

# Peter Allen Inn & Event Center

## BANQUET & CATERING POLICIES

### I. 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	\$150
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 minimums expenditures will need to be meant.

### **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 \$16.95 pp:** Package includes beer (choose three domestics, one craft or import) and choice of three wine varieties.

**Call Brands \$18.95 pp:** Package includes Call Brand spirits such as Tito's, Bacardi Superior, Beefeater, Cuervo Gold, Seagram's 7, Jim Beam, Canadian Club and Dewar's.

**Premium Brands \$21.95 pp:** Package includes Midrange spirits such as Stolichnaya, Captain Morgan, Tanqueray 1800, Jack Daniel's, Makers Mark and Johnnie Walker Red.

**Top Shelf \$25.95 pp:** Package includes Premium spirits such as Belvedere, Grey Goose, Bombay Sapphire, Patron, Woodford Reserve, Bulliet Bourbon, Crown Royal, Glenfiddich and Johnnie Walker Black.

• **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 are subject to a 20% service charge and sales tax of 6.75%.
- 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% Service Charge.**

## 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 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 items will be moved to their overnight room or other secure location if items remain in the room after 5 pm.*

Initials: \_\_\_\_\_

## **17. Payment of Deposit**

Please note that receipt of your deposit is also a binding agreement that you have agreed to all 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



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**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

EXPIRATION DATE

3 DIGIT SECURITY CODE

CARD TYPE

- VISA
- MASTERCARD
- DISCOVER

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.

