



# *Bullitt Central High School*

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1330 Highway 44 East Shepherdsville, KY 40165

(502)869-6000

Fax (502)543-1797

To: Jesse Bacon, Superintendent

From: Joe Pat Lee, Principal

Date: December 6, 2021

Re: Board Approval for Paroquet Springs Contract for Cross Country Banquet

The Bullitt Central High School Cross Country Team would like to host an end of the season banquet at Paroquet Springs Conference Centre on December 13, 2021, from 6:00 pm to 10:00 pm.

Attached is the contract for Board approval.

Sincerely,

Joe Pat Lee

Principal Bullitt Central High School

Bullitt Central Cross Country  
1330 Highway east 502-269-8104  
Shepherdsville, KY 40165

Isaac Mitchell

**Contact Person:**

**Type:**

**Billing Instructions:** Balance Due 3 Days Before Event      **Separate Invoice Yes or No**  
**Deposit Given:** NO as Of 11-22-21      **Tax Exempt:** Y- B584

DAY/DATE	FUNCTION TIME	FUNCTION	ROOM	PEOPLE	ROOM RENTAL
Monday December 13 <sup>th</sup> , 2021	6:00pm-10:00pm	Banquet	Crist	80 people	\$125.00 inclusive

**WE WILL REQUIRE YOUR GUARANTEED ATTENDANCE FIGURES THREE (3) BUSINESS DAYS PRIOR TO THE FUNCTION**  
Prices are subject to an 21% service charge and 6% sales tax

**ROOM SET-UP**

**BILLING INSTRUCTIONS:** balance due 3 days prior  
**PSCC SET UP BY:** 3:30 pm  
**GUESTS ARRIVING AT:** 4 pm for setup; all other guests  
at 6:45pm; banquet starts at 7pm

**SET UP:**

Rounds to seat # of guests - white tablecloths  
Projector and screen \$50.00 inclusive  
2 Awards tables - east wall  
Buffet

Cake table in north east corner

Drink station

SMALL GARBAGE CAN

**Audio visual:**

**Table Décor/Table instructions:**

Burgundy and grey napkins -alternating

Centerpieces - with logo- see folder

**MENU**

**SERVE TIME: 7:10pm**

**CHEF TIME: 6:55pm**

**BBQ BUFFET \$8.50 inclusive per person**  
**Shredded BBQ chicken, buns, baked**  
**beans, coleslaw, homemade potato chips**

**Served with Lemonade, iced tea, water**

\* 5 % to 10% over the guaranteed attendance for meals will be prepared. Guest count exceeding the 10% above the guaranteed amount will be billed at twice the meal charge.

**Note: Buffets served 2 hours only**

**SPECIAL INSTRUCTIONS**

**Welcome Bullitt Central Cross Country**

**BEVERAGE**

- \* A 21% service charge will be added to the total. Prevailing tax will apply to all charges.
- \* All functions must be completed by 12:00 midnight unless prior authorization has been obtained through the catering office.
- \* Law requires that all liquor consumed in our meeting and banquet rooms be purchased from the Conference Centre.
- \* Function rooms are assigned according to the number of guests anticipated. We expressly reserve the right to change groups to space more suitable for the actual guaranteed attendees should that number increase or decrease.
- \* After the Banquet Order has been finalized and the authorized signature obtained, any changes in set-up will be billed at a rate of \$30.00/hr per person.
- \* **Any requested refunds must be made no later than 2 weeks after day of the event**
- \* Buffets are promptly removed after setting out for 2 hours. No food or beverage is to be taken from or into the Building.

Authorized

Signature: \_\_\_\_\_

<Contact>

Date: 11-30-21