



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

## Issue Paper

**DATE:**

Oct 14, 2025

**AGENDA ITEM (ACTION ITEM):**

**Consider/Approve** Scott High School to contract with McHale's for the use of the Pinnacle Ballroom in Covington, KY for the Class of 2026 senior Dinner Dance on Friday March 6, 2026.

**APPLICABLE BOARD POLICY:**

**.01.1 Legal Status of the Board**

**HISTORY/BACKGROUND:**

Each year Scott High School holds a Senior Dinner Dance to celebrate our graduates at a rented venue. The event will be held at McHale's this year on March 6, 2026 from 7PM to 10PM. The rental cost will include the venue, set up and clean up, table settings, dinner buffet, drinks and dessert.

**FISCAL/BUDGETARY IMPACT:**

The cost of the event will be approximately \$7,978.11 based on the number of attendees (estimated at 175 students). Tickets will be sold prior to the event and the invoice will be paid from the Senior class school activity account. A deposit of \$1,000 will be required to lock in the date after November 7th.

**RECOMMENDATION:**

**Approval** Scott High School to contract with McHale's for the use of the Pinnacle Ballroom in Covington, KY for the Class of 2026 senior Dinner Dance on Friday March 6, 2026.

**CONTACT PERSON:**

SiRye Erkins Class sponsor

Cody Wolf 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 - Prospective

Event Planner - Tessie Warwick  
twarwick@mchalecatering.com

(859) 442-7776

Client/Organization Scott High School	Event Date 3/6/2026 (Fri)	Booking Contact Erkins, Sirye	Booking Email sirye.erkins@kenton.ky	Event# E42936
Address 5400 Pride Parkway, Taylor Mill, KY 41017		Booking Cell	Booking Tel (859) 356-3146	Pln Guests 175
Party Name Scott High School Senior Dinner Da	Theme Wedding Reception	Event Planner Tessie Warwick	Room The Pinnacle	

Venue				
Banquet Room	Start	End	Date	Description
The Pinnacle	12:00 pm	12:00 pm	3/6/2026-Fri	

Food/Service Items			
Food/Service Items	Price	Qty	Total

Final Guest Count, Menu and Final Details DUE: (2/24/26) to avoid

\$50 late fee

After This Date, the Final Count Cannot Go Down

Minimum Spending Requirement (Fridays)	\$6,000.00		
Pinnacle Room Rental (Fridays)	\$500.00	1	\$500.00
Pasta Station (Minimum of 50) - Captain's Call by McHale's	\$22.95	175	\$4,016.25

Bow Tie Pasta

Tri-Color Cheese Filled Tortellini

Creamy Alfredo Sauce

Zesty Marinara Sauce

Pesto Sauce

Toppings

Diced Grilled Chicken Breast & Grilled Shrimp

Sun-Dried Tomatoes & Fresh Garlic

Artichoke Hearts

Diced Zucchini and Yellow Squash

Grated Parmesan Cheese

Choice of 1 Vegetable

Choice of 1 Salad (Served on Buffet)

Fresh Garlic Breadsticks (Served on Buffet)

## E42936 - Scott High School

Gourmet Dessert Bites including Raspberry Crunch, Fudge Walnut and Pecan Pie Bars, Oreo Blondie's	\$4.00	175	\$700.00
**Compliments of McHale's - Repeat Client**	(\$1.00)	175	(\$175.00)
Coffee, Tea and Soft Drinks - Unlimited	\$5.00	175	\$875.00
Linens (Lap Length Guest Tables, Linen Napkins & Buffet Linens Included)			
85 x 85 Linen Tablecloth (lap length) - Estimated for DJ, Dessert, Registration, Etc.	\$4.00	8	\$32.00
52 x 114 Linen Tablecloth (lap length) - Estimated for DJ, Dessert, Registration, Etc.	\$4.00	8	\$32.00
Staff Charges (Based on a 4 Hour Event) 2 Hour Setup + 4 Hour Event + 1 Hour Breakdown			
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 (3 @ 6.5 Hours)	\$25.00	19.5	\$487.50
Dishwasher (2 @ 6.5 Hours)	\$25.00	13	\$325.00
Front Door Attendant (1 @ 5 Hours)	\$25.00	5	\$125.00
Parking Validation Tabbed @ \$3.00 Per Ticket	\$3.00		

### Policy Statement

#### **ROOM RENTAL CHARGE**

The Room Rental Charge for your event is \$500.

#### **DEPOSIT AND CANCELLATIONS**

A \$1000 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.

A date can be held without a deposit for up to 5 business days. If no deposit is received the date will be released on 10/09/25.

#### **MINIMUM SPENDING REQUIREMENT**

All events are subject to Minimum Spending Requirements. The MSR for this event is \$6000. MSR can be met with the room charge, food, beverage and ala carte items. MSR cannot be met with staffing or 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 two 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 02/24/26. 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, including but not limited to tobacco, marijuana, and vaping. Marijuana is not to be on property. If marijuana use is detected during an event, the alcohol service must be shut down immediately.

#### **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, cash and PayMode. 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 and PayMode will incur a 1.5% additional charge.** 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

**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 and room layout) is due 9 business days prior to my event.

Subtotal	\$7,962.75		
Service Charge	\$15.36		
Tax	\$0.00	Paid	\$0.00
Total Value	\$7,978.11	Balance	\$7,978.11

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: \_\_\_\_\_