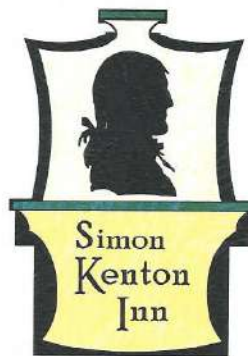


Catering Package



4690 Urbana Rd. Springfield, OH 45502

937-399-9950

simonkentoninn.com

Policies and Information

Policies and information are subject to change without prior notification.

Reservations, Room Rental and Deposits

Lodging rooms blocked off for large events must be confirmed at least 120 days prior to the reservation otherwise the rooms will be released to the public automatically. There will be an additional charge for any rooms needing more than the standard cleaning. There is a \$20 fee for each additional person in the room

No Smoking Policy

There is absolutely NO SMOKING in any of the rooms on the property and smoking must be at least 50 feet away from the rooms. There is an additional cleaning fee as a result of smoking.

Catered Events Include

All catering prices include facility rental, linens, plates, silverware and facility set up and cleaning. If you have guests who need place settings, they are counted in the final number regardless of age. There is no charge for children in high chairs. We do not employ "wedding planners", but we will meet with you and family for up to six hours. If you require additional staff time for planning and decorating there may be additional charges.

There will be a charge for any additional use of space and storage. Please ask for details.

Deposits & Payment

Parties will be expected to pay a \$1,000.00 deposit to secure the date. Six months prior to the event a \$2000.00 payment is due. Ten days prior to the event a payment for the remaining balance of the price per person, soft beverage, tax and gratuity, according to the count given, must be made. The day of the event a bill will be issued with any remaining balances, including alcohol, and lodging. Any deposits will be deducted at this time.

There is a minimum requirement of 150 guests and \$7000 (before tax and service charge) to secure the use of the Kenton Hall during prime season on Saturdays (May 1st - October 31st). There is a more flexibility for Friday and Sunday events.

Simon Kenton Inn Service and Ohio Sales Tax

All food and beverage purchases are subject to a 20% service charge. This service charge is in place to cover expenses such as the set-up and break-down of the room and the qualified staff to work the event. There is no other service gratuity added unless specifically requested. All food and beverages served on the property are subject to Ohio State Sales Tax.

Guarantee of Guests

A final guest count is required ten business days prior to an event. If no final guest count is submitted, we will consider the first number given to be the final count. There is a minimum of 150 guests required for Saturdays in Kenton Hall during prime wedding season.

Reduction requests after the final count cannot be accepted. All final counts must be given directly to the event planner.

In the event that guest numbers exceed the final count given, Simon Kenton Inn cannot guarantee that your pre-selected menu will be served to all guests; however, we will strive to provide a comparable meal. You will be responsible for paying for all additional attendees. *Any damages incurred to the property during an event will be the responsibility of the event host.*

Specific Space Arrangements

The Simon Kenton Inn reserves the right to move your party to a room more appropriate or comparable in space due to an increase or decrease in your guest count. We welcome your input on table arrangements, but there are times when we need to make changes based on logistics and safety requirements.

Outdoor Events

If the weather report three hours prior to the start of the event predicts a fifty percent chance of rain, the Simon Kenton Inn reserves the right to move outdoor events under the pavilion. The final decision will be made no later than three hours prior to the scheduled start of the event. There is a \$100 chair set up fee for outdoor receptions.

Menu Selections, Special Diets and Price Changes

We require all parties to pre-select their meal from our catering menu. Arrangements for special dietary substitutions must be made in advance. Your selection is required two weeks prior to your event. Due to fluctuations in various market prices, all prices may change without prior notice. We cannot guarantee a price for more than 3 months prior to a larger event.

Food Tastings

Our event planner and executive chef will be happy to arrange a scheduled food tasting and consultation for your event. Contact the Inn for more information. Please keep your tasting to a four-item limit. Tastings are arranged only after an event date has been secured with a deposit and no sooner than three months prior to the event, but six weeks is ideal. Please give plenty of notice with tasting options. There will be a \$25 fee to try beef tenderloin and a small fee for any other item labeled market price.

Decorations

Decorations and centerpieces are to be arranged by the host of the event or their representative and cleared with management. *No taper candles of any kind will be allowed, and all candles must be in a flame-retardant holder or wind resistant...tea lights must be in an approved candle holder. ABSOLUTELY NO NAILS, STAPLES, OR TAPE WITHOUT PERMISSION FROM THE OWNER.* No silk petals allow in grass (mowers cannot chew them up) or in lodging rooms. We no longer allow confetti or balloons. There is minimal decorating offered by SKI staff and any additional placement of pieces must have specific instructions. Our staff arrives 5 hours prior to your event to clean and arrange linen...ie ceremony begins at 4:30 PM; our staff begins at 11:30AM. We usually allow 12-13 hours total from set up to clean up for your event, there may be a charge for extended hours

Music and Entertainment

The event planner will gladly offer suggestions and/or assistance in contracting music for your event. All music and entertainment must end by 10:15 p.m. and the DJ or Band Musicians must have all the equipment out of the building by 11 pm. In the interest of being good neighbors, especially if your party did not reserve all the rooms in the respective location (Kenton Hall and the rooms in the Barn on the Hill or the North Deck and the rooms in the Historic House) we reserve the right to control excessive noise.

Entertainment vendors are responsible for furnishing their own electric cords and audio/visual equipment. We do supply the electricity. Also, we do reserve the right to instruct the vendor where to set up and plug in due to safety and egress requirements.

Lost or Stolen

The Simon Kenton Inn is not responsible for any articles that are left on the property after your event nor are we responsible for the safety of wedding gifts during the event. If safety is a concern, please ask the event planner for suggestions on avoiding theft.

Deliveries

Please advise the event planner of any deliveries for your event. All shipments must be labeled with your event name. Deliveries are accepted 24 hours prior to your event. Cake must be delivered the day of the event.

Outside Vendors

Florists and bakeries should call ahead to be sure that the tables are in place for their delivery and set-up. The Simon Kenton Inn is not responsible for returning said articles to outside rentals. All outside event rentals, decorations and party favors should be removed from the Inn at the end of the event unless other arrangements have been cleared by the event planner/owner

Alcoholic Beverages

Prior arrangements must be made to have alcoholic beverage service provided in the event room. Under no circumstance will liquor be self-service. Also, no liquor is allowed to be brought onto the property, in accordance with the Simon Kenton Inn liquor license and the State of Ohio liquor laws and regulations. All liquor is to be consumed on the property of the Simon Kenton Inn. The event host will be held responsible and penalized for any alcohol guests bring in. No glassware will be allowed outside of the building. If outside alcohol is brought to the event center management will ask the guests to remove it. There will be no tolerance for guests who go to the parking lot for alcohol then return to the event. These guests will be asked not to engage in this activity or they may be asked to leave the property. The management reserves the right to stop alcohol service for any reason. At no time will minors be allowed to be in the possession of or consume alcohol.

Please ask any guests under the age of 30 to have their I.D. available when asked by staff to present it.

No kegs will be tapped after 9:30pm. The last call for liquor service will be at 10 p.m. and all drinks will be collected at 10:30 p.m.

Cancellation

If the event is cancelled the deposit and the six month payment are forfeited.

We reserve the right to book another event on the same day as yours or the day before in the same location. Therefore we cannot guarantee you will be able to rehearse the night before in the location of your choice but we can offer you an alternate location or an alternate rehearsal time/date in the location of your choice.

A la' carte dinner service may continue the day of your event.

Catering Prices

Pricing includes; soft beverages, facility rental, service, linens, set up and place settings etc.

Prices do not include tax & gratuity

Pricing assumes alcohol service at Event Site, if no alcohol at site, \$2 per person added charge for additional Pub Service Labor

Appetizer Party

One hot and one cold: \$19 per person

Two hot and two cold: \$25 per person

Three hot and two cold: \$33 per person

(Shrimp cocktail – 25 piece minimum – \$2 per shrimp)- (Per market price)

Times offered are 2pm – 4pm & 7pm – 9pm

Please ask the event coordinator for exceptions.

Buffet Choice One – 15 guest minimum, not for large groups using Kenton Hall

Lunch / Brunch (Mid-day menu only)

Sandwich, Soup, Salad, Dessert, soft beverages

\$24

Buffet Choice Two - Wedding Package

Dinner

Choice of two meats and three side items, rolls

\$48

Buffet Choice Three

Dinner

Choice of two appetizers, two meats, three side items, and one pasta dish, rolls

\$58

Rehearsal Dinner

Choice of two meats and two side items

Special pricing includes soft beverages and assorted desserts

With on-site wedding - \$30

With off-site wedding - \$34

A Carving Station is available at a \$50 additional charge.

Seated table service is available at an additional \$5 charge per person.

Additional full tables set up beyond reported number of quests (8 at a table) \$20

We will gladly customize menu items to your taste and budget...just ask!

Catering Menu Selections

Appetizers

Crab Stuffed Mushrooms (market price)
Meatballs
Teriyaki – BBQ – Marinara
Shrimp Cocktail (25 piece minimum) \$1.50 per piece (unless market changes)
Fresh Homemade Focaccia with Herb-Infused Oil
Hand-breaded Chicken Wings
BBQ – Plain – Hot
Spinach and Artichoke Dip with fresh Pita Chips
Fruit Presentation
Vegetable and Dip Tray
Cheese and Gourmet Cracker Display
Hummus and Pita Plate
Hot Blue Crab Dip (minimum 10 guests) market price
Buffalo Chicken dip with Tortillas

Entrees

Chicken Marsala
Chicken Alfredo
Lemon Herb Chicken
Hand Breaded Fried Chicken
Theresa's Chicken
Cajun Bronzed Turkey Breasts
Prime Rib (market price)
Meatloaf
Beef Brisket
Wood-fired Beef Tenderloin (market price)
Wood-fired Pork Loin
Baked Lemon and Herb Cod Filet
Grilled Salmon (choice of finishes)
Roasted Vegetable Lasagna
Italian Meat Lasagna

Pasta (considered an entrée)

Pasta with Red Pepper Cream Sauce
Pasta with Pesto Cream Sauce
Pasta with Marinara
Pasta Primavera

Accompaniments

Fresh Green Salad
Roasted Mediterranean Vegetables
California Blend
Green Bean Almandine or Homestyle
Honey & Ginger Glazed Carrots
Steamed Broccoli Florets
Garlic Smashed Potatoes
Roasted Red Skin Potatoes

*Please note that any items labeled market price will cost a small fee at tasting, and will add an additional fee per person to wedding pricing. Price cannot be guaranteed until the week of the event date.

Simon Kenton Inn



Catering Contract

I have read and acknowledged the contents of the catering folder for the negotiated event.

I agree to all terms and will adhere to all rules and regulations.

I agree to terms of payment and understand that with each request for goods or services, an additional charge may be assessed. A valid credit card must be on file in case of any additional charges.

All food and beverage services must be supplied by Simon Kenton Inn and served by its staff. The only exceptions are wedding cakes which we will cut and serve for you. Customer will be responsible for any cake accessories provided with the cake.

I understand that any payments made are forfeited should I cancel the date.

Customer

Simon Kenton Inn

Name (please print)

Name (please print)

Signature

Signature

Date

Date of the Event

Date
