



**JESSE BACON, SUPERINTENDENT**  
ADRIENNE USHER, ASSISTANT SUPERINTENDENT  
BRANDY HOWARD, CHIEF ACADEMIC OFFICER  
TROY WOOD, CHIEF OPERATIONS OFFICER

**TO:** Dr. Jesse Bacon, Superintendent  
**FROM:** Dr. Amy Compton, Director of Secondary Education  
**RE:** North Bullitt High School Prom Catering Contract 2026  
**DATE:** October 21, 2025

Please see the attached contract between North Bullitt High School and Ladyfingers Catering for food for their Junior/Senior Prom on Saturday, April 25, 2026 at The Henry Clay.

This contact has been reviewed by Dinsmore & Shohl LLP. Please approve this contract at the November Board Meeting.

**OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE**

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**



# Contract

Status: Tentative

Total Guest Count: 400

FS Dinner Buffet with Disposables

Dinnerware: Ladyfingers Reception

Disposable Dinnerware

Client/Organization North Bullitt High School	Event Date 4/25/2026 (Sat)	Booking Contact Starks, Sarah	Site Cell	Event # E54039
Address 3200 East Hebron Lane		Site Tel [REDACTED]	Site Contact Starks, Sarah	Pln Guests 400
Party Name North Bullitt High School Prom @		Sales Rep Meighan Strippelhoff		Booking Email sarah.starks@bullitt.kys

**Thank you for your interest in Ladyfingers Catering for your upcoming event. We have been planning and executing events for over 30 years and look forward to working together. Below is our initial proposal based on the information you have provided. There are countless menu options and many factors that affect your price, please consider this a starting point only. As you review this proposal questions and changes will arise, our team is here to help you create the perfect menu within your budget. Call us anytime to discuss your options and confirm your event details.**

#### Site Locations

Site Name	Site Address
Henry Clay Center	604 S 3rd Street, Louisville, KY 40202

#### Event Timeline

Start	End	Appetizers	Serving	Bar	Arrival	Delivery	Pickup
7:00 pm	11:00 pm	NA	NA	NA	NA	NA	NA

#### Food/Service Items

Food/Service Items	Qty	Unit	Price	Total
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#### Food

##### Late Night Snacks

Popcorn Bar	300	Per Serving	\$3.95	\$1,185.00
Choose three flavors:				
Butter				
White Cheddar				
Caramel				

##### Cotton Candy

300 Per Serving \$3.00 \$900.00

#### Beverage

Lemonade & Water	400	Per Person	\$2.50	\$1,000.00
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#### Equipment

Ladyfingers Dinner Disposable Dinnerware	400	Per Person
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**This contract is priced with Ladyfingers heavy duty disposable dinnerware, including a square 10" dinner plate and wrapped fork, knife, napkin.**

**Staff**

**Henry Clay Set Up Fee (over 100 guests)** 1 Staff \$300.00 \$300.00

**This fee is due to the caterer being responsible for setting up and breaking down your tables and chairs at your chosen venue.**

**Staff Estimate - 2 Buffet Attendants, 4 Servers**

**This charge is an estimate only and will be adjusted on your final bill with your final guest count, final menu and beverage choices.**

**Special set-up or service requests such as: pre-set dinnerware, pre-set water glasses, pre-set salads, pre-set desserts, table side or passed beverage service and additional bars or buffets may require additional staff**

**If a venue requires that rentals be picked up the night of the event there will be an additional pick up fee charged to your order with Ladyfingers Catering**

**Facility Fee**

**FF Henry Clay 15% Food & Beverage** 1 Facility Fee \$462.75 \$462.75

Subtotal	\$4,542.75	Serv Chg (20)	\$816.00	Taxes (6%)	\$0.00	Gratuity (0%)	\$0.00
Total Cost	\$0.00	Paid	\$0.00	Balance	\$5,358.75		

**Henry Clay Center**

Venue policies:- When arriving for set up, use the side door (strong man) on 350 W Chestnut St.- HC does not provide parking - after unloading, move vans to street parking or garage parking to allow other vendors to come in and out.- Please call 502-415-6034 upon arrival and they will let you in. - Move in and outs are only allowed in the back entrance.- No tape is allowed (including gaffing tape). - Please keep entrances closed unless you are moving items.- Clean and clear all sink and food prep areas. Do not dump any items down the sink or drains that does not belong.- All trash needs to be immediately removed from the property and placed in the green dumpsters behind the building.- Remove all food, beverage and trash from back of house and prep areas.- Wipe down all tables, counter spaces and prep areas used during the event. - Broom clean and mop all service areas.- Ensure that all deliveries of rental items are consolidated and placed in one location if they are not being picked up immediately following the event. ALL rental food items MUST BE BAGGED. - A walkthrough must be completed with a HC staff member prior to departure. Get on I-265 W--(0.9 mi)Head southeast on Elite Dr toward Old Henry RdTurn left onto Old Henry Rd--0.6 miTurn right onto the I-265 S ramp to I-64--0.3 miTake I-64 W to S 9th St/Roy Wilkins Ave. Take exit 4 from I-64 W--(18.1 mi)Merge onto I-265 W--2.7 miTake exit 25B to merge onto I-64 W toward

Louisville--14.4 mi Use the 2nd from the right lane to stay on I-64 W--0.6 mi Take exit 4 for 9th St--0.5 mi Follow S 9th St/Roy Wilkins Ave and W Chestnut St to S 3rd St-- (0.9 mi) Continue onto S 9th St/Roy Wilkins Ave--0.3 mi Turn left onto W Chestnut St--0.5 mi Turn right onto S 3rd St Destination will be on the right

**CC Authorization**

**Card Holder Name/Signature:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

**CCV Code:** \_\_\_\_\_

**Billing Zip Code:** \_\_\_\_\_

A \$150.00 non refundable deposit is due to hold the date. Changes in the menu or other details spelled out in our proposal can be adjusted after your reservation has been made. We require a 50% deposit which will be due 30 days prior to the event. The remaining balance along with your minimum guest count will be due 10 days prior to the event. Guest count may be increased at the quoted rate per person but not decreased 10 days prior to your event. Cost of Staffing for your event is an Estimate until after the event. At the end of the event we will present you with an invoice showing if there is a balance or credit due from the staffing charge. No refund will be made if event is canceled within thirty (30) days prior to your event. Failure to pay in full with your finalized, minimum guaranteed guest count ten (10) days before your event will result in loss of staffing and catering services.

**We prepare and charge you for the number of guests supplied to us, if the guest count exceeds that number you will receive an additional bill for any additional guests.**

**Our minimum guest count for full-service events or deliveries is 20 guests.**

For liability issues it is REQUIRED that clients provide their own Ziplocs, pans, etc. for leftovers. We will only give items that we deem "SAFE", and leftovers are not guaranteed. Leftovers must be kept cold and please note that some venues do not have refrigerators on site to store leftovers until the end of the event. Please provide coolers and ice if your venue does not have refrigeration on site for leftovers.

We reserve the right to determine appropriate leftovers according to Kentucky Health Department regulations and concerns about safe and proper holding time temperatures.

Some facilities do not allow leftovers to be taken except by organizations such as Kentucky Harvest due to safety reasons.

Ladyfingers Catering will not be held liable for any allergy or food aversion.

Ladyfingers Catering is not responsible for personal items lost or misplaced before, during or after your event. Ladyfingers Catering will thoroughly investigate missing items with our staff and your facility representative. However, Ladyfingers Catering is not liable for misplaced personal items that are not recovered before, during or after your event.

Ladyfingers Catering can prepare menu items according to specific dietary or allergy restrictions, including peanuts and tree nuts, however, Ladyfingers Catering's commercial kitchen is not a nut-free environment.

Ladyfingers Catering reserves the right to travel expenses, waiter cancellation fees, special purchases, etc. A non refundable 50% deposit is required 30 days prior to your event. No refund will be made if event is canceled within thirty (30) days prior to your event. Failure to pay in full with your finalized, minimum guaranteed guest count ten (10) days before your event will result in loss of staffing and catering services.

Ladyfingers Catering carries a full off site liquor license and liquor liability insurance. Bar service is for a period of up to 4 hours. If you would like bar service for more than 4 hours, you can request an additional hour of the Domestic

Beer and Wine Package for \$4 per person, the House Liquor, Beer and Wine Package for \$4.50 per person, and the Premium Liquor, Beer and Wine Package for \$6.25 per person. You can also request an additional hour of bar service to be charged by consumption at cash bar prices (\$4-\$5.00 for beer, \$5 for wine, \$6-\$8 for mix drinks). The bar mixers and set up package can be extended an additional hour (over 4 hours of service) for \$1.49 per person. Ladyfingers Catering policy strictly prohibits the service of "shots" and "heat" alcoholic beverages with the purchase of our bar packages or the service of client provided/donated alcohol.

**Non-Applicable for Delivery Only:**

**Labor Charges:** Servers are \$30.00 per hour, per server, for any time incurred during your event. Servers for plated sit down service are \$30 per server per hour. Bartenders are \$30.00 per hour, per bartender for any time incurred during your event. Chefs and Chef Carvers are \$30.00 per hour for any time incurred during your event. Sundays and Holidays servers and bartenders are \$35.00 per hour.

**Facility Fee:** Your venue may charge a caterer's fee to the facility, to be paid by the client to Ladyfingers. Ladyfingers then pays this amount directly to your chosen facility. The facility fee may constitute a percentage of your beverage food cost, a percentage of the alcoholic beverage cost, or a percentage on the subtotal, as examples. This fee will adjust as your guest count, menu choices, bar and beverage choices change. The Facility Fee on your contract is an **estimate only**. Ladyfingers may adjust your bill afterwards to reflect the accurate facility fee amount based on your final guest count and final menu.

**Taxes:** Local laws require than sales tax be charged on all items and services provided by caterers. The Kentucky sales tax of six percent (6%) will be added to your final bill. If you are tax exempt, your tax registration number and a certificate of exemption must be returned with this agreement.

**Service Charge:** There may be a 10-25% equipment service charge applied to your proposal. This service charge encompasses all buffet, beverage and bar service equipment including but not limited to: chafing dishes, sterno's, platters, bowls, serving utensils, decor, coffee brewers, beverage dispensers, trays and tray jacks, pitchers, warming boxes, coolers and all other set up, service and break down equipment needed.

A 15% service charge will be added to all Deliveries and Gourmet to Go pick ups that request disposable dinnerware.

A 20% service charge will be added to all full service events with disposable dinnerware included. All china rental items will be listed as a la carte pricing above and beyond the service charge price. Clients may provide their own dinnerware (China or Disposables) but no service charge discount is applied.

Events including rental china or glassware may incur additional delivery or pick up fees based on selected venue requirements.

You may also choose to arrange for ALL of your own rentals in which case Ladyfingers may discount your service charge.

All rentals will be billed directly by Rental Company.

**There will be a convenience fee added to all events that pay with a credit card when the event total is over \$5,000.00. The fee is \$175.00 for the 1st \$5000.00 and \$3.50 for each additional \$100.00 charged to a credit card.**

**There is no convenience fee if paying with check or cash.**

***If you book with us, we will honor your initial proposal cost for 90 days, however you may be subject to new pricing if you book your event outside of that window.***

***Ladyfingers does have the right to increase any costs due to any future global pandemic or any such national event that would cause food costs to increase astronomically.***

15% Gratuity is Optional.

Additional facility fee may be added to your proposal if applicable.

I have read the above contract and agree to the terms and conditions as well as any terms and conditions on any contract addendum's which I may sign.

Client: \_\_\_\_\_ Date: \_\_\_\_\_

Sales Rep: \_\_\_\_\_ Date: \_\_\_\_\_