



SOUTH SAN ANTONIO INDEPENDENT SCHOOL DISTRICT

Agenda Item Summary

Meeting Date: June 20, 2018

Purpose: ☐ Presentation/Report ☐ Recognition ☐ Discussion/ Possible Action

☐ Closed/Executive Session ☐ Work Session ☐ Discussion Only ☒ Consent

From: Peggy Lee Gonzalez, Director of Purchasing

Item Title: Approve the contracted services for the South San Antonio High School Prom at Grand Hyatt San Antonio.

Description:

Consent Item:

The South San Antonio Senior class contracted the services of the Grand Hyatt San Antonio for the 2017-2018 Prom. Total expenses not to exceed \$30,938.

Recommendation:

To approve the contracted services for the South San Antonio High School Prom at Grand Hyatt San Antonio.

District Goal/Strategy:

Strategy 5 We will promote and ensure a safe and secure learning environment for all students.

Funding Budget Code and Amount:

Fund 865 - \$30,938

CFO Approval

APPROVED BY:

SIGNATURE

DATE

Chief Officer:

Superintendent:

6/6/18
6-14-2018

Group Estimate

GRAND HYATT SAN ANTONIO

Booking Post As South San High School Prom
Group Booking #: 24544103
Booking Date: May 19, 2018 - May 19, 2018
Contact: Elizabeth Gallardo
Phone #: (210) 843-3494
Master Account #: 9604
Event Sales/Planning Mgr: Cassondra Woodburn /JESSICA HEIDRICH

Guest Room	0.00
Guest Room Tax	0.00
Guest Room Incidental	0.00
Guest Services	0.00
Housekeeping	0.00
Outlet F & B	0.00
Banquet Food	24,750.00
Beverage	0.00
Room	0.00
Service Charge	6,187.50
Taxes	2,552.34
Miscellaneous	
Estimated Charges	33,489.84
Total Estimate	33,489.84
Deposit Amount	-4,800.00
Total Estimate Less Deposits	26,689.84
Prepared By:	
Tax Exempt:	Y -2552.34
Balance Due Less Deposits and Estimated Tax	26,137.50

GRAND HYATT SAN ANTONIO

Booking:		Arrival:	5/19/2018	Contact:	Elizabeth Gallardo
Booking #:	24544103	Departure:	5/19/2018	Email:	egallardo@southsanisd.net
Function Room:	TEXAS D/E/F, FL 4	Master Account:	9604	Onsite:	Elizabeth Gallardo
Billing:	copy of purchase order on file / waiting for check		Tax Status:	N	CS/Catr: Cassondra Woodburn/JESSICA HEIDRICH

Date Time	Event / Event Order	Attendance		Revenue	Service Charge	Sales Tax	Total
5/19/18	89877592 / 9748519	E/G: 450	F:	24,750.00	6,187.50	2,552.34	33,489.84
6:00 PM	South San High School Prom / SOUTH SAN		B:	0.00	0.00	0.00	0.00
12:00 AM	HIGH SCHOOL PROM		RR:	0.00	0.00	0.00	0.00
	TEXAS D/E/F, FL 4			24,750.00	6,187.50	2,552.34	33,489.84

Item	E/G	Price	Sub Total	Service Charge	Sales Tax	Total
Custom Plated Dinner	450/450	55.00	24,750.00	6,187.50	2,552.34	33,489.84

Summary of Group Banquet Charges

Food	24,750.00
Beverage	0.00
Function Room	0.00
Sub-total	24,750.00
Service Charge	6,187.50
Tax	2,552.34
Total	33,489.84

Your final attendance guarantee must be received by 11:00 a.m. three (3) business days prior to the start of the event. This number will be considered a guarantee and is not subject to reduction. If no guarantee is provided, the prior expected number is considered the guarantee.

A 25% service charge will be added to your bill, plus a 8.25% tax for any food and beverage and a 14.25% tax for room rental. This service charge is not a tip or gratuity. It is retained by the hotel to offset administrative and other operating expenses.

If you are particularly pleased with the level of service provided, a voluntary gratuity can be added and will be distributed in its entirety to the wait staff employees who worked your event.

Any meeting room set changes within in 72 hours of the event will be charged a change fee of \$250.00 per room. Any ballroom set changes within 72 hours of the event

will be charged a change fee of \$1,100.00 per ballroom.

We require that this event order be in our files with your signature before we can prepare your accommodation.

Client Authorized Signature

Date

Hotel Representative

Date

May, 16 2018

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12:37 PM



SOUTH SAN ANTONIO HIGH SCHOOL
7535 BARLITE BOULEVARD
SAN ANTONIO, TEXAS 78224
CLASS OF 2018

Meeting: Senior Class

Date: May 11th 18

Location: A238

Time: 8:15 am

MINUTES

I. Welcome

The meeting was called to order by Jessica Guardado

<u>Officer</u>	<u>Present</u>	<u>Time Entered</u>
Jessica Guardado	<u>Yes</u> /No	8:12
Lynette Herrea	<u>Yes</u> /No	8:10
Mariah De La Cruz	<u>Yes</u> /No	8:07
Andres Meza	<u>Yes</u> /No	8:12
Jeremey Lopez	<u>Yes</u> /No	8:17

<u>Sponsor</u>	<u>Present</u>
Mrs. Gallardo	<u>Yes</u> /No
Ms. Benavidez	<u>Yes</u> /No
Ms. Natalino	<u>Yes</u> /No

Issues addressed:

Bill Millers Senior Breakfast
Final Hyatt Payment
Sam's Club snacks for trips

The meeting adjourned at 8:30