

McHale's

EVENTS AND CATERING

Event Contract - Tentative

Event Planner -Carly Ems

(859) 442-7776

| | | | | |
|---|-------------------------------|----------------------------------|-----------------------------|-------------------|
| Client/Organization Conner High School | Event Date 11/2/2019 (Sat) | Booking Contact Jamie Hubbard | Booking Email | Event # E30362 |
| Address 3310 Couger Path, Hebron, KY 41048 | | Booking Cell | Booking Tel () - | Pin Guests 240 |
| Party Name Senior Dinner Dance | Theme School | Event Planner Carly Ems | Room Gardens Arbor Event | |

| Venue | | | | |
|--------------|---------|----------|---------------|-------------------------|
| Banquet Room | Start | End | Date | Description |
| Arbor Room | 7:00 pm | 11:00 pm | 11/2/2019-Sat | Tables=24 Chairs=240 |

Setup Notes

2018 Set up notes

CORPORATE EVENT SET-UP NOTES

Room Set-up Style: Rounds of 10.

BUFFET ON DANCE FLOOR. REMOVE AFTER DINNER.

Contact: Candy Collins and Jamie Hubbard

Set-Up @ 5:30

Guests arrival time: 7:00 doors to remain locked until 7:00

Presentation Start Time: Crowning of King and Queen 9:30pm - 9:45pm

Bar Service during Presentation: N/A

Clear Tables during Presentation: Yes

Registration table: Yes - 4 chairs

Head Table: No

Reserved Tables: Yes 2 for chaperones - 1 near DJ and 1 in the back of the room

Assigned Seating: No

Tables Numbered: No

Tip jar at the bar: No

Centerpieces: Gold Lamps - w/ napkin underneath

Napkin Color/Fold: Gray flat fold

Tablecloth Color/Length: Black lap length

Chair Covers/Color: No

Bakery: No

Florist: 5 bouquets
 Set-Up @ 6:00 pm
 Will the florist decorate centerpieces: no

Entertainment: DJ Beth Mitchell 502-395-1015
 Set-Up @

Photographer: Life Touch.
 Set-Up @ N/A will arrive at 7:00pm

Balloons Delivered from Balloons across the River - 10 balloon bunches
 Phone # Trent - 859-781-5666. Only open from 9am - 1pm
 Set up time: TBD

Follow-up call to - Jamie

| Food/Service Items | | | |
|--|------------|-----|------------|
| Food/Service Items | Price | Qty | Total |
| 2018 menu - confirm for 2019 | | | |
| Room Charge for 2020 | \$1,000.00 | 1 | \$1,000.00 |
| Minimum Spending if in the Arbor room \$4,000 | | | |
| BUFFET ON DANCE FLOOR REMOVE AFTER DINNER | | | |
| Served on china except for cups | | | |
| Dinner Buffet @ 7:15PM Captain Call | | | |
| (there will be 225 students and 15 chaperones) | | | |
| Top Round of Beef sliced and served in a Rich Brown Gravy | \$14.95 | 240 | \$3,588.00 |
| Parmesan Breast of Chicken served with Marinara Sauce | \$16.95 | 240 | \$4,068.00 |
| Gluten Free meal for Sarah Franxman | | | |
| Italian Mostaccioli | | | |
| Roasted Garlic Mashed Potatoes (additonal side) | \$1.00 | 240 | \$240.00 |
| Country Style Seasoned Green Beans | | | |
| House Salad - set on buffet NO onion | | | |
| Dinner Rolls and Butter | | | |
| House Dessert - Place at each table after everyone is through buffet | | | |
| Coffee, Tea and Soft Drinks 7:00pm - 11:00am | | | |
| Plastic cups | | | |
| Leftovers: Pack up and send with Jamie and Candy | | | |

Policy Statement

DEPOSIT AND CANCELLATIONS

A \$1000 deposit is required to hold this date. A \$1000 deposit will be received with payment from 2018 event.

All deposits are non-refundable.

MINIMUM SPENDING REQUIREMENT

All events are subject to Minimum Spending Requirements. The MSR for this event is \$4000. MSR can be met with food, beverage, staffing charges and ala carte items. MSR cannot be met with equipment rentals, service charges or taxes.

FINAL ARRANGEMENTS

An Event Planner will contact you at least two weeks prior to your event to schedule a time to finalize the details of your event.

A guaranteed number of guests, final menu and final room layout are required on 10/19/19. If a change is made to the event after this date, there will be a charge of \$50 for each change made.

If the number of guests exceeds the guaranteed number given, the host will be charged 150% for the additional guests. McHale's Hospitality Group will be prepared to handle an additional 5% over the guaranteed number of guests given with a maximum of 10 guests.

Please note walk-ins will not be allowed unless it is arranged in advance with the Event Planner.

McHale's reserves the right to begin and end bar service 15 minutes early if more than 10% of guests arrive 30 minutes prior to the scheduled start time. You may inquire about an earlier start time with coffee, tea and soft drinks for a nominal fee.

EVENT SET-UP/DECORATIONS

All items brought into the facility must meet the approval of McHale's Hospitality Group. The use of confetti, glitter and open flames is prohibited. McHale's does not allow decorations that will leave permanent damage to the room. An additional fee may be charged if permanent damage does occur. Food can only be brought into the facilities with prior approval from management.

No children are permitted during set-up for liability reasons. McHale's will allow the host to use needed supplies, but asks that they are returned.

If your event requires excessive set-up time, an additional charge for staff may be necessary. All items wrapped in plastic or in boxes must be unwrapped and ready to be set on tables. These items include but are not limited to favors, cameras, votives, and candles.

Your Event Planner will contact all outside vendors to arrange for set-up and break-down times. Please feel free to have them call us at any time with questions about our facilities.

LIQUOR/SMOKING POLICY

Due to all McHale's Facilities being licensed facilities, Kentucky State Law forbids alcoholic beverages to be brought into the facilities. Kentucky State Law forbids guests under 21 years of age to consume alcoholic beverages. Guests who are known to be intoxicated will not be served alcoholic beverages.

All McHale's facilities are non-smoking facilities.

PAYMENT TERMS

This event will be direct billed

Check payments can be mailed to the following
1622 Dixie Hwy
Park Hills, KY 41011

Corporate

All charges are subject to a 6% Sales Tax. If your organization is tax exempt, please forward your tax exempt certificate to us.

McHale's Hospitality Group does not accept American Express.

| | | |
|----------------|---------------------|-------------|
| Subtotal | \$8,896.00 | |
| Service Charge | \$1,579.20 | |
| Tax | \$0.00 Paid | \$0.00 |
| Total Value | \$10,475.20 Balance | \$10,475.20 |

Thank you for selecting McHale's Events and Catering for your event. Please review the Contract as well as the Policy Statement. Please make any necessary changes. If no changes are necessary, please sign the Contract and return within seven days of the date of the Contract. A deposit for your event with McHale's Catering LLC is required the day the Contract is drawn up. Please keep a copy of the contract for your records. By signing the Contract, the host agrees that all of the information in the Contract is true and correct. If you have any questions, please feel free to call the Sales Representative at any time.

Client: _____ Date: _____

Sales Rep: _____ Date: _____