



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

Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

January 24, 2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve Contract with "A Catered Affair" to supply food for the Freshman/Sophomore Dance at Simon Kenton.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Simon Kenton's Student Council is looking to create more interest in the Freshman/Sophomore Dance by making it a dinner dance. This will also be more convenient for students attending since they will not have to make dinner plans before the dance.

FISCAL/BUDGETARY IMPACT:

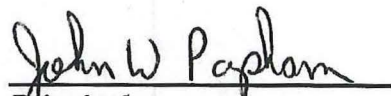
The contract is estimated for \$2,306.75 based on 250 students attending the dance. The cost may go up or down slightly depending on the actual number of attendees. The cost will be covered by the cost of the dance tickets and will not cost Simon Kenton.

RECOMMENDATION:

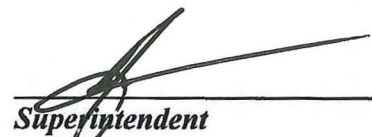
Approval for Simon Kenton to sign the contract with "A Catered Affair" to provide food for the Freshman/Sophomore Dance at Simon Kenton.

CONTACT PERSON:

Chris Hoerlein


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 Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."



www.acateredaffaircincinnati.com

A Catered Affair

80 Compton Rd
Cincinnati, OH 45215

Phone: 513-827-9022

www.acateredaffaircincinnati.com sales@acateredaffaircincinnati.com

Proposal of Service

Prepared For:	Chris Hoerlein Simon Kenton High School	Event Date:	3/29/2019 - Friday
Address:		Phone:	Cell: 859 960 0207
Email:	christine.hoerlein@kenton.kyschools.us	Event Title:	Prom
Proposal #:	10489	Guest Count:	250
Service Style:	Buffet	Occasion:	School Event

Printed Date: 1/22/2019

Page 1 of 4

Salesperson: Chuck Webster
chuck@acateredaffaircincinnati.com
Venue: Simon Kenton High School
Cafeteria
11132 Madison Pike
Independence , Kentucky 41051

Last Change: 1/22/2019

If we can get the final head count one week before the event date. After that date, you may add guests, but we do ask, that if at all possible, that you do not lower your guest count. We would ask for a \$750.00 deposit to be paid by credit card if possible. The balance can be paid the week of the event, if this will work for client. If other arrangements need to be made on the finances of this deal, we will be happy to do our best to honor client's request.

Menu #:1

We (A Catered Affair) will send a pan of roasted vegetables, to be kept in our "staging area" , to be served to anyone desiring vegetarian tacos. The guest will have to request this. is roasted veggie taco filling will not be available to all guests.

Taco Bar

- Hard Corn and Soft Flour Tortilla Shells
- Seasoned Ground Beef
- Shredded Cheddar Cheese
- Shredded Lettuce
- Diced Tomato
- Sour Cream
- Taco Sauce
- Refried Beans
- Mexican Rice
- Nachos with Salsa

Seasoned Shredded Chicken

Brownies and Cookies

Food

Qty	Description	Unit Price	Total
250	Menu #:1	\$7.95	\$1,987.50
<i>Food Subtotal</i>			\$1,987.50

Rental

Qty	Description	Unit Price	Total
250	Disposable Plates, Forks, Knives & Napkins	\$0.00 Each	\$0.00
<i>Rental Subtotal</i>			\$0.00

Staffing

Qty	Description	Unit Price	Total
2	Buffet Attendants	\$100.00	\$200.00
<i>Staffing Subtotal</i>			\$200.00

Charges: \$2,187.50
6% Sales Tax: \$119.25

Post-Tax Subtotal: \$2,306.75

Payments: \$0.00

Balance Due: \$2,306.75

BOOKING

To book any event, \$750.00 deposit must be paid. Final Balance and final guest count will be due 7 days before the event.

FINAL GUEST COUNT

Final Guest Count, not subject to reduction, is due 7 days prior to your event date. If you need to increase your guest count within 14 days of your event date, we will make every effort to accommodate your request. Additional fees and charges MAY apply beyond the services agreed upon expenses outlined within your catering contract.

PAYMENT METHODS

All prices quoted are based on a cash check purchase. All major credit cards are also accepted.

STATE TAX

Applicable taxes will be listed.

SERVICE CHARGE

Applicable service charges will be listed.

GRATUITY CHARGE

A Catered Affair does not apply a gratuity charge. It is left to the client's discretion, but is greatly appreciated.

TIMELINE

YOU MAY BE BILLED FOR ADDITIONAL STAFF HOURS if your event does not adhere to the agreed upon timeline contained within your catering contract.

CANCELLATION BY CLIENT

All prepayments and deposits are forfeited if you, the client, cancel the event less than 6 months prior to the event date. If the deposit will be forfeited if cancelled prior to 6 months out, ACA will apply the entire balance of your deposits and prepayments, less than \$500.00 towards another event occurring within 90 days of the original event date. Subject to availability.

CANCELLATION BY VENUE or ACTS OF GOD

All prepayments and deposits are forfeited if the event is cancelled by your venue or acts of god (i.e., fire, flood, terrorist activity) prevent ACA from performing your event as agreed. ACA will apply the entire balance of your deposits and prepayments, less \$500.00 towards another event occurring within 90 days of the original event date. Subject to availability.

CANCELLATION BY A CATERED AFFAIR

ACA reserves the right to terminate this contract for any reason. If ACA terminates this contract over 30 days prior to your event date, all deposits and prepayments will be refunded in full within 10 days. If ACA terminates this contract within 30 days prior to your event date, all deposits and prepayments will be refunded in full within 10 days, less a \$500.00 penalty.

\$500.00 penalty. ACA assumes no responsibility for ANY damage or loss of merchandise, alcohol, equipment, furniture, clothing or other valuables prior to, during or after the event. We will do everything possible to ensure that all of your supplies, rentals and equipment are cared for and maintained in good condition and without damage.

I, the client, that by using/providing items I own or are providing or by hosting an event in my home/office, that accidents breakage and damage may occur, I will NOT bill, charge or sue ACA for any loss unless the damage or loss was caused by the willful negligent actions or conduct of ACA or its employees.

ACA LIABILITY

ACA's only liability for third party claims, will be for actions caused by ACA and/or negligent conduct of its employees.

THIRD PARTY LIABILITY

ACA assumes no responsibility for the conduct of guests, members and third parties hired to provide services.

INSURANCE

ACA Maintains General, Automobile and Alcohol Liquor Liability Insurance.

ASSIGNABILITY

This contract is not assignable with the written consent of A Catered Affair, Inc.

RENTALS

You may provide all or part of your own rental items for your event. ACA will provide you an estimated cost list of rentals for your event. You may change or add these items at any time. However, certain items may incur **RESTOCKING & CANCELLATION** fees. Any loss or damage to ACA rentals will be billed to you after the event.

MENU COST

All menu prices are subject to change. A deposit will assure your pricing.

GUEST COUNT OVERAGE

You will **ONLY** be charged for the guaranteed number of guests served unless you have more attendees than the guarantee. **NOTE:** ACA is required to purchase more Food and Beverage to accommodate you.

GUEST COUNT REDUCTION

If your final guest count is reduced 20% or more than your latest estimated guest count, your menu cost **MAY** be reduced proportionally based on the present prices. I have read this contract and understand and agree to the rates and terms and conditions of this contract. Please sign and return a copy to ACA Partnership to keep your copy for your records.

A Catered Affair Printed Name: Markus Date: 1-22-19

A Catered Affair Signature: [Signature]

Client Printed Name: _____

Date: _____

Client Signature: _____