



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:

February 23, 2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve The contract with McHale's Events and Catering for the Dixie Heights High School Senior Dinner Dance to be held 2/8/2020.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Each year the annual Dixie Heights Senior Dinner Dance is held at the Gardens of Park Hills which is part of McHale's Events and Catering (dinner, desserts and other misc. items are included).

FISCAL/BUDGETARY IMPACT:

All expenses and monies collected will be paid from the Senior Class Activities school account. Expenses will include rental fee, dinner costs and desserts costs.

RECOMMENDATION:

Approval for Dixie Heights High School to contract with McHale's Events and Catering for facility use for the 2020 Senior Dinner Dance.

CONTACT PERSON:

Jennah Hahnel

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.*"

Event Contract - Tentative

Event Planner -Carly Ems



EVENTS AND CATERING

(859) 442-7776

Client/Organization Dixie Heights High School	Event Date 2/8/2020 (Sat)	Booking Contact Jennah Hahnel	Booking Email jennah.hahnel@kenton.ky.gov	Event # E30804
Address 3010 Dixie Highway, Fort Mitchell, KY 41017		Booking Cell (859) 609-8967	Booking Tel (859) 341-7650	Pln Guests 222
Party Name Dixie Heights Sr Dinner Dance	Theme School	Event Planner Carly Ems	Room Gardens Vista Event	

Venue

Banquet Room	Start	End	Date	Description
Vista Room	7:00 pm	11:00 pm	2/8/2020-Sat	Tables=23 Chairs=230

Setup Notes

CORPORATE EVENT SET-UP NOTES

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.

Set-Up @ 6:00pm

Guests arrival time: 7pm

Crowning at 9:30pm

Head Table: n/a

Reserved Tables: 2 rounds of 10 - See diagram for placement

Assigned Seating: n/a

Tables Numbered: n/a

Centerpieces: McHale's lamps

Napkin Color/Fold: red and gray (please alternate) flat

Tablecloth Color/Length: black/lap

Chair Covers/Color: Yes/Ivory

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

Florist: N/A

Entertainment: DJ Billy Sarge
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 - Jennah

Food/Service Items

Food/Service Items	Price	Qty	Total
Minimum spending Requirement \$3,000			
COD			

In-House Screen and projector (No Charge) - Host to provide own
laptop Loop during dinner

Dinner Buffet (Captain's Call) 7-8:15

2nd Entree	\$2.00	222	\$444.00
Stuffed Breast of Chicken with Sundried Tomatoes, Feta and a Tomato Alfredo Sauce	\$16.95	222	\$3,762.90
Hand Carved Choice Top Round of Beef served with Au Jus and Fresh Horseradish			

Pan Seared Garden Vegetables - Request to serve less of.	\$1.00	222	\$222.00
Italian Mostaccioli			
Mashed Potatoes			
House Salad - set on buffet assorted dressing			
Dinner Rolls and Butter			

1 decorated sheet cake Yellow cake buttercream icing colonel logo	\$150.00	1	\$150.00
1/2 undecorated sheet cake Yellow cake buttercream icing	\$100.00	1	\$100.00
****Cut and serve cake as guests are finishing dinner and before Crowning			
Homemade Brownies	\$12.00	5	\$60.00
Homemade Cookies	\$12.00	5	\$60.00

Candy Bar - Candy provided by host. McHale's to provide 10 bowls
and scoops

Coffee, Tea and Soft Drinks 7-11

Crowning to take place at 9:30pm

2/11/2019 - 10:37:47 AM

A/V Equipment

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

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

1

Offer left overs to Jenna Hahnel

Policy Statement

DEPOSIT AND CANCELLATIONS

A \$800 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 1/31/20. 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.

All charges are subject to a 20% Service Charge.

Subtotal	\$4,798.90	
Service Charge	\$959.78	
Tax	\$0.00 Paid	\$0.00
Total Value	\$5,758.68 Balance	\$5,758.68

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: 2/11/19

Sales Rep: _____ Date: _____