date, time and guest count above are correct.*

BOOKED SPACE(S)					
Location	Date	Start Time	End Time	Package	Guest Count
Event Golf Bays	Friday, June 1, 2018	11:00 AM	1:00 PM	Teen Menu	25

Take Home Policy for Catering: Due to health code regulations, your catering package may be displayed for a maximum of 90 minutes and may not be taken home.

EVENT GUEST COUNT: Client understands that the event booking minimum required for all events is the guest count of twelve (12) guests for Topgolf and Catering. All guests in attendance over the age of 3 are considered guests of the event.

EVENT SPACE CAPACITY: In the event that the guest count grows to the capacity of the room, the additional space may be required to purchase for the event to accommodate the guests count and ensure guest safety. This additional space will be subject to availability and if unavailable may limit the maximum guest count of the event.

EXTENDING GAME TIME AT THE BAYS: Game time may only be extended (and paid for) if the Manager on Duty (MOD) approves and is based on overall volume for the venue at that time.

FOOD ALLERGY NOTICE - Please be advised that food prepared at this facility may contain these ingredients: milk, eggs, wheat, soybean, peanuts, tree nuts, fish, and shellfish. Please notify Topgolf if you are allergic to any products. Topgolf cannot guarantee that any of our products are allergy-free.

BILLING SUMMARY

	Charges	Taxes	Service Charge	Total Charges
Event Product Details	\$875.00	\$41.41	\$125.00	\$1,041.41

Events are deemed confirmed once a deposit payment equal to 50% percent of the total booking has been received along with a signed event agreement.

PAYMENTS & ADJUSTMENTS

Total Payments	\$0.00
Total Outstanding Charges	\$1,041.41

TOPGOLF EVENT AGREEMENT – TERMS & CONDITIONS

This Event Agreement between TopGolf USA Edison, LLC and the Client named above is made subject to the Event Agreement Terms & Conditions listed below. **EVENT CONFIRMATION** - Your Event will be confirmed only upon receipt of your deposit equal to fifty percent (50%) of the Estimated Total Event Cost as set forth in a signed Event Agreement specifying your menu selections. Your deposit may be paid by credit card, cash or company check payable to Topgolf (if approved by Topgolf). All rentals, food and beverage are subject to applicable tax. Food, beverage and select rentals are subject to a mandatory 20% service charge.

FINAL GUEST COUNT – All Events require a minimum of 12 guests. Your final guest count must be confirmed with the Event Sales office at least seven (7) days prior to the Event. Expected (planned) guest count may only be reduced by 20%, if submitted more than 7 days prior to the Event. Guest counts cannot be reduced below the 12 guest minimum required for Events. Your guest count decreases will not be accepted after the deadline of seven (7) days prior to the event date. Should your guest count increase within 72 hours of the Event or additional guests attend on the day of the Event without prior notice, Topgolf will accommodate your additional guests if possible, based on availability, and a \$10 per person surcharge along with other applicable per person charges will be applied to your final invoice. If more than 5 additional guests arrive on the day of the Event, further approval is required and your additional guests may be turned away. Topgolf reserves the right to reassign or substitute the Client's reserved Event space to a comparable space for the purpose of accommodating both the Client and all other guests using Topgolf's facilities.

Client Initials Here:

FINAL PAYMENT-Final payment equal to the Estimated Total Event Cost as set forth in this Event Agreement less deposit paid is due in full three (3) business days prior to your Event. Topgolf accepts credit card, cash or company check payable to Topgolf (if approved by Topgolf). If Client chooses to pay by company check, all checks must be mailed by certified mail return receipt requested or by reputable overnight courier service. If final payment is not received within three (3) business days prior to your Event, Topgolf reserves the right to cancel the Event and retain your deposit.

FOOD & BEVERAGE - All Events are required to meet a minimum spend of \$24 per person on food and/or beverage from our catering Event menus. Only food and beverage purchased at Topgolf may be consumed on site. If the food and beverage purchased during the Event time does not amount to the minimum spend the Client will be responsible for the difference at the conclusion of the Event. Buffet quantities are prepared and served based on the final guest count provided seven (7) days prior to the Event. The buffet can be replenished for additional fees. Extra portions are subject to availability. Event food and beverage cannot be packaged "to-go" and must be consumed on-site. Unused drink tokens are non-refundable.

Client Initials Here:

EVENT TIME & DURATION – All Events are a minimum of two (2) hours. The Event shall begin promptly at the contracted start time and the Event space shall be vacated by the Client at the contracted end time in the Event Agreement. Topgolf will hold your bay reservation for 15 minutes past the contracted reservation time. Should no guests arrive within this time without prior notification, Topgolf reserves the right to release the bays. Bay rental and Event space time will not be extended if Event guests arrive late. Additional fees will apply if we are able to accommodate an extension on Event time. Extension of the bay reservation, food, and beverage is subject to space availability and the Client will be responsible for any additional charges. Specific bays are not guaranteed unless otherwise noted on the Event Agreement for full-floor buyouts and groups that purchase the rental of an Event room.

EVENT REFUND, CANCELLATION/RESCHEDULE POLICY - If the Event is cancelled more than thirty (30) days prior to the Event Date, fifty percent (50%) of the Deposit will be refunded. If you decide to reschedule more than 30 days prior to the Event, then your Event deposit may be applied toward a future Event date within six (6) months of the original scheduled date. Any deposit not used within six (6) months of the original Event date will be forfeited by Client and retained by Topgolf. If the Event is cancelled or rescheduled less than thirty (30) days but more than seven (7) days prior to the Event date, the full deposit shall be forfeited by Client and retained by Topgolf. If the Event is cancelled or rescheduled less than (7) days prior to the Event, the full deposit shall be forfeited and the Client is responsible for the contracted Event Agreement amount and any applicable catering minimums. This cancellation policy remains in effect regardless of the weather on the day of the scheduled Event as Topgolf can be played regardless of the weather conditions, except for any force majeure event (defined below). If you decide to reschedule, the above conditions may apply or Client may be charged a percentage of total Event cost, based on re-rental of Event space and/or bays previously reserved by Client and any additional costs incurred.

FORCE MAJEURE - The parties of this Event Agreement will be excused from the performance of this Event Agreement to the extent that such performance is prevented by force majeure. For the purposes of the Event Agreement, the term force majeure includes strikes, lockouts, sit-downs, material or labor restrictions by any governmental authority, unusual transportation delays, riots, hurricanes, floods, washouts, explosions, earthquakes, fire, extraordinary storms, or other acts of God, acts of the public enemy, wars, insurrections and/or any other cause outside the reasonable control of either party. If the Event performance is excused due to a foregoing force majeure event, the Client will be able to apply the full deposit toward a rescheduled Event or the deposit shall be refunded in full. Topgolf and the Client hereby waive any claim for damages or compensation should this Event Agreement be terminated by an act of force majeure.



Safety Terms and Conditions

Everyone's safety is very important. By participating at an event at Topgolf all participants agree to abide by the following safety rules in addition to all verbal and posted instructions during the event:

All players must hit from the mat at all times. No running starts or horseplay.

Only the person hitting a ball should stand beyond the red line. All other players should stand behind the red line at all times. Players are responsible for the safety of others around them and should always check their surroundings before swinging a club.

Aim for the targets at all times. Aiming for the ball picker or hitting golf balls over the boundary netting is prohibited, and players are responsible for any damages or injuries caused.