



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

TO: Commissioner Tackett  
FROM: Butch Cope  
RE: Hall of Fame  
DATE: Friday, May 3, 2013

Following the April Board meeting, I did some research with regard to expenses in executing the Hall of Fame Banquet. In planning for the 2014 event, it has been discussed about having the event on a Sunday afternoon. All three properties have told me that there would be meal cost savings in doing a lunch buffet as opposed to a plated dinner. We have the following sites to consider for the location of the event.

Lexington Convention Center – Bluegrass Ballroom – Capacity 1,000  
Room Rental - \$2,900 (same as 2013)

Hyatt Catering has expressed a desire to work with us on meal costs. They confirmed a lower food costs for lunch buffet.

Service Charge: Hyatt banquet service charge is currently 24% in addition to the meal cost. For 2013, the plated meal was \$31.95 plus 24% or \$39.62 for the meal only. Hyatt has mentioned a two entrée buffet in the \$25 range for 2014.

This does not include the rigging/staging sound, lighting, video, etc.

Hilton Downtown Hotel – Grand Kentucky Ballroom – Capacity 400

Room Rental – No rental fee, Food & Beverage minimum purchase – Capacity 400

Hilton Catering expressed ability to work within a budget on a buffet in the \$20-\$27 range.

Service Charge: Hilton banquet service charge is currently 22%.

If we use this venue, buffet lines would be in the pre-function area. This is a small area out front and a little concerned about space. Also, would need a site visit with AVT with regard to video presentation and any limitations. Also is a concern about staging limitations.

This does not include the rigging/staging sound, lighting, video, etc.

Carrick House – Lexington – Capacity 340

Room Rental - \$2,000 for Sunday event, \$3,000 for Friday event; \$3,500 for Saturday event

Lundy's Catering would provide buffet in pricing ranges consistent with other two venues. Plated dinner range would be from \$24.50 for chicken to \$34.00 for beef.

Service Charge: Lundy's banquet service charge is 18%.

Parking on site for 80 spots, however LTMS is next door and provides additional spaces. In addition, they do not own any staging, so this would have to be rented.

This does not include the rigging/staging sound, lighting, video, etc.

Also, would need a site visit with AVT with regard to video presentation and any limitations.

All three venues are booking up rapidly both Saturdays and Sundays. All three have availability in either April or May, 2014.

It is suggested Sunday, April 27 at Lexington Center with an afternoon buffet and then evaluate costs following the 2014 event.