

# Peter Allen Inn & Event Center

## Banquet & Catering Policies

Updated March 13, 2017

### 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	\$100.00	\$50.00	\$112.50
Hearth Room	6	\$100.00	\$50.00	\$112.50
Kinsman Tavern	20	\$200.00	\$100.00	\$225.00
Heritage Hall	68	\$500.00	\$250.00	\$750.00
Theatre style	80			
Stone Courtyard+Kinsman Tavern	100	\$500.00	\$250.00	\$750.00
Garden House + Great Lawn*		\$500.00	\$250.00	\$750.00
Entire House		\$1000.00	\$500.00	\$1550.00
Photo Access (two-hour period)**		\$250.00		

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

*\*\*Subject to pre-approval and availability*

#### 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			

### 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 and ivory. They consist of cotton-poly blend, floor-length tablecloths and napkins. They will be provided at cost of laundering. Chair covers and a wide variety of specialty linens can be arranged by special order through Event Staff for an additional fee.

Any event projected to have more than 68 attendees in Heritage Hall (or 100 people on the entire property) may require the rental of a tent package. All rentals are handled through Peter Allen Inn. 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 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.

## 5. 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.

## 6. 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.

## 7. 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](mailto:events@peteralleninn.com)

## 8. 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.

## 9. 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.

## 10. FOOD

All food items, with the exception of the wedding cake and cookies, must be supplied and prepared by the PAI catering staff. A suggested vendor list is available as needed.

For events of more than 100 people, clients may use one of our preferred caterers including AVI Fresh Catering/Thiel College; Guy's Award Winning BBQ; Inspired Catering by Kravitz, and; Leo's Ristorante. These events will be served either buffet or as food stations.

All catering packages must be approved by PAI. Final menus must be submitted 30 days prior to the event.

If engaging a Preferred Caterer, said group will be responsible for set up, traying, slicing and other maintenance of the dessert area. Clients or their guests are not permitted in the kitchen at any time. The PAI will not be responsible for the quality or quantity of the food served at an event serviced by a Preferred Caterer.

## 11. 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. Before the ceremony, guests are offered coffee, tea and lemonade/iced tea and infused water. After the ceremony, during appetizers, guests are offered beer and wine. After the bride and groom are introduced and toasts are said, we introduce a full bar with spirits. 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 Inn unless specifically agreed to in advance.

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.

**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 \$2 pp for all guests to cover basic coffee, tea, lemonade/iced tea and infused water service.

**By-the-Hour:** This method puts a dollar limit on the open bar. Once that limit has been reached, 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 (\$4/glass and \$15/open bottle) and soft drinks (\$1).

### Open Bar Service

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 larger, craft & light) and red and white wine (choose one each)
- **\$16.95 pp:** Package includes Call Brand spirits such as Smirnoff; Bacardi Superior; Beef Eater; 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; J&B Rare
- **\$24.95 pp:** Package includes Premium spirits such as Belvedere; Bacardi 151; Bombay Sapphire; Patron; Old Grandad; Bulliet Bourbon; Crown Royal; Glenfiddich 18

**Staff costs:** \$85 bartender/four hours/up to 75 guests

\$60 server/four hours/up to 75 guests

**Champagne toast:** \$25 per opened bottle of House brand plus server fee

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

### Please note:

- May combine cash, consumption, open, hourly and closed bar to total four 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, 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 during the meal.
- 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

**12. 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 \$30 per infraction for any insufficient funds, chargeback and/or retrieval fess 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!

**13. CONTRACT CANCELLATION**

Cancellation of an event must be made verbally **and** in writing to the Event Planner. All security deposits are non-refundable and nontransferable. 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.*

**I understand and agree to the above policies:**

\_\_\_\_\_

**Name of Client or responsible party (printed)**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of Client or responsible party**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Event type**

\_\_\_\_\_

**Date**

\_\_\_\_\_

**On-site Event Contact**

**Contact Phone Number for During the Event**