



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

## Issue Paper

**DATE:**

October 12, 2021

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Contract with Dixie Heights High School and McHale's Events and Catering to provide venue space and dinner for the Class of 2022 Senior Dinner Dance being held at the Gardens of Park Hills on February 26, 2022.

**APPLICABLE BOARD POLICY:**

01.1 Legal Status of the Board

**HISTORY/BACKGROUND:**

Each year Dixie Heights High School holds a Senior Dinner Dance for Seniors and their guests to attend dinner and a night of dancing. Senior Superlatives will also be announced this evening. The event will be held at the Gardens of Park Hills on February 26, 2022 from 7 p.m. until 11 p.m.

**FISCAL/BUDGETARY IMPACT:**

Total cost of the Senior Dinner Dance will be \$7853.00. Cost will include dinner buffet, desserts and beverages. A cost of \$40.00 per guest will be charged and all monies will be deposited into the Senior Class Activities school activity account. All expenses (including dinner cost and DJ) will also be paid from the Senior Class Activities account.

**RECOMMENDATION:**

Approval to Dixie Heights High School to contract with McHale's Events and Catering to provide venue space and dinner for the Class of 2022 Senior Dinner Dance being held at the Gardens of Park Hills on February 26, 2022.

**CONTACT PERSON:**

Richie Kowalewski/Teresa Catchen

A blue ink signature, likely of the Principal/Administrator, written over a horizontal line.

Principal/Administrator

A black ink signature, likely of the District Administrator, written over a horizontal line.

District Administrator

A black ink signature, likely of the Superintendent, written over a horizontal line.

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.



## Event Contract - Tentative

Event Planner -Lindsay Morris

(859) 392-8267

(859) 442-7776

|  |                               |  |  |                   |
|--|-------------------------------|--|--|-------------------|
| Client/Organization<br>Dixie Heights High School       | Event Date<br>2/26/2022 (Sat) | Booking Contact<br>Kowalowski, Richard | Booking Email<br>richard.kowalewski@ke | Event #<br>E36139 |
| Address<br>3010 Dixie Highway, Fort Mitchell, KY 41017 |                               | Booking Cell<br>(859) 240-1353         | Booking Tel<br>( ) -                   | Pln Guests<br>260 |
| Party Name<br>Dixie Heights Sr Dinner Dance            | Theme<br>School               | Event Planner<br>Lindsay Morris        | Room<br>Gardens Vista Event            |                   |

### Venue

| Banquet Room | Start   | End      | Date          | Description             |
|--------------|---------|----------|---------------|-------------------------|
| Vista Room   | 7:00 pm | 11:00 pm | 2/26/2022-Sat | Tables=26<br>Chairs=260 |

#### Setup Notes

**2020 SET UP NOTES WILL NEED TO UPDATE  
CORPORATE EVENT SET-UP NOTES**

Onsite contact: Richie phone # 859-240-1353

Host to set up @ 6:00pm

Room Set-up Style: rounds of 10

Registration Table: Yes - 2. Please set in foyer with 3 chairs at each table

Please have a skirted table set in Gardens area in front of windows.

Guests arrival time: 7pm

Senior superlatives @ 9:30pm

Crowning at 10:00pm

Head Table: n/a

Reserved Tables: 2 - See diagram for placement

Assigned Seating: n/a

Tables Numbered: n/a

Centerpieces: McHale's lamps

Napkin Color/Fold: red and gray (please alternate every other table/Flat

Tablecloth Color/Length: black/lap

Chair Covers: No

Bakery: Brownies, Cookies and Sheet cake from McHale's

Florist: N/A

Entertainment: Ken Chevalier

Set-Up @ 6:00pm

McHale's Microphone

D.J will need 1, 8 ft. table with a table cloth

Photographer: N/A

Follow-up call to - Richie

| Food/Service Items  |         |     |            |
|---|---------|-----|------------|
| Food/Service Items  | Price   | Qty | Total      |
| Final Guest Count due on or before 2/17/22 to avoid \$50.00 late charge.<br>After this date the final count cannot go down. |         |     |            |
| Minimum spending Requirement \$3,000<br>COD   |         |     |            |
| Dinner Buffet (Captain's Call) 7-8:15<br>(Minimum of 30 guests)<br>Add \$2.00 per guest if under 50 guests                  | \$2.00  |     |            |
| Add \$3.50 per guest for a 2nd entree (add to the higher priced entree)   | \$3.50  | 260 | \$910.00   |
| Hand Carved Top Round of Beef served with Au Jus<br>Tuscan Chicken topped with Tomato, Mozzarella and Parmesan Cheese       | \$16.95 | 260 | \$4,407.00 |
| Italian Mostaccioli<br>Roasted Garlic Mashed Potatoes<br>Green Bean Casserole<br>Extra Hot Side Item                        | \$1.00  | 260 | \$260.00   |
| House Salad (assorted dressings)<br>Dinner rolls and butter   |         |     |            |
| Please set desserts out the entire time<br>Homemade Brownies  | \$12.00 | 10  | \$120.00   |
| Homemade Cookies  | \$12.00 | 10  | \$120.00   |

Coffee, Tea and Soft Drinks 7-11

10/6/2021 - 2:48:08 PM

Senior Superlatives @ 9:30pm  
Crowning to take place at 10:00pm

A/V Equipment

2 Registration Tables with 3 Chairs at each table (No Charge)

In-House Wired Hand-Held Microphone (No Charge) 1

Donate left overs

Staff Charges

The number of staff needed is subject to change

|                                  |         |      |          |
|----------------------------------|---------|------|----------|
| Chef 2 @ 5 hours                 | \$27.00 | 10   | \$270.00 |
| Banquet Manager 2 @ 7 hours      | \$24.00 | 14   | \$336.00 |
| Beverage attendant 2 @ 6.5 hours | \$20.00 | 13   | \$260.00 |
| Server 7 @ 6.5 hours             | \$20.00 | 45.5 | \$910.00 |
| Dishwasher 2 @ 6.5 hours         | \$20.00 | 13   | \$260.00 |

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**Policy Statement**

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**DEPOSIT AND CANCELLATIONS**

A \$1,000 deposit is required to hold this date.

All deposits are non-refundable.

**MINIMUM SPENDING REQUIREMENT**

All events are subject to Minimum Spending Requirements. The MSR for this event is \$3000. MSR can be met with food, beverage, and ala carte items. MSR cannot be met with staff charges, 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 2/17/22. 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.

**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.

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 COD.

|                |            |         |            |
|----------------|------------|---------|------------|
| Subtotal       | \$7,853.00 |         |            |
| Service Charge | \$0.00     |         |            |
| Tax            | \$0.00     | Paid    | \$0.00     |
| Total Value    | \$7,853.00 | Balance | \$7,853.00 |

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: \_\_\_\_\_