

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1089528

Vendor Name: Wheaton Park District

Invoice Number: DEPOSIT CCI

Invoice Date: 12/13/17

PO Number:

Check Number: 0230248

Check Amount: \$ 200.00

Check Date: 01/17/2018

Department ID: 03438

Reviewer Name:

Voucher Number: V0491245

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

College of DuPage - Accounts Payable  
Check Request Form  
revised 3/27/17

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date:

12/13/2017

Vendor ID:

~~1089080~~

1089528

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
DEPOSIT		06	10	02438	5501001	Conference/Meeting Exp- Local	\$ 200.00
				03438			
Grand Total							\$ 200.00

**AP VERIFIED**

**01/16/18 BETHANY CRUSE**

Check the appropriate box below and sign

☐ We, the undersigned, hereby certify that the goods/services for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is appropriate at this time.

☒ We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

Payee Name: Wheaton Park District

Other

Instructions: Send to: Arrowhead, 26W151 Butterfield Road, Wheaton, IL 60189

Payee Address: 26W151 Butterfield Road, Wheaton, IL 60189

Description on Check:

Deposit for CCI Luncheon, May 19, 2018, Awards and NOVA certificates are presented to the CCI students

Approvals:

Prepared By:

Kayla Chepyator

Approved By:

Date:

Signature:

*Kayla Chepyator*

Signature:

*Katrina*

12-13-17

Payment Due:

ASAP

Approved By:

Date:

Board Approved Date:

Signature:

*Jane Smith*

12/13/17

Approved By Division:

Date:

Signature:

*South*

12/13/2017

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A) [acctpay@cod.edu](mailto:acctpay@cod.edu)

## CONTRACT APPROVAL COVER SHEET

Contract Name: Wheaton Park District/Arrowhead

Requesting Department: International Student Services

Date Initiated: December 14, 2017

Contact Name: Kayla Chepyator

Phone: 2564

Email Address: chepyat@cod.edu

Vendor Name: Wheaton Park District

Phone: 630-510-4959

Vendor Contact: Kimmie Reed

Email: kreed@wheatonparks.org

Total Contract: \$ 578.00

Contract Dates: Start: May 19, 2017

FY Budget \$ 578.00

End: May 19, 2017

Vendor 1: Name \_\_\_\_\_

Quote: \$ \_\_\_\_\_

Vendor 2: Name \_\_\_\_\_

Quote: \$ \_\_\_\_\_

Vendor 3: Name \_\_\_\_\_

Quote: \$ \_\_\_\_\_

Contract Purpose: Graduation Luncheon for the CCI Students on the NOVA Grant

Contract Type:



Independent Contractor



Service Agreement



Lease



Construction



Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (see page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

Print
Sign

Requester: Kayla Chepyator

Budget Mgr.: Kathy Smid

Dept. Adm.: Jane Smith

*Kayla Chepyator*  
*Kathy Smid*  
*Jane Smith*

Submit to Purchasing in Berg Instructional Center (BIC), Room 1540 or email to [purchasing@cod.edu](mailto:purchasing@cod.edu).

Purchasing Dept. Use Only

Comments:

Approval Initials:

**REVIEWED**  
 By E. Roberts at 9:19 am, Dec 20, 2017

## CONTRACT APPROVAL COVER SHEET (Instructions)

Per Administrative Procedure 10-60, all contracts entered into on behalf of the College of DuPage must be signed by the Vice President, Administration. This form must be completed in full and submitted with all contracts that require a signature.

Submit the contract, along with this form and all required support documents as outlined below, to Purchasing in the Berg Instructional Center (BIC), Room 1540 or via email at [purchasing@cod.edu](mailto:purchasing@cod.edu). Purchasing will review all documents, and, if appropriate, will forward to the Vice President, Administration for signature. Contracts submitted without complete documentation will be returned to the requester.

Required support documentation:

- ☒ 1. Contract value less than \$5,000: Contract Purpose section should indicate action taken to confirm best price.
- ☐ 2. Contract value between \$5,000 and \$14,999: minimum of three (3) verbal quotes must be documented (vendor name and quoted amount) on this form or an attached sheet.
- ☐ 3. Contract value between \$15,000 and \$24,999: minimum of three (3) written quotes.
- ☐ 4. Contract value of \$25,000 or greater: bid results (bid tabulation or RFP evaluation matrix), Board Report, and confirmation of Board approval (meeting minutes or Cabinet confirmation).
- ☐ 5. Contracts submitted as sole source: full justification of sole source and letter from the vendor confirming they are the only source of the product/service.
- ☐ 6. If vendor will be providing a service on campus a Certificate of Insurance is required. For additional information contact Risk Manager.

Upon signature, the original contract will be returned to the requester. It is the responsibility of the requester to forward all fully executed contracts/agreements, no matter the dollar amount, to the Purchasing Department by emailing to [purchasingforms@cod.edu](mailto:purchasingforms@cod.edu) for inclusion in the College's contract database. If a vendor/contractor signature is still required after signature by the Vice President, Administration, it is the responsibility of the requester to obtain the remaining signature(s). Once fully executed, requester will scan a copy of the complete contract and email to [purchasingforms@cod.edu](mailto:purchasingforms@cod.edu).

A copy of the signed contract, along with all required support documents, must be attached to the requisition when initiated.



## Sales & Catering Contract

Saturday, January 21, 2017

Client/Organization	Event Date	Telephone	Guests	Event #
College of DuPage	5/20/2017 (Sat)	(630) 942-2133	19 (Act)	E00311
Address	Booking Contact	Email		
Glen Ellyn, Illinois 60137	Nicole Spizzini	plumtree@cod.edu		
Party Name	Category	Sales Rep	Food and Beverage Mini	
CCI Luncheon	Social	Brittany Gibson	\$400.00	

### BANQUET ROOMS

Banquet Room	Setup Style	Arrival	Start	Serving	Bar	End
Champions Room	Rounds	NA	12:00 pm	NA	NA	2:30 pm

### EVENT CONTRACT TERMS AND CONDITIONS

#### At time of booking

In order to secure your preferred date and space, Arrowhead Golf Club requires an event time frame and preliminary guest count. An initial deposit is due at this time along with a signed contract to book your event. The required deposit is **NON-REFUNDABLE**. Deposit is the greater of \$10 per person or \$200 for each non-ballroom space, or the greater of \$10 per person or \$500 for each ballroom space (East, Center, West). Additional deposits from Arrowhead may be required for the arrangements of outside vendors (i.e. specialty floral, furniture rental, food vendors, entertainment, audio visual, specialty rental, chairs/covers/linens). Any cancellations will result in the full forfeiture of any monies paid/deposited by you.

#### Pricing

There is a minimum Food and Beverage Spending Requirement to reserve your event. The Spending Requirement stated on this contract is for food and beverage items only, and does not include tax, service, and other fees such as additional room rental, additional staffing and the fees for outside vendors such as specialty floral, furniture rental, food vendors, entertainment, audio visual, specialty rental, chairs/covers/linens, etc.

*Please note that a 20% service charge and applicable sales tax will be added to all food and beverage charges and any other packaged charges.*

#### Three weeks prior to your event

Food and beverage choices must be finalized, as well as any other final issues regarding room setup. Please note, that there will be a menu splitting charge of \$2.00 per guest if you would like to offer your guests two entrees (\$4.00 for three, maximum of three). When at least two entrees are served, the host is required to provide a place card for each guest (or per couple) that clearly displays the pre-selected entrée choice. In addition, special needs such as audiovisual equipment, specialty wines /champagnes and linens must be finalized.

At this time, if you request, Arrowhead will provide an estimated cost for your event.

#### 10 days prior to your event

Ten (10) days prior to your function, a final count is required. This is the number of guests for which you will be charged unless the guest count is greater at the time of your event (in which case you will be charged an additional fee for each additional guest). Additionally, if menu choices and firm numbers are not provided 10 days prior to your event, we cannot guarantee the availability of your menu selections.

One hundred percent (100%) of the estimated total is due for events at this time.

Day of your event

Your room will be available one hour before your function for additional decoration. The event space will be available for you and/or your agents to begin the process of setting additional decorations. During this time, Arrowhead staff may be continuing work on setting up the event in order to start at the appointed time. This may include but is not limited to table and chair movement, linen placement, vacuuming, setting china, glassware and table mirrors, filling of ice water at the table and various other activities related to preparing for the start of your event. Please see "Policies" for restrictions on decorations.

Policies

A. No confetti, sprinkles, faux jewels, paper or other similar types of decoration as well as open flames of any kind are allowed on Arrowhead property. No signage of any kind may be affixed to the walls/ceilings/stairwells etc without the prior approval of Arrowhead Golf Club. Parties interested in a "sparkler" send off will be billed a \$100 immediate clean up and extinguishing fee for the proper handling and disposal of same.

B. In an effort to maintain the image of the Wheaton Park District, Arrowhead Golf Club will require any and all activities at your event to be approved by management at least 30 days in advance of the event. Please contact your event professional with any questions and to obtain permission and approval of any and all proposed activities.

C. With the exception of cakes from a commercial bakery, no outside food or beverage is allowed onto the premises. Any outside food brought in to Arrowhead will NOT be served and/or will be immediately removed from the function.

Arrowhead charges a \$2.00 cake servicing fee for any cakes brought in for the event from a commercial baker. The bakery will be required to submit a Certificate of Insurance listing Arrowhead Golf Club as an additional insured for up to one million dollars. The bakery will also need to deliver a receipt with the cake confirming purchase and payment by the client.

*Please also note, in the interest of the client and guests, Arrowhead will not allow any food or beverage to leave the premises under any circumstances.*

*All menu items are subject to availability and may change or be deleted without notice.*

D. All outside vendors must provide a current Certificate of Insurance no less than two weeks prior to the event. Said Certificates of Insurance must be in accordance with Wheaton Park District's requirements before they can be approved.

Vendors without current and approved Certificates of Insurance will not be allowed on the premises. Please check with your vendors, as many outside vendors already have approved Certificates of Insurance on file with Arrowhead.

E. The client agrees to be responsible for any damage done by the client, his or her guests, members, employees or other agents under the client's control. Arrowhead will not assume or accept any responsibility for damage or loss of any merchandise or articles prior to, during or following the client's function.

F. Charges will be assessed for any additional clean-up or damages. Absolutely no smoking is allowed on any balcony space of the building. Warnings will be given to guests who do not follow the rules. If guests continue to smoke on the balconies, Arrowhead Golf Club reserves the right to lock the balcony doors.

G. Arrowhead Golf Club will only serve alcoholic beverages to guests 21 years of age or older. No alcohol may be brought on the premises. All guests are required to have appropriate identification on them in order to be served liquor. Absolutely no exceptions are made. Any guest over 21 aiding minors in the purchase or consumption of alcohol will be asked to leave the facility. Arrowhead reserves the right to call police/sheriff for any reason necessary to ensure laws are followed and a safe environment is preserved. Applicable liquor laws do not allow alcohol service before noon on Sundays under any circumstances.

H. Arrowhead Golf Club reserves the right to assign another room for the function in the event that the room originally designated for such function shall be unavailable or inappropriate. At the end of your function, a final bill will be presented

for payment. All events must pay any remaining tab charges at the conclusion of the event.

Indemnity

It is fully understood and agreed by the parties that the client guarantees to defend, indemnify and hold harmless Arrowhead Golf Club and the Wheaton Park District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorney's fees) arising indirectly or directly in connection with or under, as a result of this Agreement.

Force Majeure

Arrowhead Golf Club will not be held liable for failure to perform the party's obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or telephone service.

Compliance with Laws

Client shall comply with all applicable local, state and federal laws while on Arrowhead property for the event.

The undersigned hereby acknowledges that he or she has read and understands all the terms and conditions of this Event Contract and shall comply with same.

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sales Rep Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Sales & Catering Contract

Tuesday, November 28, 2017

Client/Organization	Guests	Booking Contact	Booking Tel	Category
College of DuPage	20 (Act)	Kayla Chepyator	(630) 942-2564	Corporate
Booking Contact Address		Food/Bev Minimum	Booking Email	Theme
425 Fawell Blvd, Glen Ellyn, Illinois 60137		\$400.00	chepyat@cod.edu	Meeting
Party Name	Sales Rep	Non-Refundable Deposit	Due By	
CCI Luncheon	Kimmie Reed	\$200.00	12/8/2017	

### BANQUET ROOMS

Date	Banquet Room	Start	End	Setup Style	Description
5/19/2018-Sat	Champions Room	12:00 pm	2:30 pm	Rounds	Lunch-Buffer

### EVENT CONTRACT TERMS AND CONDITIONS

#### At time of booking

In order to secure your preferred date and space, Arrowhead Golf Club requires an event time frame and preliminary guest count. An initial deposit is due at this time along with a signed contract to book your event. The required deposit is **NON-REFUNDABLE**. Deposit is the greater of \$10 per person or \$200 for each non-ballroom space, or the greater of \$10 per person or \$500 for each ballroom space (East, Center, West). Additional deposits from Arrowhead may be required for the arrangements of outside vendors (i.e. specialty floral, furniture rental, food vendors, entertainment, audio visual, specialty rental, chairs/covers/linens). Any cancellations will result in the full forfeiture of any monies paid/deposited by you.

#### Pricing

There is a minimum Food and Beverage Spending Requirement to reserve your event. The Spending Requirement stated on this contract is for food and beverage items only, and does not include tax, service, and other fees such as additional room rental, additional staffing and the fees for outside vendors such as specialty floral, furniture rental, food vendors, entertainment, audio visual, specialty rental, chairs/covers/linens, etc.

*Please note that a 20% service charge and applicable sales tax will be added to all food and beverage charges and any other packaged charges.*

#### Three weeks prior to your event

Food and beverage choices must be finalized, as well as any other final issues regarding room setup. Please note, that there will be a menu splitting charge of \$2.00 per guest if you would like to offer your guests two entrees (\$4.00 for three, maximum of three). When at least two entrees are served, the host is required to provide a place card for each guest (or per couple) that clearly displays the pre-selected entrée choice. In addition, special needs such as audiovisual equipment, specialty wines /champagnes and linens must be finalized.

At this time, if you request, Arrowhead will provide an estimated cost for your event.

#### 10 days prior to your event

Ten (10) days prior to your function, a final count is required. This is the number of guests for which you will be charged unless the guest count is greater at the time of your event (in which case you will be charged an additional fee for each

11/28/2017 - 3:25:11 PM

Page 1 of 3

26W151 Butterfield Rd., Wheaton, IL 60189  
Telephone: 630-653-5802 Fax: 630-653-5864

additional guest). Additionally, if menu choices and firm numbers are not provided 10 days prior to your event, we cannot guarantee the availability of your menu selections.

One hundred percent (100%) of the estimated total is due for events at this time.

**Day of your event**

Your room will be available one hour before your function for additional decoration. The event space will be available for you and/or your agents to begin the process of setting additional decorations. During this time, Arrowhead staff may be continuing work on setting up the event in order to start at the appointed time. This may include but is not limited to table and chair movement, linen placement, vacuuming, setting china, glassware and table mirrors, filling of ice water at the table and various other activities related to preparing for the start of your event. Please see "Policies" for restrictions on decorations.

**Policies**

A. No confetti, sprinkles, faux jewels, paper or other similar types of decoration as well as open flames of any kind are allowed on Arrowhead property. No signage of any kind may be affixed to the walls/ceilings/stairwells etc without the prior approval of Arrowhead Golf Club. Parties interested in a "sparkler" send off will be billed a \$100 immediate clean up and extinguishing fee for the proper handling and disposal of same.

B. In an effort to maintain the image of the Wheaton Park District, Arrowhead Golf Club will require any and all activities at your event to be approved by management at least 30 days in advance of the event. Please contact your event professional with any questions and to obtain permission and approval of any and all proposed activities.

C. With the exception of cakes from a commercial bakery, no outside food or beverage is allowed onto the premises. Any outside food brought in to Arrowhead will NOT be served and/or will be immediately removed from the function.

Arrowhead charges a \$2.00 cake servicing fee for any cakes brought in for the event from a commercial baker. The bakery will be required to submit a Certificate of Insurance listing Arrowhead Golf Club as an additional insured for up to one million dollars. The bakery will also need to deliver a receipt with the cake confirming purchase and payment by the client.

***Please also note, in the interest of the client and guests, Arrowhead will not allow any food or beverage to leave the premises under any circumstances.***

*All menu items are subject to availability and may change or be deleted without notice.*

D. All outside vendors must provide a current Certificate of Insurance no less than two weeks prior to the event. Said Certificates of Insurance must be in accordance with Wheaton Park District's requirements before they can be approved.

Vendors without current and approved Certificates of Insurance will not be allowed on the premises. Please check with your vendors, as many outside vendors already have approved Certificates of Insurance on file with Arrowhead.

E. The client agrees to be responsible for any damage done by the client, his or her guests, members, employees or other agents under the client's control. Arrowhead will not assume or accept any responsibility for damage or loss of any merchandise or articles prior to, during or following the client's function.

F. Charges will be assessed for any additional clean-up or damages. Absolutely no smoking is allowed on any balcony space of the building. Warnings will be given to guests who do not follow the rules. If guests continue to smoke on the balconies, Arrowhead Golf Club reserves the right to lock the balcony doors.

G. Arrowhead Golf Club will only serve alcoholic beverages to guests 21 years of age or older. No alcohol may be brought on the premises. All guests are required to have appropriate identification on them in order to be served liquor. Absolutely no exceptions are made. Any guest over 21 aiding minors in the purchase or consumption of alcohol will be asked to leave the facility. Arrowhead reserves the right to call police/sheriff for any reason necessary to ensure laws are followed and a safe environment is preserved.

H. Arrowhead Golf Club reserves the right to assign another room for the function in the event that the room originally

designated for such function shall be unavailable or inappropriate. At the end of your function, a final bill will be presented for payment. All events must pay any remaining tab charges at the conclusion of the event.

**Indemnity**

It is fully understood and agreed by the parties that the client guarantees to defend, indemnify and hold harmless Arrowhead Golf Club and the Wheaton Park District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorney's fees) arising indirectly or directly in connection with or under, as a result of this Agreement.

**Force Majeure**

Arrowhead Golf Club will not be held liable for failure to perform the party's obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or telephone service.

**Compliance with Laws**

Client shall comply with all applicable local, state and federal laws while on Arrowhead property for the event.

The undersigned hereby acknowledges that he or she has read and understands all the terms and conditions of this Event Contract and shall comply with same.

Brian W. Caputo, Ph.D., C.P.A.

Vice President/CFO

Administrative Affairs

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

12/20/17

Sales Rep Signature: \_\_\_\_\_

Date: \_\_\_\_\_