

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1178811
Vendor Name: Whirlyball Chicago
Invoice Number: 6067054
Invoice Date: 05/24/18
PO Number: P0357971
Check Number: 0237268
Check Amount: \$ 1,292.00
Check Date: 07/11/2018
Department ID: 00445
Reviewer Name: Lynda Nagle
Voucher Number: V0517620
Redaction Type: None
Document Type: AP Invoice

Document Below

From: naglel@cod.edu
Sent: Mon Jun 25 10:24:54 CDT 2018
To: invoicing@cod.edu
CC: joelalvarado@whirlyball.com
Subject: WhirlyBall Invoice #6067054 - College of Dupage PO is 357971 - \$1,292.

APPROVED

Good Morning,
Please process invoice for payment in the amount of \$1,292.
Thank you all.

06/26/18 - TAMARA MCCLAIN

Lynda Nagle
Administrative Assistant
Office of Admissions and Outreach
College of DuPage
425 Fawell Blvd. | SSC 2207 | Glen Ellyn, IL 60137-6599
Phone: 630.942.2441 | Fax: 630.790.2686 | naglel@cod.edu



**INVOICE REVIEWED
OKAY TO PAY
LYNDA NAGLE 06/26/18**

From: naglel@cod.edu
Sent: Tue Jun 19 15:56:31 CDT 2018
To: invoicing@cod.edu
CC: zerrudom@cod.edu
Subject: FW: Whirlyball Payment - PO 357971 - \$1,292.

Hi Marivic.
Below is the invoice/email sent last Wed. 6/13.
Thank you for your assistance.
Lynda

Lynda Nagle
Administrative Assistant
Office of Admissions and Outreach
College of DuPage
425 Fawell Blvd. | SSC 2207 | Glen Ellyn, IL 60137-6599
Phone: 630.942.2441 | Fax: 630.790.2686 | naglel@cod.edu



From: Nagle, Lynda
Sent: Wednesday, June 13, 2018 11:30 AM
To: Invoicing <invoicing@cod.edu>
Subject: Whirlyball Payment - PO 357971 - \$1,292.

Please process for payment.
Thank you.

Lynda Nagle
Administrative Assistant
Office of Admissions and Outreach
College of DuPage
425 Fawell Blvd. | SSC 2207 | Glen Ellyn, IL 60137-6599
Phone: 630.942.2441 | Fax: 630.790.2686 | naglel@cod.edu





800 E Roosevelt Road, Lombard, Illinois 60148 P: 773.486.7777

Event Contract

Event: Dupage's Whirlyball Outing

Date: Thursday, May 24th 2018

Account: Rio Almaria

Event Type: Social

Contact: Rio Almaria

Phone:

Email: almaria@cod.edu

Event Status: DEFINITE

Invoice Number: 6067054

Event Planner: Andrew Reyes

Phone/Email: 7734867777 / andrew.reyes@whirlyball.com

APPROVED
06/26/18 - TAMARA MCCLAIN

Name	Time	Areas	Event type	Guests
~Dupage's Whirlyball Outing-Whirlyball	4:00pm - 6:00pm	Whirlyball Court 1 and Party Area 1 North	Social	30
Dupage's Whirlyball Outing - Party Space	6:00pm - 7:00pm	Party Area 1 South	Social	30

Food

Qty.		Price	Total
	FOOD SERVED: 4 pm		
	APPETIZERS		
	CHOOSE A MINIMUM OF THREE APPETIZERS ADD ANY APPETIZERS TO ANY FOOD MENU		
30	Classic Sliders Angus Beef sliders, american cheese, pickle	\$5.00	\$150.00
30	Fried Wings Sauce: Mango Habanero	\$5.00	\$150.00
30	Tomato Mozzarella Flatbread Fresh mozzarella, sliced tomatoes, basil oil, east coast cheese blend V	\$5.00	\$150.00
30	Classic Pizza Package	\$4.00	\$120.00
4	Cheese Pizza		
1	Sausage Pizza		
1	Pepperoni Pizza		
2	Veggie Pizza Buffalo		

Beverage

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OKAY TO PAY
LYNDA NAGLE 06/26/18

Qty.		Price	Total
	<u>BEVERAGE SERVED:</u>		
30	NON-ALCOHOLIC PACKAGE	\$3.00	\$90.00
	\$3 for 2 hours with a food package. \$2 for each hour after that.		
	\$3 per hour without a food package.		

Activity/Room Rental

Qty.		Price	Total
2	WhirlyBall: Friday - Sunday (and Holidays)	\$250.00	\$500.00
	per hour		

Event Enhancements

Estimated Billing

		Total
Food		\$570.00
Activity Rental		\$500.00
Beverage		\$90.00
Subtotal		\$1,160.00
Food & Beverage Tax		
State Sales Tax		
Service Charge	20.0%	\$132.00
Grand Total		\$1,292.00
Deposit (Due 5/19/2018)	Unpaid	\$646.00
Amount Due		\$1,292.00
F&B Minimum	Total	\$0.00
	-\$0.00 Met	



800 E Roosevelt Road, Lombard, Illinois 60148 P: 773.486.7777

Terms and Conditions

Event Payment

A non-refundable 50% deposit based on the current total and the signed agreement must be submitted to Events Office by the required date specified at the time of booking. Once confirmed, changes to the event that reduce the reserved activity time or food and beverage options are not permitted. If changes are made that increase the contracted details, then an additional deposit will be required. The remaining balance must be paid upon arrival on the day of the event. If payment is made in full prior to your reservation, the method of payment and matching identification must be presented at check-in for verification.

Check-In

Please have the entire party arrive at least 15 minutes prior to the reservation start time. The host will need to check-in at the front desk, settle the remaining balance, and be introduced to the WhirlyBall staff that will be hosting the event. Rules and safety are included in any amusement rental. Please keep in mind that all adults are required to have a photo ID. WhirlyBall cannot guarantee the contracted activity duration will be available due to late arrival.

Waivers

All participants under the age of 18 require a waiver. Waivers can be completed conveniently online by following this link: <https://www.whirlyball.com/waiver/>

Evites

Need invitations? No problem! Please find our awesome WhirlyBall evites here: <http://www.evite.com/c/whirlyball>

Décor Policy

WhirlyBall does not permit the affixing of anything to the walls, floors, ceilings or outdoor poles with nails, staples, tape or other substances unless prior written approval by the WhirlyBall Events Team has been received or tape used to affix decorations is provided by the on-site location manager. WhirlyBall requires that all candles used for birthday celebrations be monitored by an adult and extinguished safely. WhirlyBall does not permit the use of any confetti or glitter. Client may be subject to a minimum \$100 fee in order to restore or clean the client's designated space if the Décor policy is not respected.

Attendance & Amusement Guarantees

Please provide your final attendance no later than 7 days prior to your event date. Any reduction in attendance must be made prior to the deposit. If the guest count has increased after this time, WhirlyBall cannot be responsible for providing food and beverage services more than 10% over the guarantee. Increases in guest count in excess of 10% require manager approval. Once the reservation has been confirmed via deposit, no reductions to amusements are permitted. Additional amusements may be added at any time and are subject to availability.

Food & Beverage Expectation

Amusement and event space rental require the purchase of a food and/or beverage package from one of our event menus. All amusements, service charges and applicable taxes are not included in the food or beverage package or minimum guarantee and are priced separately. A food and beverage minimum guarantee may be required for events reserving private event space and/or full facility rentals.

Amusement & Room/Event Space Rental

WhirlyBall reserves the right to re-assign amusement spaces and private meeting rooms.

Catering Policy

Final menu selections are due 7 days prior to your event date. Any changes to the selected final menu within 7 days must be approved by our Catering Team. Food and beverage items are subject to tax and service charge. All food served at WhirlyBall must be prepared by our culinary staff. In accordance with food and safety guidelines, any temperature controlled items that have been served on the buffet will not be provided to guests for carry out.

Cancellation Policy

All events are non-transferable. If you cancel more than 14 days prior to the event, then the deposit is forfeited. If you cancel within 14 days of the event, the remaining 50% balance immediately becomes due. Once the event has been paid in full, WhirlyBall will attempt to resell the event for equal or greater value. If successful, then a full refund will be issued.

WhirlyBall will not be held liable for event cancellations due to acts of nature, terrorism, power interruption or any other circumstance beyond WhirlyBall's control. Liquidated damages are limited to deposits received by WhirlyBall from the Customer.

In the event of a breach of this Contract by customer, customer shall be responsible for the payment of any and all costs of collection, including reasonable attorney's fees.

Service Charge

A service charge of 20% (plus all applicable taxes) of the total food and beverage costs will be added to your event. 60% of the service charge is paid directly to our food and beverage team toward wages. The remainder of the service charge is retained by WhirlyBall to cover maintenance and additional labor costs for the event.

Parking

WhirlyBall offers free parking at all locations on a first-come, first-served basis and at your own risk. We strongly advise that any valuables are removed or hidden from sight.

Dress Code

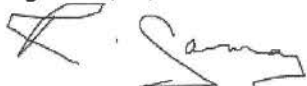
We ask that guests of WhirlyBall please follow the following dress code when visiting our facilities:

- No undershirts, sweatpants, joggers or sleepwear.
- Men's shirts must have sleeves.
- No torn or soiled clothing.
- No hats, clothing, jewelry, or tattoos with profanity or explicit art.
- All over-sized chains, wallet chains or pendants must be tucked in clothing.
- Management reserves the right to deny entry for argumentative, rude or offensive behavior.

Client Signature

Printed Name: Rio Saucedo

Signed: 5/23/2018 at 11:10am

A handwritten signature in black ink, appearing to read 'Rio Saucedo', written over a horizontal line.