

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

**THE KENTON COUNTY BOARD OF  
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY  
41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: [www.kenton.kyschools.us](http://www.kenton.kyschools.us)

Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

11/15/2018

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Contract with Hofbrauhaus Newport to rent a banquet room for the staff Christmas Party.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

Hofbrauhaus required a contract to rent the room and purchase appetizers for staff.

**FISCAL/BUDGETARY IMPACT:**

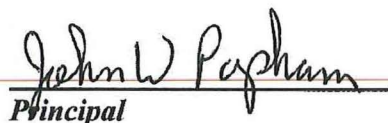
Cost of the room and appetizers will be \$304.75 to be paid by Simon Kenton High School from the school account General/Faculty.

**RECOMMENDATION:**

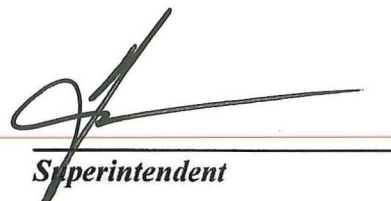
Approval for Simon Kenton to sign the contract with Hofbrauhaus in Newport to rent the room and pay for appetizers.

**CONTACT PERSON:**

Georgina Campbell, Simon Kenton High School

  
Principal

  
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 Joshua Crabtree, Esq. Carla Egan Jessica Jehn  
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."



HOFBRÄUHAUS  
NEWPORT

# Banquet Event Order

Wednesday, December 19,  
2018

Client/Organization Simon Kenton High School	Event Date 12/19/2018 (Wed)	Telephone (859) 960-0270	Theme Party	Pln Guests 50
Address		Fax ( ) -	Category Happy Hour	Event # E04891
Party Name Simon Kenton High School	Sales Rep Karen	Booking Contact Regina Campbell	Booking Email georgina.campbell@kentor	

**Minimum guaranteed guest count must be received within 72 hours of event. If attendance falls below the guaranteed number, the client will be charged for the guaranteed number. Guaranteed number must be received by the date indicated.**

## BANQUET TIMES

Guest Cnt	Start	End	Banquet Room	Description
	3:30 pm	6:00 pm	Stubbe	Appetizer Buffet

## FOOD/SERVICE ITEMS

Food/Service Items	Price	Qty	Cost	Total
Appetizer Buffet @ 3:45 PM				
Bavarian Pretzels with Bier Cheese (display)	85.95	2		171.90
Sauerkraut Balls	39.95	1		39.95
Fried Pickles	42.95	1		42.95
Chicken Tenders	49.95	1		49.95

Cash Bar

## COMMENTS

a signed event order and credit card are needed for guarantee

Subtotal	304.75 Per Guest	7.31	Pay Method	Card Number
Tax	0.00		Card Type	
Estimated Gratuity	60.95		Card Holder	Expires
Balance	365.70		Signature	

### Terms and Conditions:

A valid credit card number will guarantee your event's time and date. Full payment is due at the conclusion of the event. If the person responsible for payment is not going to be present, please let us know what percentage of gratuity you would like us to add to the bill, 20% is the customary amount for all booked banquets. Tax exempt organizations must supply tax exempt ID # at time of booking. Payment may be made with credit card, cash, cashier's check, or company check.

Your group has until 72 hours prior to your event to provide Hofbräuhaus with a guaranteed guest number. You will be charged for the guaranteed number or the number who attend, whichever is greater.

If it is impossible to hold the event due to acts of God, war, or civil unrest, no charges will be placed on the credit card.

The contracted amount is an estimate based on your party's food selection and estimated bar bill. You are responsible for any additional costs that are incurred.

If the event is canceled fewer than 7 days prior to its contracted date, a \$100.00 fee will be assessed to the credit card used for guarantee. Fees incurred for any additional setup on the day of the event will also be assessed.

**Contracted Parties are not eligible for Loyalty Program Points. Payment cannot be made with Pre-purchased discounted gift cards from Warehouse Clubs, such as Costco and Sam's Club on contracted events.**

**Event Changes:**

Changes can be made to the menu up to 1 week prior to your event. The Hofbräuhaus must approve any changes to the menu and reserves the right to refuse any menu changes.

The Hofbräuhaus must approve any itinerary changes. We reserve the right to refuse any itinerary changes. If changes are attempted within 1 week of event and Hofbräuhaus cannot accommodate the change, the event will be canceled and a \$100 service charge will be assessed to the credit card used for guarantee.

Parties over 200 guests wishing to have their party in the Bier Garden may do so at their own risk. If the event is canceled due to rain, we will do our best to reschedule. If arrangements cannot be made, the group will be canceled and a service charge may be applied to the credit card used for guarantee.

Please make sure your arrival and food service times are accurate. Food is prepared to be served at banquet times and will not be remade without a service charge added on to the per person price. The standard buffet is available for 1 and 1/2 hours (unless approved for a longer period of time). 20% of the buffet's price per person will be added to the final bill for each 1/2 hour the buffet remains in service.

I have read the above contract and agree to the terms and conditions, as well as any terms and conditions on any contract addendums, which I may sign.

Client: \_\_\_\_\_

Date: \_\_\_\_\_

Please review, sign, and return via scan or fax to **859.491.7051**.

**Hofbräuhaus Newport | 200 East 3rd Street, Newport KY 41071 | (P) 859-491-7200**