



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:

1/25/22

AGENDA ITEM (ACTION ITEM):

Consider/Approve contract with McHales Events and Catering for Scott High School JROTC Ball on April 22, 2022

APPLICABLE BOARD POLICY:

01.1 Legal Status of Board

HISTORY/BACKGROUND:

Scott High School would like to hold their JROTC Ball on April 22, 2022 at McHales Events and Catering. There will be no cost for JROTC students, guest will pay \$20.00. The National Guard will help pay for some of the cost.

FISCAL/BUDGETARY IMPACT:

JROTC activity account and The National Guard will cover cost. Guests will pay \$20 for their tickets.

RECOMMENDATION:


Approval of contract with McHales Events and Catering to hold Scott High School JROTC Ball on April 22, 2022.

CONTACT PERSON:


CSM Jeff Stone



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 - Tentative
 Event Planner -Tessie Warwick
 twarwick@mchalescatering.com

(859) 442-7776

Client/Organization Kenton County School District	Event Date 4/22/2022 (Fri)	Booking Contact Stone, Jeffrey	Booking Email jeffrey.stone@kenton.ky	Event # E36569
Address 1055 Eaton Drive, Fort Wright, KY 41017		Booking Cell (360) 561-9749	Booking Tel (859) 356-3146 Ext:11:	Pln Guests 98
Party Name Kenton County JROTC Military Ball	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	4/22/2022-Fri	Tables= 11 Chairs= 110

Setup Notes

Agenda

Onsite contact name and number: Jeffrey Stone (360) 561-9749
 Host to setup at: **TBD**

Presentation start and end:
 Bar service during presentation: yes
 Clear tables during presentation: yes

Room setup

(See Room Diagram)
 Room Name: Vista
 Table type: 11 Rounds of 10

Registration table: n/a
 DJ Table off to the side of Dance Floor

Buffet:

HD or Dessert Station: yes, both
 Bar/Beverage Station: yes
 Speaker table: n/a
 Head table: n/a

Reserved tables: 2 - McHale's stands and signage

Assigned seating: **TBD**
 - Place cards or seating chart? **TBD**

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: n/a

Table setup

Centerpieces: McHale's Lamps
 Napkin color/fold: Ivory Flatfold
 Tablecloth color/length: Ivory (LapLength?)
 Chair Covers: no
 Place setting to include: 2 Forks, 2 Knives, Flatfold Napkin

AV

-Does presentation have sound?
 -Is client bringing a laptop, DVD, or flash drive? Client providing laptop (Will test and set up prior to event)

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: **TBD**
 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
Minimum Spending Requirement (\$4000)			
Room Rental	\$600.00	1	\$600.00

Final Guest Count due on or before (4/8/22) to avoid \$50.00 late charge.

After this date the final count cannot go down.

HD's open at 7:00 PM

(Each Display serves 50 guests unless otherwise noted.)

Display of Fresh Fruits served with a Creamy Strawberry Dip	\$65.00	2	\$130.00
Display of Fresh Crudités served with a Creamy Ranch Dip	\$65.00	2	\$130.00

E36569 - Kenton County School District

Display of Domestic and Imported Cheeses, Smoked Meats and Assorted Crackers	\$65.00	2	\$130.00
Spinach and Artichoke Dip served with Tri-colored Tortilla Chips	\$62.50	1.5	\$93.75

Blessing and Short Presentation Before Dinner

Pre-set Iced Water
 Plate Serve Salad @ 7:40 PM
 House Salad with Ranch Dressing
 Dinner Rolls and Cinnamon Honey Butter

Seated Dinners (minimum of 30 guests)
 # of tables in room: 11
 # of chairs in room: 110
 Add \$3.50 for duet or choice of entree (add to higher priced entree) \$3.50

Plate Serve Dinner @ 7:50/7:55 PM

Lemon and Garlic Glazed Shrimp Skewers served on a bed of Herb Toasted Orzo and Rice	\$18.95	40	\$758.00
Pork Loin Medallions	\$18.95	55	\$1,042.25
Italian Mostaccioli with Marinara Sauce	\$12.95	3	\$38.85

Choice of a Pasta or Potato
 Italian Mostaccioli
 Vegetable Rotini
 Wild Rice Blend with Butter and Herbs
 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)

Host will provide a small cake- ceremonial cake cutting before dinner
 ** Please plate and set out on dessert table after dinner**

Gourmet Dessert Bites including Raspberry Crunch, Fudge Walnut 98

and Pecan Pie Bars, Oreo Blondie's

Bar Open 7-11PM
Coffee, Tea and Soft Drinks

AV- Projector, Screen, and Microphone needed- See set up notes

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 (1 @ 6.5 Hours)	\$20.00	6.5	\$130.00
Server (3 @ 6.5 Hours)	\$20.00	19.5	\$390.00
Dishwasher (1 @ 6.5 Hours)	\$20.00	6.5	\$130.00

Policy Statement

DEPOSIT AND CANCELLATIONS

No deposit is required to hold this date.

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 **04/08/22**. 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 than 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

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.

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

E36569 - Kenton County School District

_____ I am aware that complete finalization (including break down of guest count, menu, room layout) is due 10 business days prior to my event.

Subtotal	\$4,010.85		
Service Charge	\$18.75		
Tax	\$0.00	Paid	\$0.00
Total Value	\$4,029.60	Balance	\$4,029.60

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: _____