



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

Issue Paper

DATE:

October 6, 2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve Dixie Heights High School to contract with McHale's Events and Catering for use of the Gardens of Park Hills for the Class of 2023 Senior Dinner Dance on February 25, 2023.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Each year the Dixie Heights High School holds their Senior Dinner Dance at the Gardens of Park Hills (a McHale's Event and Catering venue). The event will be held this year on February 25, 2023 from 7 p.m. to 11 p.m. Rental costs will include the venue, set up and clean up, decorations, dinner buffet, drinks and dessert

FISCAL/BUDGETARY IMPACT:

The cost of the event will be approximately \$8320.00 based on the number of attendees (estimated at 250). Tickets will be sold prior to the event and the invoice will be paid from the Senior Class school activity account.

RECOMMENDATION:

Approval to Dixie Heights High School to contract with McHale's Events and Catering for use of the Gardens of Park Hills for the Class of 2023 Senior Dinner Dance being held on February 25, 2023.

CONTACT PERSON:

Teresa Catchen/Richie Kowalewski

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 -Loren Wehrley
LWehrley@mchalecatering.com

(859) 442-7776

| | | | | |
|--|-------------------------------|--|--|-------------------|
| Client/Organization Dixie Heights High School | Event Date 2/25/2023 (Sat) | Booking Contact Kowalowski, Richard | Booking Email richard.kowalewski@ke | Event # E38000 |
| Address 3010 Dixie Highway, Fort Mitchell, KY 41017 | | Booking Cell (859) 240-1353 | Booking Tel () - | Pln Guests 250 |
| Party Name Dixie Heights Sr Dinner Dance | Theme School | Event Planner Loren Wehrley | Room Gardens Vista Event | |

Venue

| Banquet Room | Start | End | Date | Description |
|--------------|---------|----------|---------------|-------------|
| Vista Room | 7:00 pm | 11:00 pm | 2/25/2023-Sat | |

Setup Notes

CORPORATE EVENT SET-UP NOTES

Onsite contact:
Host to set up @

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.

Guests arrival time: 7pm

Senior superlatives @ 9:30pm

Crowning at 10:00pm

Head Table: n/a
Reserved Tables: 2 - See diagram for placement (Using McHale's Reserved Signs and Stanchions)
Assigned Seating: n/a
Tables Numbered: n/a

Centerpieces: McHale's Oil Lamps
Napkin Color/Fold: red and gray (alternate every other table/ flat fold)
Tablecloth Color/Length: black/lap length
Chair Covers: No

Bakery: Sheet Cake From McHale's

Florist: N/A

Entertainment:

Set-Up @

McHale's Microphone

D.J will need 1, 8 ft. table with a table cloth

Photographer: N/A

Follow-up call to -

| Food/Service Items | | | |
|---|----------|-----|------------|
| Food/Service Items | Price | Qty | Total |
| Final Guest Count due on or before 2/17/23 to avoid \$50.00 late charge. After this date the final count cannot go down. | | | |
| Minimum spending Requirement \$4,000 COD- Leave invoice with BM to give to host the night of the event | | | |
| Dinner Buffet (Captain's Call) 7:15 PM -8:15 PM | | | |
| 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 | 250 | \$875.00 |
| Hand Carved Smoked Beef Brisket served with two sauces | \$18.95 | 250 | \$4,737.50 |
| Sun Dried Tomato and Feta Stuffed Chicken Breast topped with a Tomato Alfredo Sauce | | | |
| Pasta ** TBD on what Green Bean Casserole | | | |
| House Salad with Assorted Dressings (On Buffet) Dinner rolls and butter (On Buffet) | | | |
| Please set desserts out the entire time** | | | |
| McHale's Sheet Cake Decorated with dixie colonel Logo | \$200.00 | 1 | \$200.00 |
| Coffee, Tea and Soft Drinks | | | |
| Senior Superlatives @ 9:30pm Crowning to take place at 10:00pm | | | |
| <u>A/V Equipment</u> | | | |

E38000 - Dixie Heights High School

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

In-House Wired Hand-Held Microphone (No Charge) (TBD- Ask DJ if they can use his MIC)

1

Leftovers:

Staff Charges

The number of staff needed is subject to change

| | | | |
|----------------------------------|---------|------|------------|
| Chef 2 @ 5 hours | \$30.00 | 10 | \$300.00 |
| Banquet Manager 2 @ 7 hours | \$30.00 | 14 | \$420.00 |
| Beverage attendant 2 @ 6.5 hours | \$25.00 | 13 | \$325.00 |
| Server 7 @ 6.5 hours | \$25.00 | 45.5 | \$1,137.50 |
| Dishwasher 2 @ 6.5 hours | \$25.00 | 13 | \$325.00 |

Policy Statement

DEPOSIT AND CANCELLATIONS

A \$1,000 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 \$4,000. 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 2/17/23. 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

E38000 - Dixie Heights High School

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.

| | | | |
|----------------|------------|---------|------------|
| Subtotal | \$8,320.00 | | |
| Service Charge | \$0.00 | | |
| Tax | \$0.00 | Paid | \$0.00 |
| Total Value | \$8,320.00 | Balance | \$8,320.00 |

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: _____