



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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WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

KCS D ISSUE PAPER

DATE:

1/24/23

AGENDA ITEM (ACTION ITEM):

Consider/Approve contract with McHales Events and Catering for Scott High School JROTC Ball on April 21, 2023

APPLICABLE BOARD POLICY:

01.1 Legal Status of Board

HISTORY/BACKGROUND:

Scott High School would like to hold their JROTC Ball on April 21, 2023 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 for Scott High School JROTC Ball on April 21, 2023.

CONTACT PERSON:

CSM Jeff Stone

[Signature]
Principal/Administrator

[Signature]
District Administrator

[Signature]
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 Carla Egan Shannon Herold Jessica Jehn
"The Kenton County Board of Education provides Equal Education & Employment Opportunities."



Event Contract - Tentative
 Event Planner -Celia Blankenship
 cblankenship@mchalescatering.com
 (859) 392-8272
 (859) 442-7776

Client/Organization	Event Date	Booking Contact	Booking Email	Event #
Kenton County School District	4/21/2023 (Fri)	Stone, Jeffrey	jeffrey.stone@kenton.k	E38561
Address		Booking Cell	Booking Tel	Pin Guests
1055 Eaton Drive, Fort Wright, KY 41017		(360) 561-9749	(859) 356-3146	Ext:11 99
Party Name	Theme	Event Planner	Room	
Kenton County JROTC Military Ball	School	Celia Blankenship	Gardens Vista Event	

		Venue			
Banquet Room	Start	End	Date	Description	
Vista Room	7:00 pm	11:00 pm	4/21/2023-Fri	Tables=	Chairs=

Setup Notes

NEEDS UPDATED FOR 2023

Agenda

Onsite contact name and number: Jeffrey Stone (360) 561-9749
 Host to setup at: Friday from 9:30 AM-1:00 PM

Presentation start and end: Different Presentations Throughout the Night
 Bar service during presentation: no
 Clear tables during presentation: no
 NO SERVICE DURING PRESENTATIONS OR CEREMONIES

Guest arrival and HD's open @ 7 PM
 Guests to be seated @ 7:20 PM
 Receiving line and presentation of colors @ 7:25 PM
 Blessing and short presentation @ 7:30 PM
 Plate served salads @ 7:40 PM
 Ceremonial cake cutting @ 7:50 PM
 Guest speaker @ 8:00 PM
 Plate served dinner @ 8:10 PM
 Presentation to play with sound @ 8:55 PM
 Retire colors after dinner service @ 9:00 PM
 Dancing to begin @ 9:15 PM

Room setup

(See Room Diagram)
 Room Name: Vista
 Table type: 10 Rounds of 10 + 1 Round of 9 = 109 Chairs

Please have American and KY Flags Available in Lobby
Registration table: n/a
DJ Table: On Dance Floor

Buffet: No
HD or Dessert Station: yes, HD
Bar/Beverage Station: yes
Speaker table: n/a
Head table: n/a

Podium and Microphone Needed

Reserved tables: 2 - McHale's Silver Stanchions and Reserved Signs
Assigned seating: **Yes, Host to Provide Place Cards**
- Place cards or seating chart? **Place Cards**
Tables numbered by: McHale's Silver Stands and Table Numbers
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

****Fallen Soldier Table Needed** Sweet Heart Table with 1 Chair, WHITE LINEN, 1 water glass (inverted)**

Table setup
Centerpieces: McHale's Oil Lamps with Red Napkin Underneath
Napkin color/fold: Navy Flat Fold
Tablecloth color/length: Ivory Lap Length
Chair Covers: no
Place setting to include: 2 Forks, 2 Knives, Flat Fold Napkin, Pre-set Water

AV
-Does presentation have sound? Yes
-Is client bringing a laptop, DVD, or flash drive? Client providing laptop (Will test and set up prior to event)
HDMI Compatible
-Will need Microphone and Podium for presentation

If laptop:
-Laptop log in information: Client to Set Up Prior to Event
-Is the laptop a Mac or PC? PC
-Does the laptop have an HDMI or VGA cable? Yes, HDMI

Other vendors coming in
Vendor Name/Contact Name/Number: DJ Ken Chavelier (859)-380-5238
Setup Time: 5:30 PM

Food/Service Items

Food/Service Items	Price	Qty	Total
Final Guest Count due on or before (4/7/23) to avoid \$50.00 late charge. After this date the final count cannot go down.			
Minimum Spending Requirement (\$4000)			
Room Rental	\$600.00	1	\$600.00

Guest Arrival @ 7:00 PM

Dietary Restrictions: Vegetartian - See Entree Selections

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	\$70.00	1	\$70.00
Display of Fresh Crudités served with a Creamy Ranch Dip	\$70.00	1	\$70.00
Display of Domestic and Imported Cheeses, Smoked Meats and Assorted Crackers	\$70.00	1	\$70.00

A/V Needed: Screen and Projector/Podium/Microphone
Host will set up Laptop Prior to Event Start (Will need Sound)

Guests will be Seated @ 7:20 PM

Receiving Line and Presentation of Colors @ 7:25 PM
Blessing and Short Presentation Before Dinner EST: 7:30 PM

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

Ceremonial Cake Cutting @ 7:50 PM
Guest Speaker to Speak for About 10 Minutes @ 8:00 PM

Seated Dinners (minimum of 30 guests) **Extra Table**
of tables in room: 11
of chairs in room: TBD

Plate Serve Dinner @ 8:10 PM **Requested More Meals Than Guest Count**

Baked Filet of Cod served in a Lemon Garlic Butter	\$21.95		
Pork Loin Medallions	\$21.95	99	\$2,173.05
Italian Mostaccioli with Marinara Sauce	\$13.95		

(Each Entree Gets the Same Side Items)

Roasted Garlic Mashed Potatoes

1/24/2023-8:36:06 AM

Country Style Seasoned Green Beans

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
and Pecan Pie Bars, Oreo Blondie's 99
(Plate Serve the Desserts to Each Table After Dinner)

Video Presentation to Play with Sound @ 8:55 PM

Retire the Colors After Dinner Service @ EST 9:00 PM
Dancing to Begin @ 9:15 PM

Bar Open 7-11PM
Coffee, Tea and Soft Drinks (Please Serve in Glassware)

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

Staff Charges

The number of staff needed is subject to change

Chef (2 @ 5 hours)	\$30.00	10	\$300.00
Banquet Manager (1 @ 7 Hours)	\$30.00	7	\$210.00
Beverage Attendant (1 @ 6.5 Hours)	\$25.00	6.5	\$162.50
Server (4 @ 6.5 Hours)	\$25.00	26	\$650.00
Dishwasher (1 @ 6.5 Hours)	\$25.00	6.5	\$162.50

Parking Included in Package

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 04/07/23. 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 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

E38561 - Kenton County School District

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

____ 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	\$4,468.05		
Service Charge	\$0.00		
Tax	\$0.00	Paid	\$0.00
Total Value	\$4,468.05	Balance	\$4,468.05

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. 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: _____