



Kenton County School District | *It's about ALL kids.*

**THE KENTON COUNTY BOARD OF
EDUCATION**

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41017

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

11/18/2020

AGENDA ITEM (ACTION ITEM):

Consider/Approve event contract with McHale's Events and Catering to hold Scott High Schools Volleyball Team banquet on December 20, 2020.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Scott High School Girls Volleyball Boosters would like to hold the Girls Volleyball Team banquet at McHale's Events and Catering in Park Hills, KY on Sunday, December 20, 2020 from 7:00 to 11:59 p.m.

FISCAL/BUDGETARY IMPACT:

Girls Volleyball Boosters will cover the cost of the banquet center, food, etc. in the amount of \$1344.00

RECOMMENDATION:


Approval of event contract with McHale's Events and Catering to hold Scott High School Girls Volleyball Team banquet on December 20, 2020.

CONTACT PERSON:

Casey Fisk, Athletic Director


Principal/Administrator


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal—complete, print, sign and send to your Director. Director—if approved, sign and put in the Superintendent's mailbox.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"



Event Contract - Tentative

Event Planner -Loren Wehrley
LWehrley@mchalecatering.com

(859) 442-7776

Client/Organization Scott High School	Event Date 12/20/2020 (Sun)	Booking Contact	Booking Email	Event # E34607
Address 5400 Old Taylor Mill Road, Taylor Mill, KY 41051		Booking Cell	Booking Tel (859) 356-3146	Pln Guests 70
Party Name Scott High School VB sports banquet	Theme School	Event Planner Loren Wehrley	Room TBD	

Venue

Banquet Room	Start	End	Date	Description
	7:01 pm	11:59 pm	12/20/2020-Sun	

Setup Notes

Food/Service Items

Food/Service Items	Price	Qty	Total
Sports Banquet Package			

Minimum spending requirement- No MSR

Open Buffet @

Captain's Call

Boneless Breast of Chicken Marinated in Italian Seasonings

Italian Mostaccioli

Mashed Potatoes

Corn

House Salad

Fresh Baked Dinner Rolls and Butter

Coffee, Tea and Soft Drinks

Served on China and Flat Fold Napkin

\$12.50

Served on Disposable	\$10.50	70	\$735.00
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Staff Charges

1.5 hours for setup 1 for cleanup

The number of staff needed is subject to change

Chef (1 @ 5 hours)	\$27.00	5	\$135.00
Banquet Manager (1 @ 6 hours)	\$24.00	6	\$144.00
Beverage attendant (1 @ 5.5 hours)	\$20.00	5.5	\$110.00
Server (2 @ 5.5 hours)	\$20.00	11	\$220.00

Policy Statement

DEPOSIT AND CANCELLATIONS

No deposit is required for this event.

All deposits are non-refundable. If the event is canceled within 6 months of the event date, the host is responsible for 50% of the minimum spending requirement.

MINIMUM SPENDING REQUIREMENT

No minimum spending requirement required for this event.

GUARANTEED PRICING

The following Banquet Package Prices have been guaranteed for your event. Please note Ala Carte and Bar Pricing are not guaranteed.

McHale's Events and Catering reserves the right to increase prices by not more than 10% for events booked more than 1 year in advance due to cost increases.

FINAL ARRANGEMENTS

An Event Planner will contact you three months 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 12/11/2020. 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 Events and Catering 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.

To ensure a pleasant experience for all guests, if 20 or more guests arrive more than 15 minutes earlier than the event start time, McHale's Events and Catering will accommodate these guests by adding event time and opening the bar. The host will be charged a \$150 room charge and \$2 per coffee, tea or soft drink consumed and \$3.00 per bottled beer, wine and mixed drink consumed.

EVENT SET-UP/DECORATIONS

All items brought into the facility must meet the approval of McHale's Events and Catering. The use of bubbles, confetti, glitter, glitter tulle, loose gems, sparklers and open flames is prohibited. McHale's Events and Catering 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 Events and Catering will allow the host to use needed supplies,

but asks that they are returned.

If your event requires excessive set-up time, additional staff charges may apply. 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.

Inventoried banquet tables will be available for the hosts use for auction items, etc. If additional tables are needed, there will be a charge of \$5.00 per table. A charge for linens and skirting for auction tables may also apply.

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 Events and Catering 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 Events and Catering Facilities are non-smoking facilities.

MCHALE'S WEDDING CAKES

McHale's has limited cake availability each weekend. Selecting McHale's for your wedding cake requires a \$50 deposit due at booking to secure the date. This deposit is non-refundable.

All cake orders are subject to a minimum spending requirement of \$445.

Our Brides and Grooms will be invited to a cake tasting. If McHale's is selected as the bakery for your event, our Pastry Chef will contact you three months prior to your event date to schedule a time to discuss your cake design.

A final design is due three weeks prior to the event date. If a change is made to the cake design after this date, there will be a charge of at least \$50 for each change made.

PAYMENT TERMS

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 Events and Catering accepts checks, credit cards and cash. For your convenience, please contact your planner to schedule payments made in person for credit card, check or cash payments. Check payments can also be mailed to The Garden's of Park Hills location.

McHale's Events and Catering
1622 Dixie Highway
Park Hills, Kentucky 41011
Main 859.442.7776
Fax 859.291.9663

Credit card payments taken over the phone. Credit card payments can be made at any of our venues including The Cincinnati Club, The Grand Ballroom, The Pinnacle Ball Room, The Center and The Gardens of Park Hills.

Payment in full is required on 12/11/2020.

Clients must initial the below information

_____ I am aware of the minimum spending requirement and how it can be reached.

_____ I am aware that complete finalization (including break down of guest count, menu, room layout and payment) is due 10 business days prior to my event.

Subtotal	\$1,344.00		
Service Charge	\$0.00		
Tax	\$0.00 Paid	\$0.00	
Total Value	\$1,344.00 Balance	\$1,344.00	

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: _____