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# Issue Paper

**DATE:**

9/13/2024

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve Contract with McHale's Events and Catering with Scott High School for Senior Dinner on February 15, 2025.

**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 McHale's Events and Catering on February 15, 2025.

**FISCAL/BUDGETARY IMPACT:**

\$5,898.50 - Class of 2025 will cover the initial cost and tickets will be sold to the students for \$50 per person or less. Any student not able to purchase a ticket will be covered by class funds.

**RECOMMENDATION:**

Approve contract with McHale's Events and Catering with Scott High School for Senior Dinner on February 15, 2025.

**CONTACT PERSON:**

Jeff Jackson, Class Sponsor and Anthony Procaccino, Principal

  
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 -Lindsay Morris  
lmorris@mchalescatering.com  
(859) 392-8268  
(859) 442-7776

Client/Organization	Event Date	Booking Contact	Booking Email	Event #
Scott High School	2/15/2025 (Sat)	Jackson, Jeff	jeffrey.jackson@kenton	E41421
Address		Booking Cell	Booking Tel	Pin Guests
5400 Pride Parkway, Taylor Mill, KY 41017			(859) 248-6157	130
Party Name	Theme	Event Planner	Room	
Scott High School Senior Dinner Dai	School	Lindsay Morris	Gardens Vista Event	

Venue				
Banquet Room	Start	End	Date	Description
Vista Room	6:00 pm	10:00 pm	2/15/2025-Sat	Tables=15 Chairs=150

### Setup Notes

NOTES FROM LAST YEAR MAY NEED TO UPDATE

### Agenda

Onsite contact name and number: Jennifer Compton (859)-663-5115

Host to setup at: 5:30pm

Presentation start and end: Superlatives @9:15pm

Beverage service during presentation: Yes

Clear tables during presentation: Yes

### Room setup

(See Room Diagram)

Room Name: Vista

Table type: rounds of 10

Registration table: yes, 4 chairs

Buffet: yes

HD or Dessert Station: yes, dessert table

Bar/Beverage Station: yes

Open Seating Style

### Table setup

Centerpieces: McHale's Oil Lamp with Cadet Blue Napkin Underneath

Napkin color/fold: Royal Blue #2983 & Medrite Grey #6439 Flat Fold (every other place setting)

Tablecloth color/length: Ivory Lap Length

Place setting to include: 2 Forks, 1 Knife, Flat Fold Napkin

**NO AV NEEDED- DJ PROVIDED**

**Other vendors coming in**

Vendor Name/Contact Name/Number: DJ - Snowman Productions Brad Frost 859-206-9647

Setup Time: 3:00pm

Guest Arrival @ 6:00pm

Dinner Service @ 6:45pm

Dancing to Begin @ 7:00pm

Superlatives @ 9:15pm

Event Concludes @ 10:00pm

**Food/Service Items**

Food/Service Items	Price	Qty	Total
Final Guest Count due on or before 2/6/25 to avoid \$50.00 late charge. After this date the final count cannot go down.			
Minimum Spending Requirement: \$4,000 Deposit due @ booking- \$1,000			
NOTES AND MENU FROM LAST YEAR MAY NEED TO UPDATE			
Guest Arrival @ 6:00 PM			
NO DIETARY RESTRICTIONS			
Served on China/Silverware/Glassware Dinner Buffet (Captain's Call) @ 6:45 PM # of Tables in room: 15 # of chairs in room: 150 Add \$3.50 per guest for a 2nd entree (add to the higher priced entree)			
	\$3.50	130	\$455.00
Hand Carved Smoked Beef Brisket served with two sauces: (Sweet and Smokey Barbecue Sauce and Carolina Mustard Barbecue Sauce) and Tabasco Sauce Parmesan Breast of Chicken served with Marinara Sauce Vegetable Rotini Pan Seared Garden Vegetables-Zucchini, Yellow Squash, Red Onions, Red Peppers, Carrots			
	\$20.95	130	\$2,723.50
House Salad with Assorted Dressings- Ranch and Balsamic (On Buffet) Dinner Rolls and Butter (On Buffet)			
Gourmet Dessert Bites including Raspberry Crunch, Fudge Walnut and Pecan Pie Bars, Oreo Blondie's (Please set out on Dessert Table during dinner until end of event)	\$4.00	130	\$520.00

Dancing to Start @ 7:00 PM  
Superlatives @ 9:15 PM  
Event Concludes @ 10:00 PM

Leftover Food: Pack up for Host			
Coffee, Tea and Soft Drinks	\$3.00	130	\$390.00

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
Servers (4 @ 6.5 Hours)	\$25.00	26	\$650.00
Beverage Attendant (2 @ 6.5 Hours)	\$25.00	13	\$325.00
Dishwasher (2 @ 6.5 Hours)	\$25.00	13	\$325.00

Parking Included in Package

### Policy Statement

#### DEPOSIT AND CANCELLATIONS

A **\$1000** deposit is required to secure date.

If no deposit is received the date will be released on 9/17/24

**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 \$4,000. 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

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 2/6/25. 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

Corporate

All charges are subject to 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 that complete finalization (including break down of guest count, menu, room layout and payment) is due 10 business days prior to my event.

Subtotal	\$5,898.50		
Service Charge	\$0.00		
Tax	\$0.00	Paid	\$0.00
Total Value	\$5,898.50	Balance	\$5,898.50

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: \_\_\_\_\_