

Peter Allen Inn & Event Center

BANQUET & CATERING POLICIES

(Please note, wedding policies can be found in our Bridal Packet, as they differ from the ones listed below)

I. ROOM SELECTION AND RENTAL

Peter Allen Inn & Event Center (PAI) function rooms are assigned according to the desire of the client and the anticipated number of guests. Our facility is handicapped acceptable for both indoor and outdoor events.

The client will begin the function at designated time per the Event Contract and agrees to have guests vacate the assigned areas at the closing time indicated in the Event Contract. Delivery, set up and take down of event is to be done within one hour on each side of the event time slot unless previous arrangements have been made. Any extended usage is subject to availability.

Failure to comply with these times will be subject to additional labor and/or rental charges. Any event exceeding the five (5) hour time period will be charged an additional 50% of the original room fee 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 function requires more space than the previously contracted space will accommodate or if your function time exceeds the initial agreement.

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

Non-Wedding Pricing

<u>Peter Allen Inn Rooms</u>	<u>Capacity</u>	<u>Charge</u>	<u>50% overtime</u>	<u>Holiday Rate</u>
Doctor's Office	12	\$75.00	\$50.00	\$112.50
Hearth Room	15	\$75.00	\$50.00	\$112.50
Kinsman Wine Room	30	\$150.00	\$75.00	\$225.00
Heritage Hall	75	\$250.00	\$125.00	\$750.00
Theatre style	100			
Stone Courtyard*	125	\$500.00	\$250.00	\$750.00
Garden House + Great Lawn*		\$500.00	\$250.00	\$750.00
Photo Access (two-hour period)**		\$100.00		

**Special arrangements required for inclement weather and events with more than 100 guests in attendance*

***Subject to pre-approval and availability*

****Fees are waived for bereavements*

Holidays

New Year's Eve	New Year's Day	Valentine's Day	Memorial Day Weekend
July 4 Weekend	Labor Day Weekend	Thanksgiving Day	

Not available Christmas Eve, Christmas Day or New Year's Day

GUARANTEE POLICY

For all functions, PAI must have a specified attendance seven (7) business days prior to the event. This number will be considered a guarantee, not subject to reduction, and charges will be made accordingly. PAI will charge for the guarantee OR the number served, whichever is greater. If no guarantee is received by this office in the time required, PAI will consider the number of guests indicated on the Event Contract as the guarantee. The Inn cannot be responsible for service of more than 5% over the guarantee.

PROVIDED ITEMS

The following is included in celebrations up to 99 guests* in the historic Allen House

- Tables (60" or 48" rounds; up to 8 each), banquet-style chairs, white place settings, glassware and silverware
 - Planning time with onsite Wedding & Event Coordinators
- *Station party required for more than 65 guests*

Linens are required for Heritage Hall. PAI linens are white and ivory cotton-poly blend, floor-length tablecloths and napkins. The guest is responsible for providing any desired centerpieces in compliance with PAI restrictions.

NOTE: PAI Event Designer can assist with executing your vision. Upgrades to the basic furnishings can be arranged by special order at additional cost. These might include items such as Farm Tables/ Chairs, specialty linens and napkins, special-order place settings, glassware, etc. All rentals are handled through Peter Allen Inn.

SECURITY

Security can be mandated at the PAI staff discretion, for any events more than 68 attendees and those events serving alcohol. This is arranged through the PAI at a rate of \$125.00 per officer for four (4) hours for up to 200 people.

DECORATIONS

All decorations need to be approved by the Peter Allen Inn. Design services can be provided by PAI staff at an additional cost. PAI will not permit the affixing of anything to the walls, floor or ceiling. Prohibited decorations include candles with open flame, rice, bird seed, bubbles, confetti, glitter or any other decorations that cannot be removed in full by the Client at the end of the event. Bubbles are permitted outdoors only. The furniture may not be rearranged in any way unless previously agreed to by PAI two weeks in advance. All decorations must be removed by the Client within one hour of the event end time. Any remaining decorations or packaging/waste left in PAI or not discarded will incur a cleanup fee of \$300, plus service charge and sales tax.

The PAI staff may assist with certain preparations, including placing pre-assembled favors or centerpieces at each table and turning on flameless candles. Services not provided by the Inn include: installing chair covers, assembling centerpieces, and arranging and/or distributing place cards. In certain circumstances, your catering staff may agree to provide one or more of these services.

FUNCTION SET-UP

Rooms will be set according to the instructions on the signed Event Contract. Meeting room set-up requirements must be finalized two weeks prior to scheduled time of the function. Any changes after this time will be assessed a fee based on the labor required. The PAI also reserves the right to charge a service fee for any changes made to the meeting room during the course of the event.

Any musicians, DJ or audio visual equipment being provided by the client or an outside vendor must arrive no later than two (2) hours in advance of the event to set up. A sound check should be performed on all audio equipment at least one (1) hour prior to the event start time.

ONLINE AND/OR PRINTED ADVERTISEMENTS

All online or printed advertisement of an event must be approved by The Peter Allen Inn. Please email link for proofing to events@peteralleninn.com

STORAGE

Delivery of any items to the Peter Allen Inn must be prearranged and approved by the Event Planner. On-site storage facilities are limited. Materials should not be delivered to the PAI earlier than two days prior to the function date.

LIABILITY

The PAI reserves the right to inspect and control all private functions. Liability for damage to the premises will be charged accordingly. Client will be responsible for any damages to any part of the Inn during the time period for your event and for any persons under your control or contractors hired for the event. Loud, lewd or vulgar behavior is not permitted. The Inn may require the Client to contract additional security at their expense if management deems it necessary.

The Peter Allen Inn & Event Center reserves the right to cancel any function, 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 details, and failure to accurately indicate the type of event being held. In the event a function is cancelled due to misrepresentation, the client forfeits all deposits and will be charged for the total estimated revenue of the event, plus any other related expenses incurred by the Inn.

Client are fully responsible for any injury to any and all guests attending a contracted function as well as vendors contracted by the client except those caused by negligence of the PAI.

The Client assumes all responsibility for the actions of their guests and vendors, including damages to the Inn or surrounding property. A copy of all vendor liability insurance policy statements should be submitted to the PAI at least one week before the event. A complete inspection of the property and equipment will be made following the event. Any damage will be documented and the Client 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 equipment brought on the premises as well as equipment, materials or personal property left in the Inn prior to, during, or following any function.

FOOD

All food items must be supplied by the PAI catering department. Possible exceptions include cakes and wedding cookies which will then be subject to a \$1 pp cutting/plating charge.

Final menus must be submitted 30 days prior to the event.

You may remove leftovers from the premises, a release of liability is assumed once items are removed from the premises. When applicable PAI will send you with instructions on how to hold and reheat items. Peter Allen Inn cannot be held responsible if you do not properly hold and reheat items and a food borne illness occurs.

BEVERAGE

Here at the Peter Allen we have designed a hospitality policy with regard to beverage service that helps to punctuate the flow of the event. Coffee, iced tea, lemonade and water are included with all events and will be available to guests at all times.

There is a no shot policy at the PAI.

The PAI is responsible for the administration of 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 be supplied and served by the PAI.

Bringing in alcohol of any kind is not permitted. No alcohol may leave the premise. Clients or their guests are not permitted behind the bar area at any time.

BEVERAGE CONT'D

Closed Bar*: This option eliminates a hosted bar entirely from your event, but guests may still be served toasting champagne or a specific passed signature cocktail. Flat fee of \$4 pp for all guests to cover soda and juice service.

By-the-Hour: This method is a choice of certain level of spirits and is unlimited during the open time. The PAI reserves the right to refuse service to anyone we deem would be overserved if we continued. Once the time is over, the bar converts to a cash bar.

By-Consumption Policy: For events of 100 guests or less, we offer Standard Cocktail (\$8) House beer (\$3), Craft beer (\$5), House wine (\$5/glass and \$18/open bottle) and soft drinks (\$1).

Open Bar Service four (4) hour for events five (5) hour for weddings.

For events with 100 or more guests, the options below are for guests 21 years of age. Guests under 21 are \$8 each. All packages include soft drinks, assorted juices, appropriate mixers and garnishes.

•**\$13.95 pp**: Package includes beer (choose one craft or import and two domestics) and red and white wine (choose one each)

•**\$16.95 pp**: Package includes Call Brand spirits such as Tito's; Bacardi Superior; Beefeaters; Cuervo Gold; Seagram's 7; Jim Beam; Canadian Club; Dewar's

•**\$20.95 pp**: Package includes Midrange Brand spirits such as Stolichnaya; Capt. Morgan; Tanqueray, 1800; Jack Daniels; Makers Mark; Johnnie Walker Red

•**\$24.95 pp**: Package includes Premium spirits such as Belvedere; Captain Morgan; Bombay Sapphire; Patron, Buffalo Trace, Crown Royal; Johnnie Walker Black

Champagne toast: \$20 per opened bottle of House Champagne

Punch bowl (adult): \$75 per bowl (2.5 gallon)

Please note:

- May combine cash, consumption, open, hourly and closed bar. 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, we can order that for you. 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 in attendance on contract or in attendance whichever is greater.
- Bartenders serving at 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 are subject to a 20% service charge and sales tax of 6.75%
- Prices and selections are subject to change due to fluctuating costs.
- State Liquor Regulations Do Not Allow Liquor to Be Brought In From Outside Sources

BILLING

Event Contracts require the room fee as a security deposit at the time of signing and it is non-refundable.

The second payment should equal at least half of the estimated event cost. Payment should be received within 60 days in advance of the event, unless previous billing arrangements have been approved. Final, full payment is required seven (7) business days before the event to avoid cancellation of the event. We will charge \$38 per infraction for any insufficient funds, charge-back and/or retrieval fees the Peter Allen Inn incurs because of the client.

Event Contracts also require a valid credit card. The card will be pre-authorized in advance of the event as a guarantee of payment and to cover any additional expenses that may arise during the event. If there are no additional charges the authorization hold will be released and the card will not be charged. However, any outstanding balance that remains on the third (3) business day following the event will be charged to the credit card on file.

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. Here in Kinsman, 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 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 Peter Allen, all food, beverages room fees and services are subject to a 20% service charge.

- Gratuities are voluntary and at your discretion as to how you might want to reward deserving service personnel involved in your event. You also may want to remember the "back-of-the-house" departments that may not be visible, such as kitchen and utility personnel. Without them your event would be a flop!

CONTRACT CANCELLATION

Cancellation of an event must be made verbally and in writing to the Event Planner. All security deposits are non-refundable they may be transferable. Secondary payments will be refunded if cancellation is made 60 days before event.

The Peter Allen Inn reserves the right to modify these policies as needed and required by the demands of day to day business without prior notice.

Signature Page for BANQUET & CATERING POLICIES

I understand and agree to the above policies.

Name of client or responsible party (printed)

Date

Signature of client or responsible party

Date

Written by Katherine Dodd, General Manager 04/07/20

