



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

**THE KENTON COUNTY BOARD OF
EDUCATION**

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY
41017

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Dr. Henry Webb, Superintendent of Schools

KCSD ISSUE PAPER

DATE:

02/15/2019

AGENDA ITEM (ACTION ITEM):

Consider/Approve McHale's Events & Catering Contract: Gardens at Park Hills for the Military Preparatory Academy Annual Ball.

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties

HISTORY/BACKGROUND:

The Military Preparatory Academy hosts an Annual Ball per JROTC structure. This will be the 5th Ball for our MPA Scholars.

FISCAL/BUDGETARY IMPACT:

Event Contract estimate cost \$3,576.18 to be paid for out Fund 21 and ROTC foundation.

RECOMMENDATION:

Approval for the McHale's Events and Catering Contract to allow the Military Preparatory Academy to hold their Annual Ball.

CONTACT PERSON:

Heather Johnson, KCAIT Bookkeeper

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."



Event Contract - Tentative

Event Planner -Carly Ems

(859) 442-7776

Client/Organization Kenton County School District	Event Date 4/5/2019 (Fri)	Booking Contact Jeffrey Stone	Booking Email jeffrey.stone@kenton.ky	Event # E30828
Address 1055 Eaton Drive, Fort Wright, KY 41017		Booking Cell (360) 561-9749	Booking Tel	Pln Guests 104
Party Name Military Ball	Theme School	Event Planner Carly Ems	Room Gardens Arbor Event	

Venue

Banquet Room	Start	End	Date	Description
Arbor Room	7:00 pm	11:00 pm	4/5/2019-Fri	

Setup Notes

Agenda

Onsite contact name and number: Jeffrey Stone (360) 561-9749

Host to setup at: morning time around 9am and will come at 6:30 before the event

Presentation start and end: 9pm

Bar service during presentation: yes

Clear tables during presentation: yes

Room setup

(See Room Diagram)

Room Name: Vista

Table type: 13 rounds of 10

Registration table: n/a

DJ table off to side of dance floor

podium on dance floor - move after presentation

projector and screen needed for dvd slideshow - host will provide a laptop and test at set up

Reserved tables: 2 - McHale's stands and signs

Assigned seating: n/a

Tip jar at the bar: n/a

Table setup

Centerpieces: McHale's lamp

Napkin color/fold: ivory - flat fold

Tablecloth color/length: ivory

Party favor at each setting - host will set out

Other vendors coming in

Vendor Name/Contact Name/Number: Jason Frost 859-652-5177
Setup Time:

"photobooth" - Space in the back corner for students to take photos

Food/Service Items			
Food/Service Items	Price	Qty	Total
MSR - met with food - before staffing charges - Friday lowered from \$3,000 to \$2,500 for Arbor room			
Final Guest Count due on or before (4.12.18) to avoid \$50.00 late charge.			
After this date the final count cannot go down.			
HD open at 7pm - to be added if below minimum			
Blessing and short presentation before dinner			
Pre-set Iced Water			
Plate serve salad @ 7:40			
Chef's Choice of a House Salad			
House Salad (ranch dressing)			
Dinner Rolls and Cinnamon Honey Butter			
Seated Dinners (minimum of 30 guests)			
# of tables in room: 12			
# of chairs in room: 120			
Add \$3.50 for duet or choice of entree (add to higher priced entree)	\$3.50	104	\$364.00
50 chicken - 28 pork - 4 veggie			
Plate serve dinner at 7:50/7:55			
Pork Loin Medallions	\$18.95	31	\$587.45
Parmesan Breast of Chicken served with a Marinara Sauce	\$18.95	68	\$1,288.60
rice			
Rosemary Quartered Potatoes			
Country Style Seasoned Green Beans			
	\$20.00		
Vegetarian Fare			
Steamed Vegetable Medley Platter served with Rice	\$12.95	5	\$64.75
Host will provide a small cake - ceremonial cake cutting before dinner			
- please plate and set out after dinner			
Set out on dessert table after dinner			
Gourmet Dessert Bites including Raspberry Crunch, Fudge Walnut			
and Pecan Pie Bars, Oreo Blondie's			
Bar open 7pm-11pm			
Coffee, Tea and Soft Drinks			

AV- Projector, Screen, Microphone and Podium needed - see set up notes

\$100.00

Staff Charges

The number of staff needed is subject to change

Chef (2@4hrs)	\$25.00	8	\$200.00
Banquet Manager (1@7hrs)	\$22.00	7	\$154.00
Beverage Attendant (1@6.5hrs)	\$18.00	6.5	\$117.00
Server (4@6.5hrs)	\$18.00	26	\$468.00
Dishwasher (1@6.5hrs)	\$18.00	6.5	\$117.00

Policy Statement

DEPOSIT AND CANCELLATIONS

No Deposit is required to hold date

A date can be held without a deposit for up to 3 business days. If no deposit is received the date will be released on 2/12/19

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

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 equipment rentals, staffing, service charges or taxes.

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 3/22/19. 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 then 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.

PAYMENT TERMS

Corporate

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 final 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

This event will be direct billed.

Clients must initial the below information

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

_____ I am aware of the 20% service charge

_____ 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.

E30828 - Kenton County School District

Subtotal	\$3,360.80		
Service Charge	\$12.95		
Tax	\$202.43	Paid	\$0.00
Total Value	\$3,576.18	Balance	\$3,576.18

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: _____