PRNC PORTER RANCH neighborhood council
P.O. Box 7337
Porter Ranch, California 91327-7337
818.217.0279
prnc.org • facebook.com/PorterRanchNC • twitter.com/porterranchnc

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Motion for Board Consideration

PRNC Board Meeting

November 8, 2017

Motion: Approve holding the PRNC Holiday Celebration at Castlebay Lane Charter Elementary School on Wednesday, December 20, 2017, to be catered by Stonefire Grill at a not-to-exceed cost of $3,000.

Proposed by: Issam Najm

Description: At the October meeting, the Board approved the evaluation and planning of a Holiday Celebration. A number of alternatives were evaluated for the location and food. The two locations considered were the Porter Valley Country Club (PVCC) and the Castlebay Lane Charter Elementary School (Castlebay). The cost of holding the celebration at PVCC was upwards of $5,000. The cost of holding it at Castlebay was significantly lower, and thus Castlebay was selected for it. The Castlebay school principal is excited about hosting our celebration and looks forward to engaging with the PRNC.

Several catering options were considered. One was for volunteers to purchase several food items from various stores, set them up, and serve them. Another option was to have it catered by Stonefire Grill, and another option was to have it catered by a catering service. A summary of the costs is presented in the table below.

Item	Volunteers	Stonefire	Dean's Catering
Food (per quotes)	$1,280	$1,846	$1,643
Servers?	No	Yes	No
Food Type	Platters from various stores	Chicken, Meet, Salads, bread	Cocktail type platters
Decorations	$150	$150	$150
Drinks	$350	$350	$350
Fruit Platters	$120	$120	Included
Cookies & Cupcakes	$100	$100	$100
Plates, utensils, Napkins	$150	Included	$150
Linens	$100	$100	$100
Total	**$2,250**	**$2,666**	**$2,493**

The quotes from Stonefire and Dean's Catering are attached. Two quotes were obtained from Stonefire: One for 125 people and one for 150 people.

Only one quote for 150 people was obtained from Dean's catering. As shown in the quotes, the food amount from Dean's Catering is smaller than that from Stonefire, and their quote does not include servers. On the other hand, Stonefire's quotes include a significant amount of food and servers. The volunteer catering was based on the following assumptions for purchased food:

- Ralph's mozzarella tomato platter, 5 ea. @ $15/platter = $75
- Cubed meat and cheese platter, 5 ea. @ $17/platter = $85
- Ralph's veggie platter, 7 ea. @ $30/platter = $210
- Mini croissant sandwiches platter, 7 ea. @ $30/platter = $210
- Mini pretzel sandwiches, 4 ea. @ $30/platter = $120
- Costco Chicken Rolls platter, 5 ea. @ $30/platter = $150
- Costco shrimp platter, 5 ea. @ $40/platter = $200
- Costco Hummus tubs, 6 ea. @ $10/tub = $60

After comparing the numbers and considering the level of effort required for the volunteers to purchase all the items, set them up, and then cleanup, it is recommended that the quote from Stonefire for 125 people be accepted. While Dean's Catering quote is slightly lower, it does not include servers and is significantly less food than proposed by Stonefire. While the total amount is estimated at $2,666, the Board is asked to approve a not-to-exceed amount of $3,000 to account for miscellaneous other items that may be required.

Benefits to PR: Opportunity for all stakeholders to celebrate together and get to know each other and the PRNC.

Is this a Time-Sensitive Motion (Yes/No)? Yes

If the answer is "Yes", please explain: *The event will take place in December and needs to be approved before then.*

Chatsworth: Catering Quote

Client/Organization	Event Date
Najm, Helene	12/20/2017 (Wed)
Address , , CA	

Booking Contact	Site Contact	Booked
Helene Najm	Helene Najm	10/23/2017
Booking Tel	Site Tel	Revised 11/3/2017 1:42

Booking Email	Sales Rep
helene.najm@yahoo.com	Christine Son

Category	Theme
Catering	Holiday Party

SITE LOCATION

Site Name	Site Address	Site Telephone
Castlebay Lane Elementary	19401 CastleBay Lane, Porter Ranch, CA 91326	( ) -

Directions
10 RT / 11 minutes

EVENT TIMES

Departure	Arrival	Serving	End	Date
5:00 pm	5:30 pm	6:30 pm	8:30 pm	12/20/2017-Wed

FOOD & SERVICE ITEMS

Food/Service Items	Qty	Price	Total
Catering Labor Charge (Includes 3 hours)	3	$80.00	$240.00

Boneless Chicken Breast + Tri Tip Combination *includes*:
§ Your choice of Lemon Garlic or Mesquite BBQ Chicken Breast
§ Your choice of Pepper Garlic or Mesquite BBQ Tri Tip
§ This package is served with your choice of any two (2) of the following:
  § **Salads:** Garden, Caesar, Cartwheel or Greek
  § **Sides:** Garlic Mashed Potatoes, Cowboy Beans, Nutty Coleslaw or Cauliflower Salad
  § **Pasta:** Marinara, Pesto or Tomesto
§ Freshly Baked Breadsticks
	150	$13.49	$2,023.50

§ Upgrade to a premium side for .99 per person! Options include: § Roasted Vegetables, Quinoa, Pesto Pasta Salad, Baked Rigatoni with Meat Sauce & Mozzarella, Macaroni & Cheese			
§ Additional Side Add-on for $1.49 per person § Additional Premium Side Add-on for $2.19 per person			

Subtotal	$2,263.50	Pay Method	Card Number
Gratuity (0%)	$0.00	Card Type	Expires
Tax (9.5%)	$215.03	Card Holder	
Total Value	$2,478.53		

This Quote is Tentative.

Chatsworth: Catering Quote

Client/Organization	Event Date
Najm, Helene	12/20/2017 (Wed)
Address , , CA	

Booking Contact	Site Contact	Booked
Helene Najm	Helene Najm	10/23/2017
Booking Tel	Site Tel	Revised 11/3/2017 11:4

Booking Email	Sales Rep
helene.najm@yahoo.com	Christine Son

Category	Theme
Catering	Holiday Party

SITE LOCATION

Site Name	Site Address	Site Telephone
Castlebay Lane Elementary	19401 CastleBay Lane, Porter Ranch, CA 91326	( ) -

Directions
10 RT / 11 minutes

EVENT TIMES

Departure	Arrival	Serving	End	Date
5:00 pm	5:30 pm	6:30 pm	8:30 pm	12/20/2017-Wed

FOOD & SERVICE ITEMS

Food/Service Items	Qty	Price	Total
Catering Labor Charge (Includes 3 hours)	2	$80.00	$160.00

Boneless Chicken Breast + Tri Tip Combination *includes*:
§ Your choice of Lemon Garlic or Mesquite BBQ Chicken Breast
§ Your choice of Pepper Garlic or Mesquite BBQ Tri Tip
§ This package is served with your choice of any two (2) of the following:
  § **Salads:** Garden, Caesar, Cartwheel or Greek
  § **Sides:** Garlic Mashed Potatoes, Cowboy Beans, Nutty Coleslaw or Cauliflower Salad
  § **Pasta:** Marinara, Pesto or Tomesto
§ Freshly Baked Breadsticks
	125	$13.49	$1,686.25

§ Upgrade to a premium side for .99 per person! Options include:
  § Roasted Vegetables, Quinoa, Pesto Pasta Salad, Baked Rigatoni with Meat Sauce & Mozzarella, Macaroni & Cheese

§ Additional Side Add-on for $1.49 per person
§ Additional Premium Side Add-on for $2.19 per person

Subtotal	$1,846.25	Pay Method	Card Number
Gratuity (0%)	$0.00	Card Type	Expires
Tax (9.5%)	$175.39	Card Holder	
Total Value	$2,021.64		

This Quote is Tentative.

PROPOSAL

Dean's Catering, Inc.
7630 Pomelo Drive
West Hills, Ca 91304

Send to: Helene Najm	**From: Dean Kahn**
Event Location: Porter Ranch	**Date: 10/20/17**
Phone Number:	**Phone Number: 818-625-5850**
E-Mail:	**E-Mail: Deans_catering@att.net**

For your information

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Cocktail Party on 12/20/17
for 150 guests

Hello,

Thank you for calling, here is what we might do. Please look things over and give me a call.

- Food, Grazing Table;

Caprice Salad
Vegetable Antipasto
Tamponades, Pesto's and Bruschetta for Dipping
Focaccia Bread, Begets & Crackers
Cheese and Italian Salami Platters
Fresh Cut Fruit & Vegetable Platters

All decorated on beautiful platters with flowers and candle light

The cost of this menu based on a minimum of 150 guests will be $10/guest +sales tax. Total estimate $1,643.
Thank you for the opportunity to cook for you and your guests, I look forward to hearing from you soon.

Chef Dean Kahn