

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1653114

Vendor Name: Clowning Around Entertainment, DBA A Celebration, Authority

Check Details:

Check Number: E0109652

Check Amount: \$ 3,453.40

Check Date: 9/23/2025

Invoice Details:

Invoice Number: 44208

Invoice Date: 8/28/2025

PO Number: NULL

Voucher Number: V0900451

Document Type: AP Invoice

Document Below

Check Request Form

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 Administrative Procedure 2.21, Vendor Payment.

Date: _____ Vendor ID: _____ Vendor Name: _____

Payee Address: _____ Payment Due Date: _____

Invoice Number	GL Account number(s) e.g. 01-80-00757-5401001	GL Account Name e.g. Office Supplies	Amount
Total			\$

Check the appropriate box below:

- ☐ 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.

Description on Check:

Other Instructions:

All requests will require the following approvals:

Requester: _____ Print Name: _____

Budget Officer: _____ Print Name: _____

Requests \$10,000 and over will require the additional approvals below:

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Next Level Supervisor (if applicable): _____ Print Name: _____

Area Administrator (only required if request is \$10,000 and over): _____ Print Name: _____

Area Cabinet Officer (only required if request is \$25,000 and over): _____ Print Name: _____

Board Approval Date (only required if request is \$25,000 and over): _____

Return approved request and all supporting documentation to Accounts Payable (SRC 2132A), invoicing@cod.edu

Check Request Form *(cont.)*

Processing a Check Request:

To expedite the processing of a check request, or other non-purchase order disbursement, the requesting department should:

1. Verify that the vendor intake process has been completed by the Procurement Office.
Payment cannot be made to a vendor until this process has been completed.
2. Complete and review this check request form and confirm that all relevant supporting documentation is attached including fully executed contracts, if applicable.
3. Ensure the payee information is complete and includes the vendor's Colleague ID number.
4. Ensure that the general ledger account number is included and correct.
5. Maintain a copy of the approved check request form for department records.
6. Submit the completed check request form to the Accounts Payable Office.

The check request form will be returned to the budget officer if the information is incomplete, not in compliance with College Policy, or if budget is not available.



Clowning Around Entertainment, Inc. Celebration Authority

220 South Shaddle Av., Mundelein, IL 60060

Phone: 847-566-3006 Fax: 847-566-1766

Website: www.celebrationauthority.com Email: events@celebrationauthority.com

College of DuPage
Jacqueline Rangel
425 Fawell Blvd.
Glen Ellyn, IL 60137
Phone: (630)942-2243
Email: rangelj7781@cod.edu

Order No: 44208
Order Date: June 2, 2025
Written By: Rachel Fersten
Verified On: June 9, 2025
Verified By: Rachel Fersten

Name	Qty	Total
Package Price	1	\$3,180.00
Gas Surcharge	1	\$19.00
Tax Exempt	1	\$0.00
Black Jack Table	1	\$0.00
Roulette Table	1	\$0.00
Craps Table-8'	1	\$0.00
Texas Hold'em/Poker	1	\$0.00
Dealer	5	\$0.00
Damage Protection Accepted	1	\$254.40
Order subtotal		\$3,453.40
Discount	0.00 %	\$0.00
Taxable Amount		\$0.00
Sales Tax	0.00 %	\$0.00
Delivery		\$0.00
Total		\$3,453.40
Amount Paid		\$0.00
Balance Due		\$3,453.40

Start Date & Time: Thu, Aug 28, 2025 11:00 AM
End Date & Time: Thu, Aug 28, 2025 1:00 PM
Delivery Method: Delivery
Surface: Indoor
On-Site Contact: Jacqueline
On-Site Cell Number: (779)902-3473

Loading/Setup Details:

Additional Notes:

Event to take place in the Student Services
Center Atrium

Equipment can't go through obstacles.

Client to provide chairs/stools if desired.

CA to bring: cards, chips & all necessary items.

Please sign this and or return school contract
/PO before June 20th. Payment net 60

Contract Agreement for Order # 44208

TERMS AND CONDITIONS

- 1. CLIENT MUST RETURN THIS SIGNED AGREEMENT, DEPOSIT IF INDICATED, AND DIRECTIONS TO THE SITE FROM THE NEAREST MAIN INTERSECTION WITHIN 7 DAYS OF CONTRACT RECEIPT, BUT BEFORE THE EVENT DATE, TO RESERVE EQUIPMENT AND ENTERTAINMENT. DEPOSITS ARE NON-REFUNDABLE OR TRANSFERABLE.** CLIENT MAY PAY BALANCE ONLY VIA CORPORATE CHECK, CASH, CASHIER'S CHECK OR MONEY ORDER. ~~PERSONAL CHECKS MAY NOT BE USED FOR FINAL PAYMENTS.~~ **BALANCE MUST BE PAID NO LESS THAN 10 BUSINESS DAYS PRIOR TO EVENT UNLESS CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY STATE DIFFERENTLY ON THIS AGREEMENT FORM.** CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY RESERVES THE RIGHT, WITHOUT NOTICE, TO WITHHOLD SERVICES FOR NON-PAYMENT OF OUTSTANDING INVOICES OR BALANCE DUE. THIS CONTRACT IS NON-CANCELLABLE. THE BALANCE OF THIS FULL CONTRACT PRICE IS DUE AND PAYABLE TO CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY NOT LATER THAN TEN DAYS PRIOR TO DELIVERY OF EQUIPMENT AND/OR SERVICES TO BE RENDERED.
- 2. BY ACCEPTING DELIVERY OF ITEMS, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS SHOWN ON THIS CONTRACT.**
- 3. CUSTOMER SHALL PROVIDE ADEQUATE AND LEGAL PARKING AND UNLOADING AREAS FOR PERFORMER(S) AND DELIVERY VEHICLE(S). CUSTOMER AGREES TO REIMBURSE CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY FOR ANY PARKING FEES INCURRED.**
- 4. CUSTOMER ASSUMES FULL RESPONSIBILITY FOR ALL ITEMS, INCLUDING THEIR SAFE AND PROPER USE, OPERATION, MAINTENANCE AND RETURN TO CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY. CUSTOMER IS RESPONSIBLE FOR ALL LOSS, DAMAGE, OR REPAIR.**
- 5. IN THE EVENT OF MECHANICAL FAILURE CUSTOMER WILL BE GIVEN EXTRA RUNNING TIME OR CREDIT FOR ACTUAL DOWN TIME.**
- 6. CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY MAKES NO WARRANTIES OF MERCHANT ABILITY OR FITNESS FOR PARTICULAR PURPOSE, OR ANY WARRANTIES, EXPRESSED OR IMPLIED.**
- 7. THIS CONTRACT FORMS THE SOLE AGREEMENT BETWEEN THE CUSTOMER AND CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY. THE CUSTOMER AGREES TO INDEMNIFY AND HOLD CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY HARMLESS FOR ANY CLAIMS FROM CUSTOMERS USE OR MISUSE, INCLUDING ANY THIRD PARTIES FOR LOSS, INJURY, AND DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE CUSTOMER'S NEGLIGENCE OR OPERATION INCLUDING LEGAL COSTS INCURRED IN DEFENSE OF SUCH CLAIMS.**
- 8. OPERATORS SHOULD READ ALL WARNINGS AND INSTRUCTIONS (SAFETY INSTRUCTIONS).**
- 9. RETAKING OF EQUIPMENT: IF CUSTOMER FAILS TO RETURN ALL RETURNED ITEMS UPON AGREED TIME, CUSTOMER AGREES TO PAY FOR ALL ADDITIONAL CHARGES. IF CUSTOMER REFUSES TO RETURN ITEMS, THE CUSTOMER AGREES THAT CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY AND ITS AGENTS MAY TAKE ALL ACTIONS REASONABLE NECESSARY TO RECOVER ITEMS WITHOUT PRIOR NOTICE OR LEGAL PROCESS.**
- 10. CUSTOMER ACKNOWLEDGES THE POSSIBILITY OF INJURY AND WILL PROVIDE ADULT SUPERVISION AT ALL TIMES ACCORDING TO THE RULES GIVEN TO PARTY HOST/CLIENT PRIOR TO EVENT, WRITTEN INSTRUCTION, OR VERBAL.**
- 11. ATTORNEY FEES: CUSTOMER AGREES TO PAY ALL REASONABLE ATTORNEY FEES AND COURT COSTS INCURRED BY CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY IN ENFORCING THESE TERMS AND CONDITIONS.**
- 12. CLOWNING AROUND ENTERTAINMENT, INC./CELEBRATION AUTHORITY, ITS OFFICERS, AGENTS, ASSIGNS, EMPLOYEES, CONTRACTORS, SUPPLIERS AND/OR VENDORS SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS OF DAMAGES, INCLUDING BUT NOT LIMITED TO PERSONAL INJURY AND/OR PROPERTY DAMAGE, OCCURRING TO CUSTOMERS OR ANY USING PARTY ARISING FROM THE USE OF THE EQUIPMENT. CUSTOMER AGREES TO INDEMNIFY AND HOLD HARMLESS CLOWNING AROUND ENTERTAINMENT, INC./CELEBRATION AUTHORITY, ITS OFFICERS, AGENTS, ASSIGNS, EMPLOYEES, CONTRACTORS, SUPPLIERS AND/OR VENDORS FROM ANY AND ALL CLAIMS FOR DAMAGES TO PERSON OR TO PROPERTY AND CLAIMS FOR LOSS, DAMAGE AND/OR THEFT ARISING OUT OF THE USE OF THE EQUIPMENT, AND AT ITS/HIS/HER OWN EXPENSE TO DEFEND ANY SUIT OR ACTION BROUGHT AGAINST CLOWNING AROUND ENTERTAINMENT, INC./CELEBRATION AUTHORITY, ITS OFFICERS, AGENTS, ASSIGNS, EMPLOYEES, CONTRACTORS, SUPPLIERS AND/OR VENDORS FOUNDED UPON THE CLAIM OF SUCH DAMAGE OR LOSS OR THEFT.**
- 13. CLIENT STATES AND AGREES THAT EVENT IS A CLOSED EVENT AND NOT OPEN TO THE PUBLIC UNLESS DOCUMENTED DIFFERENTLY ON CONTRACT.**
- 14. CLIENT WILL COOPERATE AND ALLOW CLOWNING AROUND ENTERTAINMENT, INC./CELEBRATION AUTHORITY TO REQUIRE ON SITE WAIVERS FROM PARTICIPANTS IF DETERMINED IT IS NEEDED BY CLOWNING AROUND ENTERTAINMENT, INC./CELEBRATION AUTHORITY.**
- 15. CLOWNING AROUND ENTERTAINMENT, INC. IS NOT LIABLE FOR INCLEMENT WEATHER. WE RESERVE THE RIGHT TO SHUT DOWN EQUIPMENT IF DEEMED UNSAFE, SUCH AS DURING RAIN, HIGH WINDS, LIGHTNING, AND/OR SNOW TO PROTECT EVERYONE PRESENT. IF STAFF IS NOT ON SITE, THE CLIENT MUST SHUT DOWN EQUIPMENT DURING THESE UNSAFE WEATHER CONDITIONS. NO REFUNDS OR CREDITS WILL BE ISSUED DUE TO WEATHER-RELATED SHUTDOWNS.**
- 16. DAMAGE WAIVER: IF YOU PAY THE DAMAGE WAIVER CHARGE (DWC) AS SPECIFIED, SUBJECT TO THE LIMITATIONS AND EXCLUSIONS BELOW, CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY AGREES TO MODIFY THE TERMS OF THIS CONTRACT AND RELIEVE YOU OF LIABILITY FOR ACCIDENTAL DAMAGE TO THE ITEM(S) ON THIS CONTRACT, AND FOR LOSS DUE TO FIRE, COLLISION, WINDSTORM, UPSET, AND RIOT. WE EXCLUDE FROM THIS WAIVER, HOWEVER, ANY LOSS OR DAMAGE DUE TO THEFT, BURGLARY, MISUSE OR ABUSE, THEFT BY CONVERSION, INTENTIONAL DAMAGE, MYSTERIOUS DISAPPEARANCE OR ANY LOSS DUE TO YOUR FAILURE TO CARE FOR THE ITEM(S) AS A PRUDENT PERSON WOULD HIS/HER OWN PROPERTY. IN ADDITION, THIS WAIVER DOES NOT INCLUDE AND/OR COVER PERSONAL INJURY OR DEATH. IF ANY LOSS TENDS TO INDICATE A CRIME MAY HAVE BEEN COMMITTED, A FURTHER CONDITION OF THIS WAIVER IS THAT YOU MUST FILE A REPORT TO THE PROPER LAW ENFORCEMENT AUTHORITIES AND FURNISH US A COPY. IN ADDITION, IF YOU HAVE INSURANCE FOR THE LOSS OR DAMAGE, YOU SHALL EXERCISE, AND SHALL EMPOWER US TO EXERCISE, ALL YOUR RIGHTS TO OBTAIN RECOVERY UNDER INSURANCE, SHALL COOPERATE WITH CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY TO OBTAIN RECOVERY AND ALL INSURANCE PROCEEDS SHALL BE GIVEN OR ASSIGNED TO CLOWNING AROUND ENTERTAINMENT, INC./A CELEBRATION AUTHORITY. DAMAGE WAIVER CAN BE CANCELLED WITHIN 10 DAYS OF CONTRACT CREATED DATE FOR A FULL REFUND OF DAMAGE WAIVER.**
- 17. ALL CREDIT CARD TRANSACTIONS WILL HAVE A 3.90% and ZELLE 2.5% CONVENIENCE FEE ADDED.**

Signed by:

Ellen Roberts

6/18/2025

SIGNED

490660F0BC3F425...

DATE

RF 6/2/25

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

check request

"Rangel Gutierrez, Jacqueline" <rangelj7781@cod.edu>

Wed, Sep 10, 2025 at 04:09 PM UTC

CC:

BCC:

Jacqueline Rangel

Office of Student Life

Front Desk Specialist

College of DuPage

425 Fawell Blvd. Glen Ellyn, IL 60137

630.942.3733 | SSC 1114 | rangelj7781@cod.edu

1 attachment

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