

HAPPILY, *ever after* BEGINS HERE



COME
ON INN
TO CREATE
NEW MEMORIES



congratulations

On behalf of the owners and staff at the Peter Allen Inn & Event Center, we congratulate you on your recent engagement and thank you for considering our premiere, countryside facility for your special day!



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We are pleased to present

with this custom Wedding Package for your special
occasion on _____ .



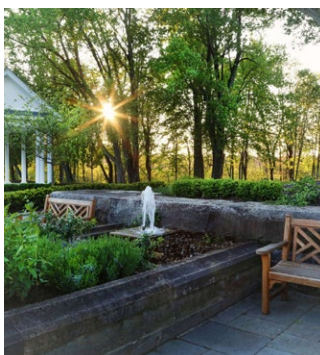


PRESERVING OUR HERITAGE

In 1808, when our national government was hardly in its teens, and Ohio was only half that old, Dr. Peter Allen moved from New England to the frontier town of Kinsman. Arriving with a black bag filled with herbs and leeches, he soon sought to embrace new scientific advances, helping to found what would become the Ohio Medical Society.



In 1821, Allen hired the architect-builder, Willis Smith, from Oxford, Connecticut. The Allen House would be Smith's most remarkable architectural accomplishment, a crowning jewel of Federal Neo-Classical architecture in the Ohio Western Reserve territory. Smith used wood rather than brick or stone to realize the elaborate detail that he sought.



Peter's son, Dudley, born in the grand home, also became a doctor and practiced with his father. Dudley's son, Dudley Peter, was also born in the house. In 1865, when Dudley Peter was 13, his parents decided to move so their son could attend preparatory school and eventually Oberlin College. Dudley Peter Allen would go on to become a noted surgeon in Cleveland. The Allen's sold the house to the Plant family who would hold the home for two generations without altering it.



After Dudley Peter married Elisabeth Severance, they returned to the home in 1903 and purchased the parlor's woodwork in order to install it in Glenallen, their Cleveland home. Having seen so many fine homes in Cleveland degraded to boarding houses after their owners passed, the couple stipulated in their will that their home be razed upon their death. Visiting the site during its destruction in 1944, Western Reserve Historical Society President Laurence Norton, knowing its history, salvaged the woodwork and stored it.

In the 1950's, local resident Alice Blaemire, delighted in the original condition and elaborate detail purchased the Allen House and opened it for private dinners.

However, she was distressed over the absence of the original parlor woodwork, so she pursued its return. Inviting Norton to visit her home, we might imagine that he was plied with her famous pie and moved by her enthusiasm. He left determined that the woodwork would return to its rightful place. Blaemire lived in the house until her death and the house remained vacant for several years.

In 2010, area resident Richard Thompson had already dedicated himself to preserving the community's heritage and farmland. Realizing the architectural importance of the house, the significant contributions of the Allen family to the field of medicine and the architectural genius of the builder, Thompson decided to take the enormous step to save the house for posterity. The Richard and Rhonda Thompson Foundation was created to restore historic buildings with the Allen House selected as a primary project.

The Thompsons decided the house needed a purpose beyond that of a museum. Wishing to preserve the home's historic heritage, they meticulously restored its rooms- mixing in only enough modern furnishings to allow for a guest's comfortable stay as a bed and breakfast. They then expanded its potential use by adding a kitchen, conference and banquet room, tavern and gardens. The Peter Allen Inn and Event Center opened officially on February 3, 2016.



WEDDING DESIGNER & COORDINATOR *services*

PRE-WEDDING DAY

- Unlimited e-mail contact
- Unlimited updates on event progress
- Event design and décor assistance (selection of linen and table setting, centerpieces, etc.)
- Coordinate with Kitchen & Service Team on meal service
- Confirm arrangements with all vendors
- Budget Review

WEDDING REHEARSAL

- Coordinate ceremony rehearsal (one (1) hour)
- Collect wedding day items (marriage license, guest book, cake knife, cake topper, etc.), when necessary

WEDDING DAY

- Manage set up of ceremony (décor, guest book, unity/sand ceremony, programs, etc.)
- Manage set up of reception (décor, musicians, lighting, favors, escort cards, etc.)
- Coordinate with vendors to ensure itinerary is adhered to (cake cutting, Bridal Dance, bouquet toss, etc.)



PREFERRED

vendors

We do weddings and receptions beautifully and professionally, with expert partners and vendors who know the business. The following vendors and resources will make your ceremony, event, and day perfect - just as they have for other couples at The Peter Allen Inn.

PHOTOGRAPHERS & VIDEOGRAPHERS

Storyteller Photography

Rebecca Nieminen
330-824-4665
rebeccasns@gmail.com

Holly Elizabeth Photography

330-979-8848
hello@hollyelizabethphotography.com

Feydo Frames

Zack Feydo
440-812-5791
feydoframes@gmail.com

McKee Foos Photography

Kelly McKee-Foos
330-540-5709
facebook.com/KellyMFPhotography/

Greenwood Photography

Natalie Greenwood
330-984-1338
natgreenwood@yahoo.com
greenwood-photo.com

Kropp Photography

Samantha and Brian Kropp
Mobile - (330) 524-4600
Main - (440) 339-8555
Email - Brian@KroppPhotography.com
KroppPhotography.com

FLORISTS

Happy Harvest Flowers & More

2886 Niles Cortland Road NE,
Cortland, Ohio 44410
330-637-3991

Apple Basket Florist

19 Sheakleyville Greenville Road
Greenville, PA 16125
724-588-1184

Heritage Florist

Cortland, OH
330-638-2010

TRANSPORTATION

Anderson Coach

1 Anderson Plaza
Greenville, PA 16125
724-588-8310

WEDDING CAKE & COOKIES

The Cake Boutique

4248 North River Road
Warren, Ohio 44484
330-395-2253

Icings by Linda

724-253-2209

ENTERTAINMENT

Daniel Shapira

Pianist
Niles, Ohio
330-219-6098

Mary Rumelfanger

Flute/Vocalist
Mercer, PA
724-854-2859

HAIR & MAKEUP

New Day Salon & Spa

Theresa Evans
330-534-0400
newdawnsalonanddayspa.com

Salon on the Square

Tara Wilson
Kinsman, Ohio
330-876-0225

ACCOMMODATIONS

Cobblestone Hotel & Suites

81 Hadley Road
Greenville, PA 16125
724-588-4200

specialty WEDDINGS



OLD AND NEW TRADITIONS ARE WELCOMED & CELEBRATED

At the Peter Allen Inn, we are passionate about working with you to create a ceremony and reception that reflects your unique relationship. Whether uniting your families with every time-held tradition for a truly authentic, ethnic celebration or creating new memories with your partner, we can assure you that your traditions will be respected and celebrated as you desire.



Our Executive Chef and his team can provide distinctive ethnic, vegetarian and vegan menus.

We will also connect you to any other special services and local resources needed to bring your vision to life. We are committed to ensuring that your special day is one to remember.



COME
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small WEDDINGS

All Small Weddings include:

- Wedding consultation with our Event Coordinator
- Two (2) hours on property for the Bride and Groom
- A bouquet and boutonniere for the Bride and Groom
- A private, personalized indoor or outdoor ceremony performed by an ordained minister or Justice of the Peace*
- A champagne toast
- A welcome tray
- Two (2) hours of standard beverage service and a staffed cash bar
- A petite wedding cake, especially for you, with a cake-cutting ceremony
- A keepsake gift from us to remember your special day
- One night of lodging in the romantic suite of your choice
- Complimentary breakfast served in the morning

* PLEASE NOTE: Small weddings are not available on Saturdays during the prime wedding season.

SIMPLY “I DO.”

\$1,395 plus tax and service charges

Looking for that perfect location to simply say, “I do?” This elopement package was built just for you! This package is for the Bride and Groom and up to 2 witnesses. It includes dinner for the Bride and Groom from our special dining menu.

AN INTIMATE AFFAIR

\$1,995 plus tax and service charges

This package is for an intimate ceremony of up to 10 wedding guests. Included with this package is a Welcome Tray of seasonal treats from the Chef and dinner for the Bride and Groom and their guests from our special dining menu. Additional dinner or reception charges may apply.

JUST THE FEW OF US

\$2,495 plus tax and service charges

This package is an intimate ceremony for the Bride and Groom and up to 18 guests. This package includes a Welcome Tray of treats from the Chef, special dinner for the Bride and Groom and their guests. Additional dinner or reception charges will apply. Additional charges will apply if more than 18 guests.



Personal WEDDINGS AT THE INN

JUST THE TWO OF US

\$1,295 plus tax and service charges

Enjoy simply sharing your vows in our charming Garden House, Heritage Hall or Front Parlor, surrounded by blooms in our pastoral gardens or by a warming fire inside. Keep it personal and elegant. This package includes:

- A petite wedding cake, especially for you, with a cake-cutting ceremony
- A keepsake gift from us to remember your special day
- One night of lodging in the romantic suite of your choice
- Complimentary breakfast served in the morning

* PLEASE NOTE: Not available on Saturdays during the prime wedding season.

*Couple must comply with Ohio law and present a Marriage License. Please contact us to inquire about our baby, bridal, wedding, anniversary and vow renewal packages.

WEDDING canopy

Our venue provides the services of our on-site Event Coordinator to ensure that all specifics of your big day are handled properly. At the PAI, we put pride into meeting the design aesthetic standards appropriate for a historical site such as ours. We will work with you to determine the parameters for a realistic budget and to create a unique look and floor plan for the event.

OUTDOOR EVENTS AT THE INN

If you wish to hold an outdoor reception for more than 75 people, the Grand Canopy, located on the north side of the property, is the perfect setting. It is here that you will experience the day of your dreams in one of the Northeast Ohio's most beautiful and exclusive venues!

THE MAIN EVENT

Guests will dine and dance under the spacious canopy, bathed in the brilliant glow of elegant chandeliers. The Grand Canopy can accommodate up to 250 guests while allowing ample room for the platform stage, an open dance floor, buffet tables and a King's Table for the wedding party.

A GRAND ENTRANCE

Guests will enter through the main entrance, where a show-stopping, custom-designed circular bar set under an elegant chandelier, anchors the center of the space.

RAIN OR SHINE

Regardless of the weather, once under the Grand Canopy, guests will not have the inconvenience of walking through wet grass, as the entire floor is paved with interlocking brick. If the weather is less than perfect on the day of your event, the Grand Canopy comes equipped with side curtains integrated with unique picture windows, allowing party-goers to experience the lush Kinsman countryside, while also enjoying the festivities.

**Please speak with our Event Coordinator and refer to our Banquet & Catering Policies for more information. There is a \$2,000 minimum deposit that is non-refundable but transferable.*

The only time a rental for the canopy would apply is with a custom package or outside caterer.



FREQUENTLY ASKED

questions

Q. WHAT IS YOUR CAPACITY?

A. Heritage Hall is the most popular Event Space for intimate weddings of up to 80 guests. Celebrations such as an engagement party, bridal shower or rehearsal dinner can also be held here. For larger groups, the Grand Canopy can host up to 250 guests for events between May and October.

Q. IS THE RENTAL OF THE GARDEN HOUSE REQUIRED FOR AN OUTDOOR CEREMONY? IF SO, WHAT IS INCLUDED?

A. No. The Garden House on the Great Lawn is an ideal setting for an outdoor wedding ceremony. Included with your booked event is up to 100 padded garden chairs for your guests. If more than 100 chairs are needed, they can be rented for an additional fee. Please refer to Ceremonies at the Peter Allen Inn.

Q. DOES MY WEDDING NEED TO BE CATERED BY THE PETER ALLEN INN?

A. Apart from your wedding cake and cookies, all food and beverage must be provided by our team. Exceptions may apply.

Q. DO I HAVE DESIGN OPTIONS AND AM I ABLE TO BRING IN MY OWN DECORATIONS?

A. You may hire anyone you want for décor but you must adhere to our policies for décor.

Q. WHAT ARE THE BAR OPTIONS?

A. There are many choices including a traditional Open Bar, Cash Bar, By-Consumption package, Wine Service or a combination of any. We also offer a Signature Drink add-on! Shots are not permitted, and guests should be prepared to provide proof of age, upon request.

Q. ARE THERE OVERNIGHT ACCOMMODATIONS AVAILABLE FOR MY GUESTS?

A. The Peter Allen Room and the Dudley Allen room are king size suites, located on the second floor of the main house, along with the Severance suite in the lower level. Peter Allen can accommodate up to 10 guests for overnight stays. Ask your event coordinator about our partnership with local hotel's if additional rooms are needed. Rooms can be held for your wedding guest with a credit card on file upon booking wedding.

Q. IS THERE A DEPOSIT REQUIRED?

A. A deposit in the amount equal to your Event Space rental fee or \$2,000 for large weddings is required at the time of booking. This deposit is non-refundable but is transferable within a ninety (90) day notice prior to the day of your event. The final balance is due ten (10) business days prior to your event to avoid cancellation.

FREQUENTLY ASKED

questions

Q. ARE THERE TIME RESTRICTIONS FOR THE EVENT?

A. Events may last up to 6 hours and must end by 11:00pm. Each hour over 6 will be charged \$500 per hour.

Q. WHERE DO I FIND INFORMATION ABOUT MENUS AND PRICING?

A. You can contact the Event Coordinator or the General Manager by calling 330-355-2100 during normal business hours which are Monday through Thursday, 11am-9pm, Friday and Saturday, 11am-10pm and Sundays, 12pm-6pm. You may also reach our Team by email.

Event Coordinator: events@peteralleninn.com

General Manager: katherine@peteralleninn.com

Innkeeper: lodging@peteralleninn.com

Q. WHEN WILL I HAVE TO MAKE MY MENU CHOICES?

A. All menu selections must be completed 30 days prior to your event. Please refer to our Banquet & Catering Policies for more information.

Q. WILL I BE ABLE TO DO A TASTING FOR THE MENU?

A. Tastings are scheduled on an individual basis November through April at the Peter Allen Inn and are complimentary for the Bride and Groom and parents. Additional fees will be charged per extra guest. Please speak with our Event Coordinator to schedule your tasting.



ceremonies AT THE PETER ALLEN INN



GARDEN HOUSE

The Great Lawn and the Garden House are an ideal setting for an outdoor wedding ceremony.

The following is included:

- 100 padded garden chairs
- One-hour rehearsal
- Planning time with onsite Event Coordinator



HERITAGE HALL

Heritage Hall's elegant design can accommodate ceremonies for up to 80 guests in theatre-style seating.

If you would like to hold your ceremony **and reception in Heritage Hall, rental fee is **\$1000, plus tax.***

The following is included:

- 80 padded garden chairs
- One-hour rehearsal
- Integrated sound and music system
- Podium and lapel microphones
- Planning time with onsite Event Coordinator

Ask your Event Planner about our Custom Packages

BEVERAGE *service*

We offer a variety of options to accommodate your beverage needs, as well as your budget.

BEVERAGE SERVICE PROTOCOL

While this is the most common option, it certainly is not the only one. We can adjust this to your preference.

- Before the Ceremony: Guests are served lemonade, iced tea, infused water, tea or coffee. Cash bar is available.
- After the Ceremony, prior to the reception: Guests are offered appetizers and your bar package.
- After the introduction of the Bride & Groom and toasts are given: Your bar is available to guests.
- You may close the bar during dinner to extend reception bar by 1 hour.

*Please note: we have a "no shot" policy. There is also an option to close bar during dinner service.

CASH BAR

Guests pay for their own alcoholic beverages.

BY-CONSUMPTION

This is available for events with 100 guests or less.



OPEN BAR SERVICE

For events with 25 or more guests, the options below are for guests 21 years of age. All packages include soft drinks, assorted juices, appropriate mixers and garnishes. Every package upgrade includes previous package contents, as well.

\$20.95 per person

Package includes beer (choose 2 domestics, 1 craft/import) Choice of three wine varieties.

\$22.95 per person

Package includes Call Brand spirits such as Smirnoff, Bacardi Superior, Beefeater, Cuervo Gold, Seagram's 7, Jim Beam Canadian Club and Dewar's.

\$24.95 per person

Package includes mid range Brand spirits such as Stolichnaya, Captain Morgan, Tanqueray 1800, Jack Daniel's, Makers Mark and J&B Rare.

\$28.95 per person

Package includes Premium spirits such as JW Black, Bombay Sapphire, Patron, Grey Goose, Bulleit Bourbon, Crown Royal and Glenfiddich.

\$32.95 per person

Package includes Ultra Top Shelf spirits such as Belvedere, Hendricks, Cabo Wabo, Crown Royal, Buffalo Trace, Angel's Envy and Oban 14.

OPTIONAL:

CHAMPAGNE TOAST

\$25 per opened bottle of House brand,

PUNCH BOWL (ADULT)

\$75 per bowl (2.5 gallons)

BEVERAGE

cont'd

All bars come with standard bar wash:

- Cherries, Lemons, Limes, Oranges, Orange Juice, Cranberry Juice, Grapefruit Juice, Pineapple Juice, Tonic, Seltzer, Soda

PLEASE NOTE:

- You may combine Cash, By-Consumption and Open Bar options. Cash Bar prices are the same as those listed for By-Consumption.
- Special requests are honored when possible. If you would like to serve a beer, wine or spirit that we do not regularly offer, it can be ordered. However, you are responsible for the cost of the entire amount ordered and can retain the product afterward.
- Prices are based on a total number of persons in attendance during the meal.
- Bartenders serving Bar packages will serve responsibly, regardless of the time remaining for the package.
- State Liquor Regulations do not allow liquor to be brought in from outside sources.
- Prices do not include service charges or applicable sales tax.
- Prices and selections are subject to change.



WEDDING Packages

ALL PETER ALLEN INN RECEPTION PACKAGES INCLUDE:

- Professional Event Planning
- Use of the Venue (room or area will be determined by the number of guests and permitting weather.
- Guarantees for a specific location are for events over 100 guests only
- White or Ivory Linens and Napkins (Specialty Linens are available for an additional fee)
- Entire Event Provided with glassware, china and flatware.
- Cake Cutting
- Professionally trained service staff and bartenders
- Complimentary Overnight stay for Bride and Groom the night of the wedding in one of our suites.
- Chef prepared breakfast in bed

CEREMONY PACKAGE:

With reception at the Inn

- Choice of Garden House, Pergola, Chef's Garden, Woodline, Indoor, or custom designed ceremony
- Up to 120 white ceremony chairs
- Chilled bottled water available for guests
- Simple decor for ceremonies will be provided by the Inn or you may bring your own
- Sound System available in most areas
- Ordained Minister or Justice of the peace to perform your customized service and vows
- On site rehearsal within 72 hours prior to event

\$1,250

Use your own officiant \$1,000.00

CEREMONY ONLY PACKAGE:

- Includes everything above as well as light refreshments for all guests in attendance following the ceremony by house minister.

\$2,500

With maximum of two hours on property for ceremony and gathering following

Bring your own officiant \$2,000.00 total cost.

All Couples will receive a special gift from Peter Allen Inn to commemorate this special day!

**\$15,000 minimum expenditure required for Saturday rental May - October.*

*Let your history begin with ours!
Come on INN to create memories*

WEDDING Packages

"The Inn Crowd"

Includes Peter Allen Inn medley of fresh artisan house made rolls and butter, with our signature hot peppers and oil, regular and decaffeinated coffee station with flavored creamers, shaved chocolate and whipped cream with hot cocoa station, hot tea, iced tea, and pink lemonade.

THE PETER ALLEN INN PLATINUM SHELF BAR

Five-hour Ultra Top Shelf bar with champagne toast for bridal party and all guest with our house champagne. Courtyard cocktail hour with platinum bar service (weather permitting).

APPETIZERS

Our beautiful display of fresh seasonal fruit, local vegetables, artisan cheeses, hummus and crackers. Shrimp cocktail display.

BUTLERED DURING COCKTAIL HOUR

Mini crab cakes, fresh ground sage sausage stuffed mushroom caps, and bacon wrapped waterchestnuts.

ATTENDED SALAD STATIONS INSIDE GRAND CANOPY (CHOOSE TWO)

House Salad

Fresh spring mix greens, cherry tomatoes, red onions, and cucumbers

Caesar Salad

Crisp romaine lettuces, house made croutons, asiago cheese, tossed in a creamy Caesar dressing

Golden Raisin Salad

Mixed baby greens tossed with golden raisins, candied walnuts, feta cheese, and sweet red onions

Berry Goat Cheese Salad

Baby arugula, spring mix, candied nuts, fresh berries, red onions, goat cheese, and raspberry vinaigrette

CHOOSE A CARVING STATIONS

Carved beef tenderloin, prime rib with caramelized mushrooms and cabernet demi-glaze, rosemary pork loin, stuffed pork loin, roasted turkey breast with cranberry mustard

CHOOSE TWO ENTRÉES

See Catering Menu - Buffet Style Dinners for options

CHOOSE TWO PREMIUM PASTAS

Cheese tortellini, spinach and cream manicotti, cavatelli, macaroni and cheese

Choice of Sauces: roasted red pepper cream, alfredo, tomato basil marinara, traditional red sauce, gorgonzola, basil pesto cream, ala vodka, or Mediterranean

CHOOSE TWO DINNER SIDES

Please refer to Catering Menu Buffet Accompaniments

CHOOSE ONE LATE NIGHT SNACK

Please refer to Catering Menu Specialty Buffets/Ala Carte

BEING PART OF THE INN CROWD COMES WITH THE FOLLOWING AMENITIES

Cookie table set up, cake cutting and serving, coat check if needed, linens and napkin, and parking attendant

\$119.00 PER PERSON

For Saturday's (May through October)

\$105.00 PER PERSON

All other days

Prices do not reflect tax and service charge please add 20% for service charge and 6.75% sales tax.

WEDDING Packages

Platinum Buffet

Includes Peter Allen Inn medley of fresh artisan rolls and butter, with our signature hot peppers and oil, regular and decaffeinated coffee, hot tea, iced tea, and pink lemonade.

PETER ALLEN INN PREMIUM COCKTAIL BAR SELECTIONS

Five-hour Top Shelf Bar package with Champagne toast for Bridal Party

APPETIZERS

Fresh fruit, vegetable, cheese, hummus and cracker display. Sausage and cheese stuffed mushrooms, fresh tomato brushchetta.

ATTENDED SALAD STATIONS INSIDE GRAND CANOPY (CHOOSE ONE)

House Salad

Caesar Salad

Crisp romaine lettuces, house made croutons, asiago cheese, tossed in a creamy Caesar dressing

Golden Raisin Salad

Mixed baby greens tossed with golden raisins, candied walnuts, feta cheese, and sweet red onions

Berry Goat Cheese Salad

Baby arugula, spring mix, candied nuts, fresh berries, red onions, goat cheese, and raspberry vinaigrette

CHOOSE A CARVING STATION

Carved Beef Tenderloin or Prime Rib with caramelized mushrooms and cabernet demi-glace \$4.00 upcharge

Carved Rosemary Pork Loin

Carved Stuffed Pork Loin

Carved Roasted Beef

Carved Roasted Turkey Breast with Cranberry mustard

Carved Sirloin

CHOOSE TWO ENTRÉES

See Catering Menu - Buffet Style Dinners for options

CHOOSE TWO DINNER SIDES

Please refer to Catering Menu Buffet Accompaniments

CHOOSE ONE PASTA

Orecchiette, Penne, Farfalle, or Macaroni and Cheese

Choice of Sauces: Alfredo, Tomato Basil Marinara, Traditional red sauce, Basil pesto cream, or, Ala Vodka

BEING PART OF THE INN CROWD COMES WITH THE FOLLOWING AMENITIES

Cookie Display, Cake Cutting and serving, Linens and Napkin

\$102.00 PER PERSON

For Saturday's (May through October)

\$93.00 PER PERSON

All other days

Prices do not reflect tax and service charge please add 20% for service charge and 6.75% sales tax.

WEDDING Packages

Gold Buffet

Includes Peter Allen Inn medley of fresh artisan rolls and butter, with our signature hot peppers and oil, regular and decaffeinated coffee, hot tea, iced tea, and pink lemonade.

PETER ALLEN INN PREMIUM COCKTAIL BAR SELECTIONS

Five-hour Premium Bar package with Champagne toast for Bridal Party

APPETIZERS

Seasonal fresh fruit, artisan cheeses and crudité with hummus and house made crackers, passed sausage stuffed mushrooms

ATTENDED SALAD STATIONS INSIDE GRAND CANOPY (CHOOSE ONE)

House Salad

Caesar Salad

Crisp romaine lettuces, house made croutons, asiago cheese, tossed in a creamy Caesar dressing

Golden Raisin Salad

Mixed baby greens tossed with golden raisins, candied walnuts, feta cheese, and sweet red onions

CHOOSE A CARVING STATION

Carved Rosemary Pork Loin

Carved Stuffed Pork Loin

Carved Roasted Turkey Breast with Cranberry mustard

Sirloin of beef with caramelized mushroom caps and Cabernet demi

CHOOSE TWO ENTRÉES

See Catering Menu - Buffet Style Dinners for options

CHOOSE ONE PASTA

Orecchiette, Penne, Farfalle, or Macaroni and Cheese

Choice of Sauces: Alfredo, Tomato Basil Marinara, Traditional red sauce, Basil pesto cream, or, Ala Vodka

CHOOSE TWO DINNER SIDES

Please refer to Catering Menu Buffet Accompaniments

BEING PART OF THE INN CROWD COMES WITH THE FOLLOWING AMENITIES

Cookie Display, Cake Cutting and serving, Linens and Napkin

\$92.00 PER PERSON

For Saturday's (May through October)

\$84.00 PER PERSON

All other days

Prices do not reflect tax and service charge please add 20% for service charge and 6.75% sales tax.

WEDDING Packages

Silver Buffet

Includes Peter Allen Inn medley of fresh artisan rolls and butter with our signature hot peppers and oil, regular and decaffeinated coffee, hot tea, iced tea, and pink lemonade.

PETER ALLEN INN PREMIUM COCKTAIL BAR SELECTIONS

Five-hour Call Brands Bar package with Champagne toast for Bridal Party

APPETIZERS

Fresh seasonal fruit, locally cut vegetables, domestic and international cheese, artfully displayed for cocktail hour in the Grand Canopy. Passed fresh tomato bruschetta.

ATTENDED SALAD STATIONS INSIDE GRAND CANOPY (CHOOSE ONE)

House Salad

Caesar Salad

Crisp romaine lettuce, house made croutons, asiago cheese, tossed in a creamy Caesar dressing

Golden Raisin Salad

Mixed baby greens tossed with golden raisins, candied walnuts, feta cheese, and sweet red onions

CHOOSE TWO ENTRÉES

See Catering Menu - Buffet Style Dinners for options

CHOOSE ONE PASTA

Orecchiette, Penne, Farfalle, or Macaroni and Cheese

Choice of Sauces: Alfredo, Tomato Basil Marinara, Traditional red sauce, Basil pesto cream, or, Ala Vodka

CHOOSE TWO DINNER SIDES

Please refer to Catering Menu Buffet Accompaniments

CARVING STATION UPGRADE

Cinder Pork Loin: Substitute + \$1.95 | Addition + \$3.95

Roast Turkey: Substitute + \$1.95 | Addition + \$3.95

Carved Sirloin: Substitute + \$3.95 | Addition + \$5.95

Carved Prime Rib: Substitute + \$6.95 | Addition + \$9.95

Carved Tenderloin: Substitute + \$8.95 | Addition + \$10.95

BEING PART OF THE INN CROWD COMES WITH THE FOLLOWING AMENITIES

Cookie Display, Cake Cutting and serving, Linens and Napkin

\$84.00 PER PERSON

For Saturday's (May through October)

\$75.00 PER PERSON

All other days

Prices do not reflect tax and service charge please add 20% for service charge and 6.75% sales tax.

ADD-ONS FOR OVERNIGHT

Dozen Roses - \$60.00

Bouquet of fresh flowers - \$50.00

1/2 pound of select chocolates - \$17.50

1/2 pound of chocolate-covered strawberries (in season only) - \$12.00

Seasonal fruit and local cheese plate - \$25.00

Customized cake for two - \$15.00

Wine or Champagne and two Peter Allen Inn glasses - \$40.00

Extra Breakfast for in-town guests - \$15.00pp

Massage Package - please call for details!

All items are subject to availability.





Catering MENU

CHEF DISPLAYS
PLATED ENTRÉES
BUFFET STYLE
THEMED BUFFET
BREAKFAST





*Peter Allen Inn will be happy
to customize your menu for your special event!*

You simply need to schedule a time to meet with the chef and event coordinator to discuss your budget and ideas and our team of chefs will come up with a special menu just for you. For more information about menu customization please email events@peteralleninn.com

Peter Allen Inn does permit outside catering from our preferred list of vendors.

Cakes and cookies can be purchased from the Peter Allen Inn, please call for pricing. You may also bring outside cakes and cookies for all events.





COLD APPETIZERS

MIN 25 PC | PRICED PER PC

Bruschetta With tomato, basil, and diced onion	\$1.95 ea	Caprese Skewers Grape tomatoes, fresh mozzarella, fresh basil, balsamic glaze	\$1.95 ea
Beef Tenderloin Bruschetta With horseradish cream, chives, and sautéed mushrooms	\$3.75 ea	Rum Glazed Pineapple Skewers	\$1.95 ea
Smoked Chicken Bruschetta With basil pesto and goat cheese	\$3.00 ea	Cucumber Canapés With sliced cucumbers, cream cheese, smoked salmon, and dill	\$1.95 ea
Smoked Duck Canapés With brie and cherry compote on a bellini	\$2.50 ea	Beef Carpaccio	\$3.95 pp
Prosciutto Wrapped Melon Assorted melon cubes wrapped in prosciutto, balsamic glazed	\$2.50 ea	Crab Claw Cocktail	\$3.95 pp
Ahi Tuna and Melon Tower Assorted cubed melon, sesame crusted Ahi Tuna, pickled ginger, and wasabi	\$3.25 ea		
Shrimp Cocktail Shooters Jumbo shrimp in a shot glass, with house made cocktail sauce	\$3.25 ea		

HOT APPETIZERS

MIN 30 PCS

Jumbo Lump Crab Cakes \$3.75 ea
With mango salsa and a spicy remoulade

Sausage Stuffed Mushrooms \$2.25 ea
House made fresh sage sausage, mushrooms and mozzarella

Crab Stuffed Mushrooms \$3.25 ea
Jumbo lump crab, cheddar cheese, and panko

Mediterranean Stuffed Mushrooms \$2.50 ea
Spinach, olives, red peppers and feta cheese

Bacon Wrapped Water Chestnuts \$2.50 ea

Bacon Wrapped Scallops \$3.50 ea
Bourbon glazed

Bacon Wrapped Horseradish Stuffed Shrimp \$3.50 ea

Coconut Breaded Shrimp \$2.75 ea
With sweet Thai chili sauce

Sweet Thai Chili Chicken and Pineapple Skewers \$2.50 ea

Chicken Teriyaki Potstickers \$1.95 ea
Sautéed in coconut oil

Assorted Flatbread Pizzas \$8.95 ea

Stuffed Hot Peppers \$3.50 ea
Stuffed Hungarian Hot peppers

SLIDERS MIN 25 PCS / NO MIXING

Heritage Hill Beef \$3.75 ea
With bacon jam, cheddar cheese, and garlic aioli

Smoked Chicken \$3.50 ea
With cheddar cheese, pickles, and barbeque sauce

Pulled Pork \$3.50 ea
With barbeque pulled pork, pickles and cole slaw

Portabello Mushrooms \$3.50 ea
With roasted red peppers and swiss cheese

Mini BLT's \$3.50 ea
With roasted tomato aioli

SHAREABLE AND DISPLAY APPETIZERS

PRICED PER PERSON

Hot Peppers in Oil \$2.00 pp
With crackers and crostinis

Hummus and Pita \$2.00 pp

Peter Allen Inn's Famous Tavern Cheese Spread \$2.00 pp
Served with Ritz and Gourmet Crackers

Spinach and Artichoke Dip \$2.50 pp
With tortilla chips and crostinis

Spicy Creole Crab Dip \$3.50 pp
With Ritz and Gourmet Crackers

Buffalo Chicken Dip \$3.50 pp
With Naan dippers and pita chips





DISPLAYS

PRICED PER PERSON

Vegetable Display with Dip \$4.00

Locally sourced carrots, celery, radishes, cucumbers, peppers, cauliflower, broccoli and other seasonal offerings with Ranch, Hummus and house made onion dip

Domestic Cheese Display \$4.50

Four domestic cheeses, artfully displayed with crackers

Domestic and Imported Cheese Display \$5.95

Two domestic and two imported cheeses

Antipasto Display \$9.95

Locally sourced cured meats, domestic and imported cheese with dried fruits and nuts with assorted dips, crackers and crustinis

Charcuterie Display \$12.00

Chef's selection of imported meats and cheeses served with marinated peppers, olives, assorted dipping sauces, nuts and dried fruits served with crackers and breadsticks

House Display \$9.95

Our most popular display combo. Fresh fruit, crudités and hummus with domestic cheeses and crackers

The Ultimate Display \$15.95

A combination of our fresh fruit, local vegetables, and dips and our charcuterie display, artfully crafted to wow your guests at any celebration.

Chilled Seafood Display Market Price

Build your perfect seafood tower. Our Chef only offers the freshest seafood selection. House made cocktail sauce, spicy horseradish, mustard and fresh cilantro dressing will accompany your three choices.

Pick Three

Lobster Claws

Jonah Crab Claws

Fresh Shucked Oysters

Shrimp

California Rolls

Spicy Tuna Rolls

Smoked Salmon

PLATED ENTRÉES

Plated dinners include artisan lettuce salad with choice of dressing, oven baked rolls, coffee & tea service, & iced tea. Pick two accompaniments to be served with entrées.

BEEF

Grilled 8oz. Filet Mignon \$42.00
Topped with roasted tomatoes and red wine jus. **per person**

Grilled 14oz. New York Strip \$37.00
Topped with a red wine jus and roasted tomatoes **per person**

Grilled 14oz. Ribeye \$37.00
Topped with a red wine jus and roasted tomatoes **per person**

Slow Roasted Prime Rib \$40.00
Topped with a red wine jus and horseraddish cream **per person**

PORK

Grilled Porkchop \$26.00
With garlic au jus and vincotto **per person**

Cedar Roasted Pork Tenderloin \$24.00
per person

CHICKEN

Chicken Marsala \$25.00
per person

Chicken Francaise \$26.00
Egg battered and pan sautéed with lemon and white wine blanc sauce **per person**

Chicken Saltimbocca \$26.00
Boneless chicken breast with prosciutto, sage, and mozzarella in a white wine garlic sauce **per person**

Slow Roasted BBQ 1/2 Chicken \$26.00
With Hickory BBQ sauce **per person**

Herb Roasted Chicken \$24.00
per person





SEAFOOD

Roasted Salmon \$27.00

With lemon, thyme, beurre blanc,
and roasted tomatoes

Herb Crusted Cod \$26.00 per person

Blackened Lake Erie Walleye \$28.00

With garlic jus and
roasted tomatoes

Seared Ahi Tuna \$29.00

wasabi, pickled ginger

Roasted Crab Cakes (2) \$30.00

With remoulade, tartar sauce,
and lemon

VEGETARIAN

Piccola Farroto \$22.00

Braised farro grains, seasonal
vegetables, wild mushrooms,
fresh herbs and parmesan

Vegetable Lasagna \$25.00

PASTA

Penne with Marinara, Alfredo, and Fresh Basil \$20.00

Penne ala Vodka \$21.00

ADD ONS

Sautéed Mushrooms and Onions \$4.00

Smoked Bleu Cheese \$4.00

Crab Hollandaise \$7.00

Butter Poached 4oz Lobster Tail \$ 20.00

Roasted Crab Cake \$12.00

Grilled Garlic Shrimp Skewer \$14.00

BUFFET STYLE DINNERS

All buffets include house salad, freshly baked rolls and a beverage station to include coffee and hot tea service, iced tea and lemonade.

BUFFET 1

\$27.00 Per Person

Choose one entrée,
one pasta, and two
accompaniments

LUNCH

\$19.50 Per Person

BUFFET 2

\$32.00 Per Person

Choose two entrées,
one pasta, and two
accompaniments

LUNCH

\$23.50 Per Person

BUFFET 3

\$36.00 Per Person

Choose three entrées,
one pasta, and three
accompaniments

LUNCH

\$27.50 Per Person

ENTRÉE OPTIONS

CHICKEN, POULTRY, & PORK

Herb Roasted Chicken Breast

Romano Crusted Chicken Breast

Chicken Marsala

Chicken Francaise

Chicken Saltimbocca

BBQ Chicken Breast

Roast Turkey Breast and Gravy

Cider Roasted Pork Loin

Chicken Picatta

Pulled BBQ Chicken

Pulled BBQ Pork

BEEF

Roast Beef

with red wine au jus

BBQ Brisket

Italian Meatballs

with red sauce

Slow Cooked Pot Roast

with red wine au jus

SEAFOOD

Herb Crusted Cod

Lemon Butter Cod

Five Spice and Maple Glazed Salmon

Blackened Lake Erie Walleye **+\$2.00**

with garlic au jus and roasted tomatoes

Roasted Crab Cakes **+\$3.00**

with remoulade and tartar sauces

Shrimp Scampi **+\$4.00**

with white wine, tomatoes, capers,
garlic, and herbs.

VEGETARIAN

Vegetable Lasagna

Pasta Primavera

Quinoa

PASTA

Penne Marinara

with parmesan and basil

Penne Ala Vodka

Penne with Basil Pesto Cream

Penne with Alfredo Sauce





ACCOMPANIMENTS

STARCH

- Mashed Potatoes
- Loaded Mashed Potatoes
- Herb Roasted Fingerling Potatoes
- Parmesan Red Skin Potatoes
- Whipped Sweet Potatoes with five spice and maple
- Wild Rice

VEGETABLES

- Artisan Asparagus
- Roasted Corn and Wild Mushrooms
- Roasted Heirloom Carrots
- Sautéed Green Beans
- California Blend Roasted Vegetables
- Brussel Sprouts and Bacon
- Beans and Greens
- Roasted Broccolini

ACTION STATIONS

Our chef will go over station options personally to ensure signature stations for your event.

CHOOSE TWO STATIONS \$26.00	CHOOSE THREE STATIONS \$34.00
CHOOSE FOUR STATIONS \$42.00	ADD A STATION TO BUFFET \$10.00

- | | |
|-----------------------------|--------------------------------|
| Carving Station | Sweet and Savory Crepe Station |
| Pasta Station | Sundae Station |
| Macaroni and Cheese Station | Omelette Station |
| Baby Baked Potato Bar | |
| Slider Station | |

Action station menus include coffee and tea service and iced tea. Beverage infusion station or deluxe coffee bar available for additional charge of \$3.00 per guest.



THEMED BUFFETS

THE ALL AMERICAN

\$34.95 Per Person

Includes House Salad, Freshly Baked Rolls, and Beverage Station to include Coffee and Hot Tea Service, Iced Tea and Lemonade.

ENTRÉES

Slow Cooked Pot Roast

with red wine jus

Fried Chicken

Crab Cakes -

with remoulade, tartar, and lemon

+\$6.00

SIDES | CHOOSE TWO

Macaroni and Cheese

Loaded Mashed Potatoes with Gravy

Corn on the Cob

Creamy Coleslaw

Baked Beans

DESSERT | CHOOSE ONE

Apple Pie

Chocolate Chip Cookies

ITALIAN

\$32.95 Per Person

Includes House Salad, Freshly Baked Rolls, and Beverage Station to include Coffee and Hot Tea Service, Iced Tea and Lemonade.

ENTRÉES

Chicken Piccata

Meatballs with Marinara

Italian Sausage with Peppers and Onions

Penne with Marinara, Alfredo, or Basil Pesto

SIDES | CHOOSE TWO

Mashed Potatoes or Greens and Beans w/ Almonds

Parmesan Red Skin Potatoes

DESSERT | CHOOSE ONE

Tiramisu

Spumoni



PRIME RIB BUFFET

\$38.95 Per Person

ENTRÉES

Roasted Herb Crusted Prime Rib
Carving Station

*Choice of red wine au jus, horseradish cream,
or bernaïse sauce.*

SIDES | CHOOSE TWO

- | | |
|--------------------------|-----------------------------|
| Roasted Asparagus | Loaded Mashed Potatoes |
| Roasted Heirloom Carrots | California Vegetable Medley |
| Lobster Mac and Cheese | Shagbark Mill Cheddar Grits |

DESSERT | CHOOSE ONE

- NY Style Cheesecake
Bourbon Pecan Tarts

SOUTHERN BBQ

\$32.95 Per Person

*Includes House Salad, Freshly Baked Rolls, and Beverage Station to include Coffee
and Hot Tea Service, Iced Tea and Lemonade.*

ENTRÉES

- BBQ Chicken
Slow Smoked BBQ Pulled Pork
BBQ Ribs

Includes a selection of BBQ sauces and buns

SIDES | CHOOSE TWO

- | | |
|-----------------|-----------------------------|
| Baked Beans | Macaroni Salad |
| Potato Salad | Shagbark Mill Cheddar Grits |
| Corn on the Cob | Mashed Potato |
| | Green Beans |

DESSERT | CHOOSE ONE

- Apple Pie
Pecan Pie
Brownies and Chocolate Chip Cookies

BREAKFAST MENU

THE INN GOOD MORNING

\$14.95 Per Person

Choice of french toast or pancakes with assorted syrups, whipped cream and butter. Served with scrambled eggs and herbed redskin home fries and choice of sausage, ham or bacon, fresh fruit display. All of the above includes regular and decaffeinated coffee, hot tea and orange juice.

BRUNCH AT THE INN

\$19.95 Per Person

Tossed salad, fruit salad, dinner rolls and assorted mini muffins, scrambled eggs, herbed redskin home fries, sausage patties and bacon, chef-carved ham served with rum raisin sauce, green beans amandine

BUILD YOUR OWN

\$17.95 Per Person

ENTREE | CHOOSE TWO

Quiche
Sausage, Biscuits and Gravy
Pancakes (Buttermilk or Blueberry)
Crepes

SIDES | CHOOSE TWO

Side salad with choice of ranch or balsamic
Fresh fruit
Herbed redskin home fries
Green beans amandine

CONTINENTAL BREAKFAST

\$11.95 Per Person

Includes Scones, Muffins, Pastries, Fresh Fruit, Yogurt, Coffee, Tea, & Juice

LUNCH AT THE INN

TRIO LUNCHEON

\$17.95 Per Person

CHOICE OF SOUP

served with crackers

Roasted Tomato
Clam Chowder
Broccoli Cheddar
Country Vegetable
Minestrone
Italian Wedding
Chicken Noodle
Loaded Baked Potato
Poblano White Cheddar

CHOICE OF SALAD

House salad with Ranch or Balsamic
Caesar salad

Golden Raisin salad

1/2 SANDWICH | CHOOSE ONE

½ Roast Beef and Swiss
with herb aioli on a pretzel bun

½ Turkey and Swiss
with cranberry on a ciabatta bun

½ Cranberry Walnut Chicken Salad
on a Croissant

½ Ham and Cheddar
on a Pretzel Bun

LUNCH MENU

\$13.95 Per Person

SOUP & SALAD COMBO | CHOOSE TWO

SOUPS

Roasted Tomato
Clam Chowder
Broccoli Cheddar
Country Vegetable
Minestrone
Italian Wedding
Chicken Noodle
Loaded Baked Potato
Poblano White Cheddar

SALADS

House salad with Ranch or Balsamic
Caesar salad
Golden Raisin salad

\$15.95 Per Person

FLATBREADS BUFFET UNLIMITED

House Salad to start then an assortment of flatbreads

Pepperoni and Hot Pepper
Fig Jam and Goat Cheese
Caprese (Fresh Mozz, Basil, Tomatoes)
Buffalo or BBQ Chicken

\$17.95 Per Person | CHOOSE TWO

HOT

California Turkey Club - *Turkey, Bacon, Lettuce, Tomato, Avocado, Cheddar Cheese and Garlic Aioli on Ciabatta*
BLT - *with Garlic Aioli on Sour Dough*
Vegan Grilled Vegetables and Hummus Wrap

COLD

Roast Beef and Swiss with herb aoli on pretzel bun
Turkey and Swiss with cranberry on ciabatta bun
Cranberry Walnut Chicken Salad OR Tuna Salad on Croissant
Ham and Cheddar on Pretzel Bun

SIDES | CHOOSE TWO

Pasta Salad, Coleslaw, Fresh Fruit,
House Made Chips with house made dip

PLATED LUNCH

Grilled Chicken Salad	\$18
Waldorf Salad	\$18
Cranberry, Pecan, Grilled Chicken Salad	\$20
Linguine and Clams	\$22
Orange Glazed Salmon w/rice and vegetable au jour	\$24
Lemon Herb Cod w/rice and vegetable du jour	\$22
Airline Chicken w/roasted potatoes and vegetable du jour	\$22

Chicken Marsala Over Linguine	\$22
Chicken Alfredo Over Linguine	\$22
Stuffed Pork Chop w/mashed and vegetable du jour	\$22
Grilled Sirloin w/ roasted potatoes and vegetable du jour	\$24
Vegetable Stir Fry <i>Add Shrimp, Chicken or Steak \$5</i>	\$18

Beverages included: coffee and hot tea service, iced tea and lemonade.

*"One cannot think well,
love well, sleep well,
if one has not dined well."*

- VIRGINIA WOOLF -

8581 State Street, Kinsman, OH 44428

(330) 355-2100

PeterAllenInn.com



Peter Allen Inn & Event Center

BANQUET & CATERING POLICIES

1. ROOM SELECTION AND RENTAL

Peter Allen Inn & Event Center (PAI) event spaces are assigned according to your preference and the anticipated number of guests. Our facility is handicapped accessible for both indoor and outdoor events. You are permitted to set and decorate one (1) hour before the event start time. All items must be removed from the property within one (1) hour of the event end time. Special arrangements may be made at the discretion of PAI Management.

PAI's Event Team will coordinate event set-up and tear down details with your outside vendors. The PAI reserves the right to charge a service fee of up to \$500 for clean up if the PAI is left extremely dirty or damaged. Any extended use is subject to an additional fee and is subject to availability.

Rental fees are based on number of hours of the event. Any set-up/teardown outside the day of the event must be agreed upon in writing and may be subject to additional rental fees. In addition, any event (excluding large weddings) exceeding the four (4) hour period may be charged an additional fee of \$250 per hour.

An Event Contract with a deposit is necessary to secure your event date. The PAI reserves the right to charge an additional rental fee if your event requires more space than the previously contracted space will accommodate or if your event time exceeds the initial agreement.

Photo Access (limited two (2) hour period)*

Call for pricing

*Subject to pre-approval and availability

STANDARD RENTAL RATES (WEDDINGS AND LARGE EVENTS SEE WEDDING PACKAGES)

Saturday Rental Prices (May-Sept)

<u>Peter Allen Inn Rooms</u>	<u>Capacity</u>	<u>Charge</u>
Chef's Garden	50	\$250
Doctor's Office	12	\$100
Grand Canopy	250	
<i>(Please speak with Event Coordinator for pricing)</i>		
Hearth Room	8	\$75
Heritage Hall	72	\$500
Stone Courtyard Right	50	\$350
Wine Room	25	\$200
Parlor		\$150

2. MINIMUM EXPENDITURES

May 1 st – October 31 st is considered our prime Wedding Season. For events booked after 5pm for more than 25 people during Wedding Season, the following pricing will apply:

Grand Canopy

Fridays \$10,000 Saturdays \$15,000

Sundays \$7,500

All other Event Spaces

Fridays \$3000* Saturdays \$5,000*

Initials: _____

Above pricing does not include tax.

**This pricing will apply with the exception of a booked Rehearsal Dinner with your booked Wedding.*

3. INCLEMENT WEATHER

PAI does not guarantee any specific location on the property in the event of inclement weather. Special pre-arrangements are required and will be discussed in case of this occurrence. The PAI does guarantee that you will have reasonable accommodations. The PAI reserves the right to move your event seventy-two (72) hours prior to event start time if there is a 50% or more chance of inclement weather. You will be notified of this change immediately. If you wish to chance this prediction and PAI staff is subject to moving your event at last minute, you will be charged an additional service fee of \$250-\$750.

4. HOLIDAYS

The Peter Allen Inn reserves the right to charge an additional 25% rental fee for use of the property on a holiday.

Holidays include:

New Year's Eve

New Year's Day

Valentine's Day

Easter Sunday

Memorial Day Weekend

July 4th Weekend

Labor Day Weekend

Thanksgiving Day

Christmas Eve

Christmas Day is available with a minimum expenditure of \$20,000.

5. GUARANTEED ATTENDANCE POLICY

For all events, PAI must have a Guaranteed Attendance ten (10) business days prior to the event. PAI will charge for the Guaranteed Attendance OR the number served, whichever is greater. If no guaranteed count is received in the time required, PAI will consider the number of guests indicated on the Event Contract as the Guaranteed Attendance. The PAI will not be responsible for service of more than 5% over this number. If the number of guests falls below 20% of the original contract, you will be held responsible for 50% of the entire cost of each missing guest and charged accordingly. If your guest count exceeds the maximum occupancy of the designated space, you will be responsible for any additional rental fees and service charges associated with the upgrade of your event.

6. PROVIDED ITEMS

The following basic items are included in celebrations for up to 250 guests:

- Tables (48", 60" or 72" rounds, up to 10 each), white or ivory place settings, glassware and silverware
- Planning time with onsite Event Coordinator

Linens are required in Heritage Hall and in the Grand Canopy when round tables are used. PAI linens are a cotton-poly blend in white or ivory, floor-length tablecloths and napkins. Upgrades from the basic furnishings can be arranged by special order, at an additional cost; these include centerpieces, decorations, floral arrangements and specialty linens. All rentals are handled through the PAI.

7. OUTSIDE DECORATIONS

You may provide your own decorations and centerpieces at the discretion and approval of PAI Management. The PAI does not allow the affixing of anything to the walls, floor or ceiling. Prohibited decorations include glitter, confetti, bird seed, rice or any other decorations that you cannot remove in full at the end of your event. All candles MUST BE enclosed in a hurricane or votive holders. Bubbles are permitted outdoors only. No furniture or PAI décor can be moved without permission of PAI Management.

If permission is granted, you are responsible for putting the room/area back in its original order at the end of your event or be subject to an extra service fee of \$500.

All decorations must be removed within one (1) hour of the event end time. Any remaining decorations will be discarded and may incur a service fee of up to \$500.

8. FUNCTION SET-UP

Rooms will be set according to the instructions on the signed Event Contract. Room set-up requirements must be finalized two (2) weeks prior to scheduled time of your event.

The PAI reserves the right to charge a service fee for any changes made to the finalized room set-up during the event. PAI has a limited amount of audiovisual equipment that is available to you at no additional charge. If these items are already reserved or if there is an item in need that we do not carry, you are welcomed to use an approved outside vendor at your cost and responsibility. The Event Coordinator must be aware of any musicians, DJ or audio-visual equipment being provided by you or an outside vendor to ensure proper set-up and functionality. A sound check should be performed on all audio equipment at least one (1) hour prior to the event start time. In the case of a Wedding, this task should be performed at Rehearsal, if possible. All weddings and large events require a meeting with the Event Coordinator to ensure maximum efficiency and ease of flow for the event layout.

Music for all events may be played until 11pm. PAI reserves the right to monitor noise levels.

9. ONLINE AND/OR PRINTED ADVERTISEMENTS

All online or printed advertisements of an Event must be approved by the PAI Management.

Please email the link for proofing to:
events@peteralleninn.com

10. STORAGE

Delivery of any items to the PAI must be prearranged and approved by the Event Coordinator. On-site storage facilities are limited. Materials should not be delivered to the PAI more than two (2) days prior to the event date without prior authorization.

11. LIABILITY

The PAI reserves the right to inspect and control all private events. Liability for damage to the premises will be charged accordingly. You will be responsible for any damages to any part of the PAI and/or its property during the time of your event, for any persons under your control and contractors hired for your event. Loud, lewd or vulgar behavior is not permitted. The PAI may require you to contract additional security, at your expense, if Management deems necessary. The PAI reserves the right to cancel a private event, at any time, if Management determines that there has been any misrepresentation in the booking. Examples of misrepresentation include, but are not limited to, falsifying or intentionally under/overestimating the attendance numbers for an event, nondisclosure of pertinent event detail and failure to accurately indicate the type of event being held.

If your event is cancelled due to misrepresentation, you forfeit all deposits and will be charged for the total estimated revenue of the event, plus any other related expenses incurred by the PAI.

You are fully responsible for any injury to all guests attending your contracted event, as well as your contracted vendors, except those caused by negligence of the PAI.

You assume all responsibility for the actions of your guests and vendors, including damages to the PAI or surrounding property. A copy of all Vendor Liability Insurance Policy Statements should be submitted to the PAI at least seven (7) days before your event. A complete inspection of the property and equipment will be made following your event. Any damage will be documented, and you will be notified. Reparations will be considered part of the outstanding balance and processed by the fifth (5) business day following the event as a charge to the credit card on file. The PAI cannot assume responsibility for personal property and/or equipment brought on or left at the premises prior to, during or following any event.

If PAI is left extremely dirty or beyond what a reasonable person would expect after an event you will be charge a minimum of \$250, but up to \$500 for extra cleaning if deemed necessary by PAI management.

As a courtesy to other guests at PAI and for safety reasons, all children must be supervised by an adult at all times.

12. FOOD*

All food items must be supplied by the PAI Catering Department. Possible exceptions include wedding cakes and wedding cookies.

Prices cannot be guaranteed until thirty (30) days prior to the event. PAI reserves the right to increase prices due to market fluctuations or require menu adjustments if items have become unreasonable to offer for proposed price. If you remove any leftover food, you are releasing the PAI of any liability for any foodborne illness that may occur once food is removed. Please ask and we can provide proper holding and handling procedures.

We require that Vegetarian, Vegan and Gluten Free meals be requested in advance.

Note: If price increase meets or exceeds 20% of original estimate, reasonable menu adjustments will be made to best accommodate both parties.

13. BEVERAGE*

The PAI is responsible for the sale and service of all alcoholic beverages in accordance with the Ohio Department of Commerce Division of Liquor Control regulations. It is our policy that all alcoholic beverages must be supplied and served by the PAI unless specifically agreed to in advance. Bringing in alcohol of any kind is not permitted. Exceptions may include professionally produced wine provided by you if not available in Ohio liquor stores and are subject to a \$15 per bottle corking fee. No open alcohol may

leave the premise. You or your guests are not permitted behind the bar area at any time.

It is against Ohio law to serve anyone visibly intoxicated or under age. PAI reserves the right to refuse service to any such person. PAI has a strict NO Shot Policy and "stacking" drinks is not permitted. PAI reserves the right to enforce our house-policies.

Closed Bar: This option eliminates a hosted bar entirely from your event. *This option is not permitted for Wedding Receptions.*

By-Consumption Bar: For events of 100 or less, you can have a by-consumption bar based on our regular menu pricing.

Cash Bar: This is an option to offer a bar to your guests, where they are responsible to purchase their own alcoholic beverages. You may choose to offer a beer and wine bar for your guests and have a cash bar available for cocktails.

Open Bar (up to 5 hours; each additional hour at \$2 per person)

For events with 25 or more guests, the options on the next page are for guests 21 years of age and older. Guests under 21 are \$8 each. All packages include soft drinks, assorted juices, appropriate mixers and garnishes. With each level upgrade, items are included in previous package(s).

Beer and Wine \$20.95 pp: Package includes beer (choose three domestics, one craft or import) and choice of three wine varieties.

Call Brands \$22.95 pp: Package includes Call Brand spirits such as Tito's, Bacardi Superior, Beefeater, José Cuervo Gold, Seagram's 7, Jim Beam, Canadian Club and Dewar's.

Premium Brands \$24.95 pp: Package includes Midrange spirits such as Stolichnaya, Captain Morgan, Tanqueray, 1800, Jack Daniel's, Makers Mark and Johnnie Walker Red.

Top Shelf \$28.95 pp: Package includes Premium spirits such as Grey Goose, Bombay Sapphire, Patron, Woodford Reserve, Bulliet Bourbon, Crown Royal, Glenfiddich and Johnnie Walker Black.

Ultra Top Shelf \$32.95 pp: Package includes Ultra Top Shelf spirits such as Belvedere, Hendricks, Cabo Wabo, Crown Royal, Buffalo Trace, Angel's Envy and Oban 14.

- **Additional costs:**
 - **Champagne Toast:** \$25 per opened bottle of House brand
 - **Punch bowl (adult):** \$75 per bowl (2.5 gallon); Non-alcoholic punch \$45, per bowl
 - **Mimosa Bar and Bloody Mary Bar:** \$9.95 per person, available until 2pm.

PLEASE NOTE:

- May combine Cash, By-Consumption, Open, Hourly and Closed Bar to total five (5) hours. Cash Bar prices are the same as those listed for consumption.

- Special requests are honored when possible. If you would like to serve a beer, wine or spirit that we do not regularly offer, it can be ordered upon request, subject to availability. However, the client is responsible for the cost of the entire amount ordered and can retain the product afterward.

- Prices are based on a total number of persons guaranteed or in attendance, whichever is greater.

- Bartenders serving Bar Packages will serve responsibly, regardless of the time remaining for the package.

- State Liquor Regulations DO NOT allow liquor to be brought in from outside sources.

- Prices and selections are subject to change due to fluctuating costs.

- The PAI has a strict No Shot Policy.

***All food and beverage prices are subject to a 20% Event Charge.**

*** The Event Charge is not a gratuity, it is used to offset the cost of setting up, tearing down, laundry, storage and maintenance.**

***Gratuity is not included and at your discretion**

14. BILLING

To secure your event date, a deposit equal to the room charge will be collected. This amount is non-refundable but is transferable with a 90-day notice prior to your event.

Payments can be made at anytime prior to the event with the final full payment required ten (10) business days before the event to avoid cancellation.

You will be charged \$30 per infraction for any insufficient funds, charge backs and/or retrieval fees that the PAI incurs.

Event Contracts also require a valid credit card to be kept on file. This card serves to cover any additional expenses that may arise during the event. However, any outstanding balance that remains on the third (3) business day following the event will be charged to the credit card on file.

If your preferred method of payment is with a credit card, you will incur a 3% convenience fee for use of your card with a maximum fee of \$1000 in additional charges. PAI gladly accepts Visa, Master Card, Discover Card and American Express.

MISCELLANEOUS FEES EXPLAINED

- Taxes are mandated by the city, county or state where a venue is located. There will be no flexibility in the amount or the type of tax that will appear on your master account. In Kinsman, Ohio, all food, beverages and services are subject to a 6.75% state sales tax. State tax is subject to change without notice. If your organization is Tax Exempt, please provide the necessary forms at time of signing the Event Contract.
- Service Charges/Fees are used by venues, facilities and service providers to offset expenses such as staff, maintenance of the property and equipment used for your event. At the PAI, all food, beverages, room fees and services are subject to a 20% to 24% service charge (this is not a gratuity).
- Gratuities are voluntary and at your discretion as to how you might want to reward deserving service personnel involved in your event.

15. CANCELLATION

You agree that in the event of cancellation, you will pay the Peter Allen Inn & Event Center the following amount within 30 days of the cancellation as a reasonable estimate of inconvenience caused:

- If canceled between date of signing and 90 days prior to Event, 40% of estimated revenue
- 89-60 days prior to Event, 60% of estimated revenue
- 59-30 days prior to Event, 80% of estimated revenue
- 29-11 days prior to Event, 100% of estimated revenue
- As products and services must be scheduled in advance and/or purchased, cancellations received ten (10) days or less before the event will be responsible for 100% of the entire contract.

PAI agrees that after receiving this payment in full, it will not seek additional damages.

Initials: _____

The Peter Allen Inn & Event Center shall not be liable for any failure of or delay in the performance of this agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to, acts of God, war, strikes or labor disputes, embargoes, government orders or any other force majeure events.

16. WEDDING STAYS AND ON SITE PREP

We offer on site prep for couples and attendants. We do not guarantee you will receive any particular space to get ready in, only that we will provide you an adequate place. The Severance Suite cannot be kept for the couples over night stay if there is a wedding scheduled the next day. The Peter Allen Inn asks that the attendants remove all items from the Severance Suite prior to Ceremony or to have all their items packed up for Peter Allen Inn staff to move any items from Severance Suite to a secure location. The Bride and Groom's or any other guests items will be moved to their overnight room or other secure location if items remain in the room after 5 pm.

Initials: _____

17. PAYMENT DEPOSIT

Please note that receipt of your deposit is also a binding agreement that you have agreed to our policies and procedures.

Signature Page for BANQUET & CATERING POLICIES (Event Host Copy)

This will remain as part of your Event Contract folder and serve as proof **you understand all PAI policies and expectations.**

I understand and agree to the above policies.

_____	_____
Event Host or responsible party (printed)	Date
_____	_____
Signature of Event Host or responsible party	Date
_____	_____
PAI Management or Witness	Date

I understand I must hit a minimum expenditure in the amount of

\$ _____ for _____ initials
Amount Date

I understand the Peter Allen Inn has a cancellation policy and I am responsible for any balances or the estimated revenue after a certain date. _____ initials

I understand the Peter Allen Inn cannot guarantee the Severance Suite as an overnight room. I also understand the Peter Allen Inn has the right to move any belongings out of out of the room if the room is needed for another event. _____ initials



Signature Page for BANQUET & CATERING POLICIES (PAI Copy)

This will remain as part of your Event Contract folder and serve as proof you understand all PAI policies and expectations.

I understand and agree to the above policies.

Event Host or responsible party (printed)

Date

Signature of Event Host or responsible party

Date

PAI Management or Witness

Date



LEFTOVER FOOD LIABILITY RELEASE FORM

By signing this waiver, I _____,
release The Peter Allen Inn & Event Center (PAI) from any liability with regard to possible spoilage or
food-borne illness from leftover food removed from the Event on _____, 20____.
I am aware the food has been removed from the kitchen approximately (1) one hour prior to the
Event and that the food has been on display for duration of the Event. I am also aware that I accept
full responsibility for removal and safe storage of the removed food.

I understand and agree to the above policies.

_____	_____
Event Host or responsible party (printed)	Date

_____	_____
Signature of Event Host or responsible party	Date

_____	_____
PAI Management or Witness	Date



VENDOR & CATERED FOOD LIABILITY RELEASE FORM

For liability reasons, when having an Event catered by anyone other than the Peter Allen Inn & Event Center (PAI), we require that a Vendor & Catered Food Liability Release Form be signed by the Host of the Event. By signing this form, you are releasing PAI from all responsibility or liability for injury or illness resulting from the consumption of any food or beverage which PAI did not prepare, distribute, or provide. In addition, the Host of the Event is responsible for ensuring all PAI policies are in compliance, including displaying the Approved Food Waiver at the Event.

I understand and agree to the above policies.

Event Host or responsible party (printed)

Date

Signature of Event Host or responsible party

Date

PAI Management or Witness

Date



CREDIT CARD AUTHORIZATION FORM

CARD HOLDER INFORMATION

NAME

EMAIL

BILLING ADDRESS

CITY

STATE

ZIP

PAYMENT AUTHORIZATION

CARD NUMBER

CARD TYPE

- ☐ VISA
☐ MASTERCARD
☐ DISCOVER

EXPIRATION DATE

3 DIGIT SECURITY CODE

I, _____, authorize The Peter Allen Inn & Event Center to process a charge against my credit card in the amount of \$_____ for the payment of _____.

PHONE NUMBER

FAX

NAME AS IT APPEARS ON CARD

SIGNATURE

DATE

NOTE: The Peter Allen Inn & Event Center does not keep file of credit card numbers. At the completion of the transaction, this document containing all credit information will be destroyed.

