

Peter Allen Inn & Event Center

Banquet & Catering Policies

Updated April 11, 2016

1. 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 four (4) 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.

Peter Allen Inn Rooms	Capacity	Charge	50% overtime	Holiday rate
Doctor's Office	12	\$75.00	\$37.50	\$112.50
Hearth Room	6	\$75.00	\$37.50	\$112.50
Tavern Room	18	\$150.00	\$75.00	\$225.00
Heritage Hall	64	\$500.00	\$250.00	\$750.00
Stone Courtyard+Tavern+Garden House*	52	\$500.00	\$250.00	\$750.00
Entire Property		\$1000.00	\$500.00	\$1500.00

* Special arrangements available for inclement weather

* Special usage fee \$150/two hour period

Holidays

New Year's Eve	New Year's Day	Valentine's Day	July 4 Weekend
Thanksgiving Day	Christmas Eve	Closed Christmas	

2. 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 five percent over the guarantee.

3. PROVIDED ITEMS

Indoor room rental includes tables, chairs, place settings, glassware and silverware. For the Doctor's Office and Hearth Room, placemats and stoneware dishes are an option. For the Kinsman Tavern and Stone Courtyard, placemats and non-breakable dishes are provided. The guest is responsible for providing any desired centerpieces or decoration.

Linens are required for Heritage Hall. PAI linens are available in white or ecru and consist of cotton-poly blend, floor-length tablecloths and napkins. They will be provided at cost of \$1.50 p.p. Chair covers and a wide variety of specialty linens can be arranged by special order through Event Planner for an additional fee.

Any event projected to have more than 68 people in attendance may require the rental of a tent package through the Event Planner. Prices vary based on size of the event. Any event with more than 100 people also may require adding a portable restroom to this package.

4. SECURITY

Security can be mandated at the PAI staff discretion, for any events more than 75 attendees and those events serving alcohol. This is arranged through the Event Planner at a rate of \$125.00 per officer for four (4) hours for up to 200 people.

5. FOOD

All food items must be supplied and prepared by the PAI list of preferred caterers. These include: AVI Fresh Catering/Thiel College; Guy's Award Winning BBQ; Inspired Catering by Kravitz, and; Leo's Ristorante.

All catering packages must be approved by the PAI Event Planner before an Event Contract will be issued. Clients or their guests are not permitted in the kitchen at any time.

Event cookies and specialty cakes are exceptions to this if previously agreed upon. List of product selections and providers are due 30 days prior to the event date. If a cake, cupcakes or cookies are needed, a suggested vendor list is available. PAI will not be responsible for set up or maintenance of desserts. Traying and slicing services should be contracted with the preferred caterer.

The PAI will not be responsible for the quality or quantity of the food served at contracted event.

6. BEVERAGE

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 Inn unless specifically agreed to in advance. Bartender fees are \$15.00 per hour, per bartender. At 75 guests, another bartender is added.

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.

Proper identification may be required for any guests that consume alcohol. It is against Ohio law to serve anyone visibly intoxicated or under age. The PAI reserves the right to refuse service to any person.

Basic costs for this service are as follows:

Coffee/tea/lemonade and ice tea (may be handled by caterer) \$2 pp;
House beer, wine (two selections each) and soft drinks \$5 pp plus bartender fees
Open bar \$18 pp plus bartender fees
House wine or champagne served at the table \$15 per opened bottle plus server fee
Discuss By-the-Hour or By Consumption Packages with the Event Planner
Staff costs: \$85 bartender/four hours/up to 75 guests
\$60 server/four hours/up to 75 guests

HOUSE BEER WINE & SOFT DRINKS ARE AVAILABLE FOR 8.95 PER PERSON

7. DECORATIONS

PAI will not permit the affixing of anything to the walls, floor or ceiling in any way. Prohibited decorations include candles with open flame, rice, bird seed, confetti, glitter nor are any other decorations that cannot be removed in full by the Client at the end of the event permitted on the property. Bubbles are permitted outdoors only.

Centerpieces are not provided but a suggested vendor list can be provided. The furniture may not be rearranged in any way unless previously agreed to by the Event Manager.

All decorations must be removed by the Client within one hour of the event end time. Any remaining decorations or packaging/waste left in meeting facilities or not discarded will incur a cleanup fee of \$300, plus service charge and sales tax.

8. FUNCTION SET-UP

Rooms will be set according to the instructions on the signed Event Contract. Meeting room set-up requirements must be finalized seven (7) days prior to scheduled time of the function. Any changes after this time will be assessed a fee based on the extent of the set up change and 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 music or other audio visual equipment being provided by the client or an outside vendor must arrive two (2) hours in advance of the event to begin set up. A sound check should be performed on all audio equipment at least one (1) hour prior to the event start time.

9. ONLINE AND/OR PRINTED ADVERTISEMENTS

Any online or printed advertisement of the inn must be approved by The Peter Allen Inn. Please email link for proofing to Aundrea Cika at events@peteralleninn.com

10. STORAGE AND OTHER CHARGES

Delivery of any items to the PAI 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 three days prior to the function date. A storage fee will be assessed based on quantity of item and length of storage. More than three boxes, and/or delivery more than 3 days prior to event will each incur a charge of \$5.00 per box, per day. Items being sent to the Inn must have the contact name, name and date of event clearly labeled.

A labor charge will be assessed for unloading vehicles and moving items to storage and event spaces.

We are happy to assist you with your copying and faxing needs. Please note the following associated charges:

- Copies 10¢ per page
- Fax \$3.00 for up to 5 pages; \$1.00 for each additional page
- International Fax \$10.00 for up to 5 pages; \$1.00 for each additional page

The PAI staff is happy to 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 at an additional cost.

There is a charge of \$25 per exhibit table, per day. This fee includes a 6 ft table, tablecloth and 2 chairs. The tables can be skirted for an additional \$10 per table per day.

A Tech Fee may be charged to facilitate business meetings.

11. 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 complete inspection of the property and equipment will be made following the event. Any damage will be documented and the Client will be notified. Repairs 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.

12. BILLING

Event Contracts require a one-third of the estimated bill as a security deposit at the time of signing and it is non-refundable.

The next third of the estimated bill must be paid no less than 30 business days in advance, 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.

Event Contracts for weddings also require a valid credit card. The card will be pre-authorized at least 4 days 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 fifth (5) business day following the event will be charged to the credit card on file.

All beverages, room rental and services are subject to the customary 20% service charge and 6.75% state sales tax. Please note that the state sales tax is calculated on the total charges incurred. State law requires this because it is a service charge and not a gratuity. State taxes subject to change without notice. If your organization is Tax Exempt, please provide the necessary forms at time of signing the Event Contract.

13. CONTRACT CANCELLATION

Cancellation of an event must be made verbally **and** in writing to the Event Planner. All security deposits are non-refundable. Deposits are nontransferable. Secondary and final payments will be refunded if cancellation is made 31 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.

I understand and agree to the above policies:

Signature of Client or responsible party

Date

Event Name Date of Arrival

On-site Contact

Contact Phone Number for During the Event