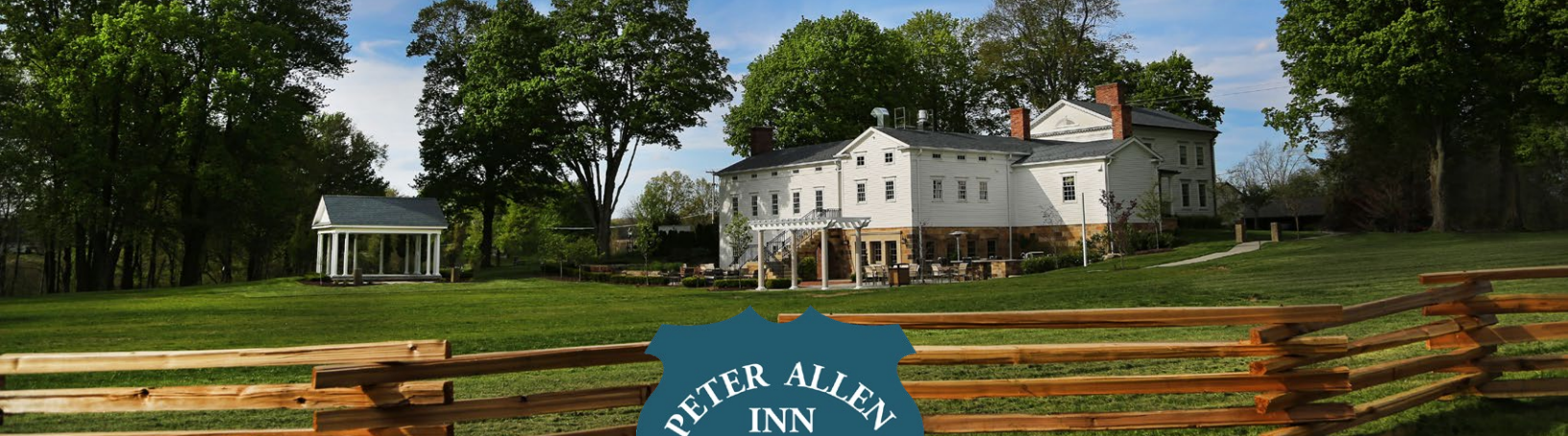




# Catering MENU

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](mailto:events@peteralleninn.com)

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*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

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

# 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

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<b>Roasted Salmon</b>	<b>\$27.00</b>
With lemon, thyme, beurre blanc, and roasted tomatoes	
<b>Herb Crusted Cod</b>	<b>\$26.00</b> per person
<b>Blackened Lake Erie Walleye</b>	<b>\$28.00</b>
With garlic jus and roasted tomatoes	
<b>Seared Ahi Tuna</b>	<b>\$29.00</b>
wasabi, pickled ginger	
<b>Roasted Crab Cakes (2)</b>	<b>\$30.00</b>
With remoulade, tartar sauce, and lemon	

## VEGETARIAN

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<b>Piccola Farroto</b>	<b>\$22.00</b>
Braised farro grains, seasonal vegetables, wild mushrooms, fresh herbs and parmesan	
<b>Vegetable Lasagna</b>	<b>\$25.00</b>

## PASTA

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<b>Penne with Marinara, Alfredo, and Fresh Basil</b>	<b>\$20.00</b>
<b>Penne ala Vodka</b>	<b>\$21.00</b>

## ADD ONS

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<b>Sautéed Mushrooms and Onions</b>	<b>\$4.00</b>
<b>Smoked Bleu Cheese</b>	<b>\$4.00</b>
<b>Crab Hollandaise</b>	<b>\$7.00</b>
<b>Butter Poached 4oz Lobster Tail</b>	<b>\$ 20.00</b>
<b>Roasted Crab Cake</b>	<b>\$12.00</b>
<b>Grilled Garlic Shrimp Skewer</b>	<b>\$14.00</b>

# 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.*

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

*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.*

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



## THEMED BUFFETS

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### 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

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**Slow Cooked Pot Roast**

with red wine jus

**Fried Chicken**

**Crab Cakes -**

with remoulade, tartar, and lemon

**+\$6.00**

#### SIDES | CHOOSE TWO

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Macaroni and Cheese

Loaded Mashed Potatoes with Gravy

Corn on the Cob

Creamy Coleslaw

Baked Beans

#### DESSERT | CHOOSE ONE

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Apple Pie

Chocolate Chip Cookies

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### 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

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Chicken Piccata

Meatballs with Marinara

Italian Sausage with Peppers and Onions

Penne with Marinara, Alfredo, or Basil Pesto

#### SIDES | CHOOSE TWO

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Mashed Potatoes or Greens and Beans w/ Almonds

Parmesan Red Skin Potatoes

#### DESSERT | CHOOSE ONE

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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 bernaise 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

# 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

## \$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

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 Add Shrimp, Chicken or Steak \$5	\$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](http://PeterAllenInn.com)



# 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	\$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, Glennfiddich and Johnnie Walker Black.

**Ultra Top Shelf \$32.95 pp:** Package includes Ultra Top Shelf spirits such 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

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.

