

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1284629

Vendor Name: Irish American Heritage Center

Invoice Number: 220330-2

Invoice Date: 3/30/2022

PO Number: P0002601

Check Number: 0297645

Check Amount: \$ 2,700.00

Check Date: 04/04/2022

Voucher Number: V0734782

Document Type: AP Invoice

Document Below

Purchase Order**Purchase Order #: P0002601****Order Total: 2,700.00 USD**

IRISH AMERICAN HERITAGE CENTER

Check enclosed request - Needs manual check for a payment issued on WED 4/6/22. 3-31-2022 AK**Date:** 03/31/2022**Transaction #:** 2819771**Authorized By:** Amber Kalish**Requested By:** Irene Pallasch**Requester Email:** pallasch@cod.edu**Phone:** 630-942-4295**APPROVED**

By Ellen M. Roberts at 9:51 am, Apr 01, 2022

Supplier Address:IRISH AMERICAN HERITAGE CENTER
4626 N. Knox
Chicago, IL 60630
United States
Attn: Becky Tatz
Phone: 999-999-9999**Ship To:**College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Irene Pallasch
Phone: 630-942-2238**Bill To:**College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228**Order Comments:** Invoice 220330-2

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		Performance Hall Rental for Off-Site Live Broadcast of "Those Were The Day's" 50th Anniversary	Each	1	2,700.00 USD	2,700.00 USD
Ship To Attn: Irene Pallasch						

Subtotal: 2,700.00 USD**Tax:** 0.00 USD**S & H:** 0.00 USD**Order Total:** 2,700.00 USD**General Terms**

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.

2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.

3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.

4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.

5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.

6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.

7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.

8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.



4626 N. Knox Ave Chicago, Illinois 60630 P: 773-282-7035

RENTAL INVOICE

EVENT: "Those Were The Days" Radio Show
ACCOUNT: WDCB Public Radio
CONTACT: Ken Scott
PHONE: 630 942 3716
EMAIL: scottk@cod.edu
ADDRESS:

DATE: 4/9/2022 - 4/10/2022
LOCATION: Irish American Heritage Center
EVENT PLANNER: Martin Quirk
PHONE: 773-282-7035 (x21)
EMAIL: mquirk@irishahc.org
MANAGER:

ROOM RENTAL

Sat, 4/9/2022

8:00 AM - 12:00 AM

The Mayfair Theatre and Shanachie Room 109

Qty.		Price	Total
0	The Mayfair Theatre	\$0.00	\$0.00
0	Shanachie Room (Room 109)	\$0.00	\$0.00
0	Ceili Room (Room 111)	\$0.00	\$0.00

Sun, 4/10/2022

8:00 AM - 10:00 PM

The Mayfair Theatre, Shanachie Room 109, and Ceili Room 111

Qty.		Price	Total
2	Parking and Security Attendants	\$100.00	\$200.00
1	The Mayfair Theatre	\$2,500.00	\$2,500.00
1	Shanachie Room (Room 109)	\$0.00	\$0.00
1	Ceili Room (Room 111)	\$0.00	\$0.00

		Total
Room Rental	OK to Pay	\$2,500.00
Labor	03/31/2022	
	Dan Bindert	\$200.00
Subtotal	<i>Dan Bindert</i>	\$2,700.00
Grand Total		\$2,700.00
Deposit		\$0.00
Amount Due		\$2,700.00

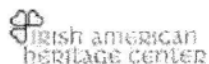
9. All shipments are accepted subject to inspection and approval by College of DuPage.

10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.

11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

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4626 N. Knox Ave Chicago, Illinois 60630 P: 773-282-7035

CONTRACT**EVENT:** "Those Were The Days" Radio Show Broadcast (Load In)**DATE:** 4/9/2022 - 4/10/2022**ACCOUNT:** Ken Scott**LOCATION:** Irish American Heritage Center**CONTACT:** Ken Scott**EVENT PLANNER:** Martin Quirk**PHONE:** 630 942 3716**PHONE:** 773-282-7035 (x21)**EMAIL:** scottk@cod.edu**EMAIL:** mquirk@irishahc.org**ADDRESS:****MANAGER:****SCHEDULE OF EVENTS**

Name	Date	Time	Location	Areas	Event Type	Guests	Gtd
"Those Were The Days" Radio Show Broadcast (Load In)	4/9/2022	8:00 am – 12:00 am	Irish American Heritage Center	The Mayfair Theatre and Shanachie Room 109		658	
"Those Were The Days" Radio Show Broadcast	4/10/2022	8:00 am – 10:00 pm	Irish American Heritage Center	The Mayfair Theatre, Shanachie Room 109, and Ceili Room 111		658	

ROOM RENTAL**Sat, 4/9/2022****8:00 AM - 12:00 AM****The Mayfair Theatre and Shanachie Room 109**

Qty.		Price	Total
0	The Mayfair Theatre	\$0.00	\$0.00
0	Shanachie Room (Room 109)	\$0.00	\$0.00
0	Ceili Room (Room 111)	\$0.00	\$0.00

Sun, 4/10/2022**8:00 AM - 10:00 PM****The Mayfair Theatre, Shanachie Room 109, and Ceili Room 111**

Qty.		Price	Total
2	Parking and Security Attendants	\$100.00	\$200.00
1	The Mayfair Theatre	\$2,500.00	\$2,500.00
1	Shanachie Room (Room 109)	\$0.00	\$0.00
1	Ceili Room (Room 111)	\$0.00	\$0.00

	Total
Room Rental	\$2,500.00
Labor	\$200.00
Subtotal	\$2,700.00

Grand Total		\$2,700.00
Deposit	Unpaid	\$2,700.00
Estimated Amount Due		\$2,700.00



4626 N. Knox Ave Chicago, Illinois 60630 P: 773-282-7035

TERMS AND CONDITIONS

IAHC RENTAL TERMS AND CONDITIONS

This proposal for the rental of space within the Irish American Heritage Center venue is made by and between the Irish American Heritage Center (IAHC) hereby referred to as the IAHC and the "Contact Person" hereby referred to as the Renter. Upon entering into this agreement, the Renter agrees to all terms and conditions set forth in this proposal.

The Renter agrees that IAHC will supply only the space, requested tables and chairs. Additional equipment is not guaranteed, however may be available for rent and must be listed on the proposal prior to the event. If additional equipment and/or space is requested on the day of the event, it will be added to the contract and charged to the credit card on file.

The Renter agrees to abide by all the IAHC's policies attached and is responsible for any and all damages to the IAHC's property during the terms set forth in this proposal.

The Renter agrees to use the IAHC's venue for the purposes stated within the proposal. The Renter agrees to the number of guests invited to their event will not exceed the number specified in the proposal. On the day of the event, there is no guarantee or assumption of additional time or additional space to the event listed on the proposal. Setup time must be included with your proposal. Events must end and guests depart promptly at the hour agreed to in the event proposal.

All deliveries and pickups must be scheduled with the IAHC office. IAHC does not accept deliveries before the event or store items after the event has ended. Prior arrangements are made at the staff's discretion regarding deliveries and/or pickups of items on days other than the event.

IAHC does not accept responsibility for deliveries made to the IAHC for the Renter's event. The IAHC, IAHC employees and volunteers will not be held liable for equipment, property and/or personal belongings of the

Renter and/or borrowed and/or rented by the Renter. The IAHC, IAHC employees and volunteers will not be held liable for injury or loss of property occurring during the terms set forth in the proposal. Guests, agents, vendors and employees of the Renter will use IAHC facilities at their own risk. In consideration of being granted rental and use of IAHC venue the IAHC, IAHC employees and volunteers will be held harmless from any claims, demands or rights of action arising out of rental and usage of IAHC and its facilities. Renter's insurance policy will be primary and exclusive. The IAHC reserves the right to request a Certificate of Insurance from the Renter which would include having the IAHC as an Additional Insured.

The Renter agrees to depart the premises at the contracted time. Out of respect for the neighbors, event guests are asked to depart the premises quietly. Vehicles are not allowed in the IAHC parking lot overnight without prior arrangement and will be towed. IAHC parking lot use is restricted to standard passenger vehicles, vans, trucks, buses (particularly those with multiple axles), campers and trailers require prior permission, and will incur an extra charge.

Payment and Fees

Payment schedules set in the event contract must be adhered to. A 3% credit card processing fee will be added to all proposals. A rental is not considered final until a signed contract has been sent to the IAHC, deposit amount on the contract has been received and a credit card is presented for the file. The credit card placed with the file is for all payments, incidental cost, tab bar and damages incurred. Damages incurred during the rental of the space will be assessed and charged to the credit card in the online file.

RENTAL FEES, REFUNDS AND CANCELLATIONS

*Rental fees must be paid during the time noted in the contract or it is considered void.
Deposits must be made when the contract is signed and are not refundable.*

The IAHC must receive Written Cancellations in order to receive a refund:

- a. cancellation made less than 30 days of the event will receive No refund*
- b. cancellation made less than 45 days of the event will receive a 25% refund minus the deposit*
- c. cancellation made less than 60 days of the event will receive a 50% refund minus the deposit*
- d. cancellation made less than 90 days will receive a 75% refund minus the deposit*

Renter agrees that all decorations, food and other materials brought to the IAHC are removed at the end of the contracted time. Renter acknowledges that a cleanup fee of a minimum of \$100 will be charged to a maximum to be determined will be charged.

Proceedings that are forced to cancel because of external local, state, and national guidelines will be fully refunded by the Irish American Heritage Center, excluding special requests and orders outside of our regular contract specifications, requested by the hosts and event planners and paid for by the Irish American Heritage Center.

ADDENDUM

COVID POICIES

The Irish American Heritage Center adheres to all pandemic laws and ordinances as issued by the City of Chicago, Federal Government and any other overseeing municipalities.

The Irish American Heritage Center follows the current state and city COVID mandates. At the moment, proof of vaccine is required for everyone over the age of five at all events where food and beverage will

be served, and patrons that are not seated while eating and drinking must wear a mask.

All water, soda, juice and alcoholic beverages are to be purchased from IAHC. IAHC reserves the right to confiscate all beverages. There is an 18% gratuity added to all packages, service and tabs.

Only guests over the age of 21 will be served alcoholic beverages.

Liquor package charges will be assessed to all guests over the age of 21.

Alcoholic beverages must be served by IAHC employees. Renters, vendors and guests are prohibited from accessing secure service areas, such as coolers, storage areas, and the areas behind the bar.

Food provided by Renter will be from a licensed and bonded caterer, or purchased from a restaurant or grocery store, and cannot be homemade. (Licenses and COI may be requested from caterer, restaurant or grocery store)

Full rental fees, excluding cash or tab beverage costs, but including pre-determined beverage package costs, must be paid in full before the day of the Renter's event.

Decorations are allowed in our venue, only Blue Painters Tape is allowed to adhere items to our walls, doors and windows.

Candles must be flameless, Confetti is not allowed in our venue and will incur a cleaning cost if used.

Additional Information For You

We do not have a caterer on premise. You are welcome to choose a caterer from our preferred caterer's list or choose a caterer or restaurant of your choice, however no home cooked food is allowed. We also ask that the caterer provide a business and catering license and a certificate of insurance.

All beverages must be purchased through our venue. There is an 18% gratuity added on to all drink packages and tabs run through our room rental department, tax is included. Non-alcoholic beverages, such as water, soda, and juice, must also be purchased through our venue. These beverages do not require a bartender. The set-up fee for the bar in any of our rental rooms is \$100. No outside water, soda, juice and alcohol is allowed. We do not have a coffee and/or tea service, however we do have urns available to rent for your event.

The set-up of tables and chairs are included in rental fees, as well as free parking for up to 300 cars on a first come, first serve basis.

To secure the room, we ask for a signed contract, the deposit listed on the contract and a credit card on file online. We hold the space for the dated time on the proposal before we cancel the proposal. Please keep in mind some of the rooms may be in demand and we secure rooms on a first come first serve basis.

The IAHC reserves the right to request a Certificate of Liability Insurance. When required the IAHC will need to receive a certificate of liability insurance. General Liability at \$1,000,000 Per Occurrence and \$2,000,000 Aggregate.

Also the IAHC as Additional Insured on your policy.

If requested your event will not be considered a booked rental or allowed to occur without a Certificate of Insurance on file.

If your organization is a Non-Profit Organization requesting a discount, the IAHC requires updated non-profit paperwork on file along with information about the rental for the non-profit.

DocuSigned by:

Ellen Roberts

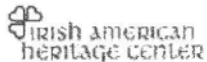
SIGNATURE

490666F0863F425

Client Signature

3/31/2022

No signature on file



4626 N. Knox Ave Chicago, Illinois 60630 P: 773-282-7035

CREDIT CARD AUTHORIZATION**EVENT:** "Those Were The Days" Radio Show
Broadcast (Load In)**ACCOUNT:** Ken Scott**CONTACT:** Ken Scott**PHONE:** 630 942 3716**EMAIL:** scottk@cod.edu**ADDRESS:****DATE:** 4/9/2022 - 4/10/2022**LOCATION:** Irish American Heritage Center**EVENT PLANNER:** Martin Quirk**PHONE:** 773-282-7035 (x21)**EMAIL:** mquirk@irishahc.org**MANAGER:**

Please fill in online in the following form to secure your reservation on 4/9/2022 at Irish American Heritage Center. The deposit for this booking will be charged to the card entered. The remaining balance will be presented to the host at the close of the event or can use the card on file.

Credit Card Authorization Form

Credit Card Type:	
Name on Credit Card:	
Credit Card Number:	Security Code:
Expiration Date:	
Credit Card Billing Address:	
I understand that by signing this Credit Card Authorization form that this credit card will be charged in accordance with our terms.	
Cardholder's Signature:	
Print Name:	
Date:	

From: [Humphrey, Vera](#)
To: [Sekerka, Joyce](#)
Cc: [Pallasch, Irene](#)
Subject: RE: Manual Check Request - IRISH AMERICAN HERITAGE CENTER - needed on 4/6/22
Date: Thursday, March 31, 2022 4:27:59 PM

Hi Joyce,

Ellen has approved manual check request.

Thank you!

Vera Humphrey
Administrative Assistant to the
Vice President of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)



From: Roberts, Ellen <roberts@cod.edu>
Sent: Thursday, March 31, 2022 4:21 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: RE: Manual Check Request - IRISH AMERICAN HERITAGE CENTER - needed on 4/6/22

Vera,

Please consider this my approval for a manual check.

Thank you,

Ellen

Ellen M. Roberts
Vice President, Administrative Affairs

College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Humphrey, Vera <humphreyv@cod.edu>
Sent: Thursday, March 31, 2022 4:15 PM
To: Roberts, Ellen <roberts@cod.edu>
Subject: FW: Manual Check Request - IRISH AMERICAN HERITAGE CENTER - needed on 4/6/22

Hi Ellen,

This request is for your approval. Please see string of emails below.

Thank you.

Vera Humphrey
Administrative Assistant to the
Vice President of Administrative Affairs

College of DuPage | 425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137
630-942-4285 (ph) | 630-942-2297 (fax)



From: Pallasch, Irene <pallasch@cod.edu>
Sent: Thursday, March 31, 2022 4:02 PM
To: Humphrey, Vera <humphreyv@cod.edu>
Subject: Manual Check Request - IRISH AMERICAN HERITAGE CENTER - needed on 4/6/22

Hi Vera,

This is a manual check request for Ellen's approval . . . manual check needed on 4/6/22 for Irish American Heritage Center. (See PO below)

"Those Were The Days – 50th Anniversary Off-Site Live Broadcast event scheduled 4/10/22 needs payment prior to event set-up.

Irish American Heritage Center providing Performance Hall Rental, Parking, and Security Attendants – fee \$2700.

Thanks, Irene

Irene Pallasch
Administrative Assistant
90.9FM WDCB Public Radio
College of DuPage
425 Fawell Boulevard
Glen Ellyn, IL 60137
630.942.4295
pallasch@cod.edu

From: College of DuPage <Orders@esmsolutions.com>
Sent: Thursday, March 31, 2022 3:43 PM
To: Pallasch, Irene <pallasch@cod.edu>
Subject: [External] SYSTEM MESSAGE - Transaction 2819771 - 03/31/2022 14:30-Pallasch-IRISH AMERICAN HERITAGE CENTER

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Dear Irene,

The following Transaction is complete. Since this is a confirming request, no additional action is required. A copy of the order is included below for your information.

Transaction #: 2819771

Transaction Name: 03/31/2022 14:30-Pallasch-IRISH AMERICAN HERITAGE CENTER

Release Method: ConfirmingRequest

Order Type: Purchase Order (PO)

If you have any questions, please contact your system administrator for assistance.

Thank you,
ESM Solutions Customer Support

purchase order



irish american heritage center
4626 n. knox
chicago, il 60630
united states
attn: becky tatz
phone: 999-999-9999

date: 03/31/2022
purchase order #: p0002601
transaction #: 2819771
requested by: irene pallasch
requester email: pallasch@cod.edu
authorized by: amber kallish
:
blanket order:

ship to

college of dupage
college of dupage shipping & receiving
425 fawell blvd.
glen ellyn, il 60137
united states
attn: irene pallasch
phone: 630-942-2238

bill to

college of dupage
college of dupage accounts payable
425 fawell blvd.
glen ellyn, il 60137
united states
attn: invoicing@cod.edu
phone: 630-942-2228

order comments:

invoice 220330-2

line #	item #	description	uom	qty	unit price	line total
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1	performance hall rental for each off-site live broadcast of "t hose were the day's" 50th anniversary	1	2,700.00 usd	2,700.00 usd
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ship to attn: irene pallasch

subtotal: 2,700.00 usd
tax: 0.00 usd
s & h: 0.00 usd
order total: 2,700.00 usd

general terms

please note: all shipments are required to be delivered to warehouse services. failure to comply will jeopardize or delay the payment process.

exceptions with prior approval by procurement services will print on the p.o.

1. f.o.b. destination unless otherwise indicated under purchase order comments.

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5. all solicitations must be directed to the purchasing department. any vendor selling directly to any faculty or staff member, without prior authorization from the purchasing department will be removed from our vendor list.

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11. suppliers are required to comply with executive orders 11246, 11375, the rehabilitation act of 1973, and the vietnam readjustment act of 1974.

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"Zerrudo, Maria" <zerrudom@cod.edu>

Attached Image

"Zerrudo, Maria" <zerrudom@cod.edu>

Fri, Apr 1, 2022 at 08:38 PM GMT

CC:

BCC:

1 attachment

4074_001.pdf