



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

Issue Paper

DATE:

September 14, 2023

AGENDA ITEM (ACTION ITEM):

Consider/Approve Contract with Dixie Heights High School and McHale's Events and Catering to provide venue space and dinner for the Class of 2024 Senior Dinner Dance..

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Each year Dixie Heights High School holds a Senior Dinner Dance for Seniors and their guests to attend dinner and a night of dancing. Senior Superlatives will also be announced this evening. The event will be held at the Gardens of Park Hills on February 17, 2024 from 7 p.m. until 11 p.m.

FISCAL/BUDGETARY IMPACT:

Total cost of the Senior Dinner Dance will be \$8787.25. Cost will include dinner buffet, desserts and beverages. A cost of \$45.00 per guest will be charged and all monies will be deposited into the Senior Class Activities school activity account. All expenses (including dinner cost and DJ) will also be paid from the Senior Class Activities account.

RECOMMENDATION:

Approval to contract with Dixie Heights High School and McHale's Events and Catering to provide venue space and dinner for the Class of 2024 Senior Dinner Dance.

CONTACT PERSON:

Roddy Stainforth/Teresa Catchen

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Principal/Administrator

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District Administrator

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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 -Celia Blankenship
 cblankenship@mchalecatering.com
 (859) 392-8272
 (859) 442-7776

Client/Organization Dixie Heights High School	Event Date 2/17/2024 (Sat)	Booking Contact Kowalowski, Richard	Booking Email richard.kowalewski@ke	Event # E39753
Address 3010 Dixie Highway, Fort Mitchell, KY 41017		Booking Cell (859) 240-1353	Booking Tel () -	Pln Guests 255
Party Name Dixie Heights Sr Dinner Dance	Theme School	Event Planner Celia Blankenship	Room Gardens Vista Event	

Venue				
Banquet Room	Start	End	Date	Description
Vista Room	7:00 pm	11:00 pm	2/17/2024-Sat	Tables=26 Chairs=260

Setup Notes

**2022 SET UP NOTES TO BE UPDATED
 CORPORATE EVENT SET-UP NOTES**

Onsite contact: Richie phone # 859-240-1353
 Host to set up @ 6:30pm

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: Brownies, Cookies, and Sheet Cake From McHale's

Florist: N/A

Entertainment: Ken Chevalier

Set-Up @ 6:00pm

McHale's Microphone

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

Photographer: N/A

Follow-up call to - Richie

Food/Service Items			
Food/Service Items	Price	Qty	Total
Final Guest Count due on or before 02/06/24 to avoid \$50.00 late charge.			
After this date the final count cannot go down.			
Minimum spending Requirement \$3,000			
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 \$3.50 per guest for a 2nd entree (add to the higher priced entree)	\$3.50	255	\$892.50
Hand Carved Top Round of Beef served with Au Jus	\$15.95		
Tuscan Chicken topped with Tomato, Mozzarella and Parmesan Cheese	\$18.95	255	\$4,832.25
Italian Mostaccioli			
Roasted Garlic Mashed Potatoes			
Green Bean Casserole			
Extra Hot Side Item	\$1.00	255	\$255.00
House Salad with Assorted Dressings (On Buffet)			
Dinner rolls and butter (On Buffet)			
Please set desserts out the entire time**			
Homemade Brownies	\$15.00	10	\$150.00
Homemade Cookies	\$15.00	10	\$150.00
Coffee, Tea and Soft Drinks 7PM-11PM			
Senior Superlatives @ 9:30pm			
Crowding to take place at 10:00pm			

A/V Equipment

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)

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Donate 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

Parking Included in Package

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 \$3000. 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 2/6/24. 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

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	\$8,787.25		
Service Charge	\$0.00		
Tax	\$0.00	Paid	\$0.00
Total Value	\$8,787.25	Balance	\$8,787.25

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: _____