



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

Issue Paper

DATE:

1/4/2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve Contract with McHales Events and Catering with Scott High School for Senior Dinner on March 12, 2022.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Scott High School is requesting to hold a Senior Dinner at The Gardens of Park Hills and will be catered by McHales Events and Catering on March 12, 2022.

FISCAL/BUDGETARY IMPACT:

Class of 2022 and Student Council will cover the initial cost and tickets will be sold to students for \$50 per person or less. Any student not able to purchase a ticket will be covered by Student Council fund.

RECOMMENDATION:

Approval to sign contract with McHales Events and Catering with Scott High School for Senior Dinner on March 12, 2022.

CONTACT PERSON:


Megan Snow, Class Sponsor



Principal/Administrator



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.*

Event Contract - Prospective

Event Planner -Tessie Warwick
twarwick@mchalescatering.com

(859) 442-7776

McHale's

EVENTS AND CATERING

Client/Organization Scott High School	Event Date 3/12/2022 (Sat)	Booking Contact Snow, Megan	Booking Email megan.snow@kenton.ky	Event # E36518
Address 5400 Old Taylor Mill Road, Taylor Mill, KY 41051		Booking Cell	Booking Tel (859) 866-7300	Pln Guests 140
Party Name Scott High School Senior Dinner Dan	Theme School	Event Planner Tessie Warwick	Room Gardens Vista Event	

Venue

Banquet Room	Start	End	Date	Description
Vista Room	7:00 pm	11:00 pm	3/12/2022-Sat	Tables= Chairs=

Setup Notes

Agenda

Onsite contact name and number:

Host to setup at:

Presentation start and end:

Bar service during presentation:

Clear tables during presentation:

Room setup

(See Room Diagram)

Room Name:

Table type:

Registration table:

Buffet:

HD or Dessert Station:

Bar/Beverage Station:

Speaker table:

Head table:

Reserved tables:

Assigned seating:

- Place cards or seating chart?

Tables numbered by:

If choice of – host needs to provide colored cards noting entrée selection. Please ensure # of color cards matches guaranteed number.

Tip jar at the bar:

Table setup

- Centerpieces:
- Napkin color/fold:
- Tablecloth color/length:
- Chair Covers:
- Place setting to include:

AV

- Does presentation have sound?
- Is client bringing a laptop, DVD, or flash drive?

If laptop:

- Laptop log in information:
- Is the laptop a Mac or PC?
- Does the laptop have an HDMI or VGA cable?
- If Mac- does laptop require a dongle to turn usb-c into HDMI?

Other vendors coming in

- Vendor Name/Contact Name/Number:
- Setup Time:

Please include in Food Service Section

- # of tables and chairs in the room (if plated item)
- Is double buffet needed
- Other equipment needs
- Welcome or Blessing
- Guests with special needs
- Guests with special dietary requests
- Audio visual needs

Food/Service Items

Food/Service Items	Price	Qty	Total
Final Guest Count due on or before (planner add date) to avoid \$50.00 late charge.			
After this date the final count cannot go down.			
Minimum Spending Requirement: (\$4000)			
Dinner Buffet (Captain's Call)			
# of Tables in room:			
# of chairs in room:			
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		
Hand Carved Beef Tenderloin Filets	\$27.50		
Hand Carved Roasted Prime Rib served with Au Jus	\$25.00	140	\$3,500.00
Hand Carved Top Round of Beef served with Au Jus	\$15.95		

Top Round of Beef sliced and served in a Rich Brown Gravy	\$14.95
Hand Carved Roasted Turkey Breast served with a side of Rich Brown Gravy	\$17.95
Roasted Turkey Breast sliced and served in Gravy	\$16.95
Hand Carved Apple Glazed Pork Loin Roast	\$15.95
Apple Glaze on side	\$0.25
Center Cut Pork Chops stuffed with Celery Sage Dressing	\$14.95
Hand Carved Home Baked Glazed Ham	\$15.95
Parmesan Breast of Chicken served with Marinara Sauce	\$16.95
Sun Dried Tomato and Feta Stuffed Chicken Breast topped with a Tomato Alfredo Sauce	\$16.95
Tuscan Chicken topped with Tomato, Mozzarella and Parmesan Cheese	\$16.95
Breast of Chicken served over Rice with a Mushroom Gravy	\$15.95
Baked Filet of Cod served in a Lemon Garlic Butter	\$16.95
Panko Encrusted Tilapia pan seared with Garlic Aioli	\$18.95

Choice of a Pasta or Potato

Pastas & More

Italian Mostaccioli

Vegetable Rotini

Wild Rice Blend with Butter and Herbs

Potatoes

Roasted Garlic Mashed Potatoes

Rosemary Quartered Potatoes

Sour Cream Potatoes

Choice of a Vegetable

Country Style Seasoned Green Beans

Green Bean Casserole

Glazed Baby Carrots

Steamed Vegetable Medley- Cauliflower, Baby Carrots, Broccoli

Pan Seared Garden Vegetables-Zucchini, Yellow Squash, Red Onions, Red Peppers, Carrots

Steamed Broccoli (without Cheddar Cheese topping)

Steamed Broccoli (with Cheddar Cheese topping)

Choice of a Salad

House Salad (assorted dressings)

Spinning Salad

Caesar Salad

Dinner Rolls and Butter

140

Gourmet Dessert Bites including Raspberry Crunch, Fudge Walnut and Pecan Pie Bars, Oreo Blondie's

Leftover Food:

Coffee, Tea and Soft Drinks

Staff Charges

The number of staff needed is subject to change

Chef (2 @ 5 Hours)	\$27.00	10	\$270.00
Banquet Manager (1 @ 7 Hours)	\$24.00	7	\$168.00
Beverage Attendant (2 @ 6.5 Hours)	\$20.00	13	\$260.00
Servers (4 @ 6.5 Hours)	\$20.00	26	\$520.00
Dishwasher (2 @ 6.5 Hours)	\$20.00	13	\$260.00

Policy Statement

DEPOSIT AND CANCELLATIONS

A **\$1000** deposit is required to secure 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 **01/10/22**.

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 **\$4000**. 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 **02/26/22**. 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 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.

MCHALE'S WEDDING CAKES

McHale's has limited cake availability each weekend. Selecting McHale's for your wedding cake requires a \$50 deposit due at booking to secure the date. This deposit is non-refundable.

All cake orders are subject to a minimum spending requirement of \$445.

Our Brides and Grooms will be invited to a cake tasting. If McHale's is selected as the bakery for your event, our Pastry Chef will contact you three months prior to your event date to schedule a time to discuss your cake design.

A final design is due three weeks prior to the event date. If a change is made to the cake design after this date, there will be a charge of at least \$50 for each change made.

PAYMENT TERMS

Banquet

All charges are subject to a 20% Service Charge and 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 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

Credit card payments taken over the phone. Credit card payments can be made at any of our venues including The Cincinnati Club, The Grand Ballroom, The Pinnacle Ball Room, The Center and The Gardens of Park Hills.

Payment in full is required on **02/26/22**.

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.

Subtotal	\$4,978.00		
Service Charge	\$0.00		
Tax	\$0.00	Paid	\$0.00
Total Value	\$4,978.00	Balance	\$4,978.00

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: _____