



Issue Paper

DATE:

9/11/24

AGENDA ITEM (ACTION ITEM):

Consider/Approve contract with McHale's Event and Catering to hold Scott High School's prom on April 26, 2025. McHale's Event and Catering will be the venue, catering and decorations

APPLICABLE BOARD POLICY:

.01.1 Legal Status of the Board

HISTORY/BACKGROUND:

Scott High School would like to hold the 2025 school prom at McHale's Event and Catering on April 26, 2025. We will sell tickets to students for \$60 or less each to cover the cost of prom.

FISCAL/BUDGETARY IMPACT:

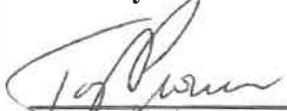
10,010.76 from the Class of 2026

RECOMMENDATION:

Approval to sign contract with McHale's Event and Catering to hold Scott High School's prom on April 26, 2025.

CONTACT PERSON:

Anthony Procaccino


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@mchalecatering.com

(859) 442-7776

Client/Organization Scott High School	Event Date 4/26/2025 (Sat)	Booking Contact Erkins, Sirye	Booking Email sirye.erkins@kenton.ky	Event # E41358
Address 5400 Pride Parkway, Taylor Mill, KY 41017		Booking Cell	Booking Tel	Pin Guests 320
Party Name Scott High School Prom	Theme School	Event Planner Tessie Warwick	Room Grand - mchales	

Venue				
Banquet Room	Start	End	Date	Description
The Grand	12:00 pm	12:00 pm	4/26/2025-Sat	

Food/Service Items			
Food/Service Items	Price	Qty	Total

Final Guest Count, Menu, Details and Payment in Full DUE:
 (4/14/25) to avoid \$50 late fee
 After this date the final count cannot go down

Minimum Spending Requirement (Saturdays) - Lowered For Short Booking	\$10,000.00		
Grand Room Rental (Saturdays)	\$2,500.00	1	\$2,500.00
(Compliments of McHale's - Short Booking)	(\$1,500.00)	1	(\$1,500.00)

Guest Arrival @
 Event From xx - xx

Hors d'oeuvres Selections

Displays

(Each Display serves 50 guests unless otherwise noted.)

Display of Fresh Fruits served with a Creamy Strawberry Dip	\$70.00	6.5	\$455.00
Display of Fresh Crudités served with a Creamy Ranch Dip	\$70.00	6	\$420.00
Display of Domestic and Imported Cheeses, Smoked Meats and Assorted Crackers	\$78.00	6.5	\$507.00
Home Baked Ham, Roasted Chicken Breast, Top Round of Beef and Chicken Salad served on Mini Buns	\$3.25	320	\$1,040.00
Bavarian Pretzel Sticks with Local Ale Beer Cheese (per person)	\$2.25	320	\$720.00

Hot Hors d'oeuvres

(Priced per piece. Minimum order of 50 pieces per item unless otherwise noted.)

Sweet and Sour Meatballs (minimum of 160 pieces)	\$1.10	640	\$704.00
Chicken Tenders	\$1.50	640	\$960.00
Add assorted Mini Gourmet Desserts	\$4.00	320	\$1,280.00
Coffee, Tea and Soft Drinks (No Alcohol)	\$3.00	320	\$960.00
Linens (Guest Tables + Food Tables Included)			
85 x 85 Linen Tablecloth (lap length) For Use on Registration Tables/DJ Table/Etc.	\$4.00	6	\$24.00
52 x 114 Linen Tablecloth (lap length)	\$4.00		
132 Ivory Linen Tablecloth (full length on 66" and 72")	\$25.00		
132 White or Black Linen Tablecloth (full length on 66" and 72") upgrade	\$2.50		
Linen Napkin	\$0.50		
Staff Charges (Based on a 4 Hour Event) 2 Hour Set Up + 4 Hour Event + 1 Hour Clean Up			
The number of staff needed is subject to change			
Chefs (2 @ 5 Hours)	\$30.00	10	\$300.00
Banquet Manager (1 @ 7 Hours)	\$30.00	7	\$210.00
Beverage Attendants (2 @ 6.5 Hours)	\$25.00	13	\$325.00
Servers (5 @ 6.5 Hours)	\$25.00	32.5	\$812.50
Dishwasher (1 @ 6.5 Hours)	\$25.00	6.5	\$162.50
Front Door Attendant (1 @ 5 Hours)	\$25.00	5	\$125.00

Policy Statement

ROOM RENTAL CHARGE

The Room Rental Charge for your event is \$1000. The room rental charge includes the use of the room for 4 hours. Additional time can be added for a fee.

DEPOSIT AND CANCELLATIONS

A \$2500 deposit is required to hold this date. A second deposit is due on 01/24/25 in the amount of \$2500. If the second deposit is not received within 30 days of the due date late fees will apply.

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.

A date can be held without a deposit for up to 6 business days. If no deposit is received the date will be released on 09/07/24.

MINIMUM SPENDING REQUIREMENT

All events are subject to Minimum Spending Requirements. The MSR for this event is \$10,000. MSR can be met with the room charge, food, beverage and ala carte items. MSR cannot be met with taxes.

GUARANTEED PRICING

The following Banquet Package Prices have been guaranteed if McHale's Catering is selected as the caterer 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 due to market pricing.

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 04/14/25. 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 available at no charge. Host will be informed of any additional charges for any tables not in inventory. 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. **Credit card payments will incur a 3% additional charge on the amount being paid.** 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

Payment in full is required on 04/14/25.

Payments by check received after the above due date will require a cashiers check.

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	\$10,005.00		
Service Charge	\$5.76		
Tax	\$0.00	Paid	\$0.00
Total Value	\$10,010.76	Balance	\$10,010.76

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: _____