



APPLE PONY INN

Event Contract

Allowable Events:

We have the capacity to host small indoor events with a maximum of 25 people. We do not have the space or parking to host larger groups. All events must be pre-approved by Apple Pony Inn.

Event Fee:

We charge a one-time, non-refundable fee of \$200 for all events. Payment is due upon execution of this contract. This fee is non-refundable even if an event is cancelled. Events may be rescheduled one time up to 30 days in advance with no additional fee.

Noise and Parking:

We do not allow outdoor loud noise (such as a band or party) from 9:00 pm – 7:00 am. All guests and event attendees must park on paved, pre-approved parking spaces. Cars shall not be driven on the grass.

Reservation Requirements:

Those wishing to host an event at Apple Pony Inn will need to reserve the entire house (8 bedrooms, can sleep 16-19 guests) for a minimum of two nights. Half-house reservations are also possible with events and may be approved on a case-by-case basis. A deposit of half the total cost will be charged at the time of reservation, the second half payment will automatically be charged to the credit card on file 29 days prior to the stay. Please note our cancellation policy, guests may cancel up to 30 days in advance and either reschedule the stay OR receive a refund of the deposit; however, we will retain a 10% non-refundable cancellation fee. Reservations cancelled 29 or fewer days in advance are non-refundable.

Provisions:

Guests are required to provide all food, beverages, decorations, plates, cups, bowls, napkins, silverware, serving dishes, serving utensils and any other needed event materials. We provide tables, chairs and a buffet table(s).

Clean-up:

We kindly request that guests clean up after their event which includes bagging and removing all trash, decorations or other event items. Tables and countertops should be wiped down. The Innkeepers will vacuum/mop the floors. If additional cleaning is required after an event, the cost will be deducted from the damage deposit.

Damages and Deposit:

Guests are responsible for any damage incurred by the guests or any event attendees and/or the cost of additional cleaning should it be required after an event. A \$250 damage deposit will be charged to the credit card on file before an event. The deposit will be refunded after the event minus any required fees.

Kitchen Use:

We do not allow our kitchen to be used by guests unless guests have made prior arrangements with the Innkeepers. Full-service caterers will precook all food items at their place of business, deliver, finish cooking or reheat in our kitchen, serve and clean-up.

Local Pick Up/Deliver Catering Options:

Local food options that may be preordered, purchased and brought in by the guest. Some restaurants offer delivery services.

- [Cracker Barrel](#)
- [El Jefe's Taqueria](#)
- [Giant Eagle](#) – Grocery Store located on South Atherton, can order deli sandwich, fruit, vegetable and cheese trays. Also have cakes, cupcakes or other bakery options.
- [IHOP](#)
- [Panera](#)
- [Qdoba](#)
- [Subway](#)
- [Wegmans](#) - Local upscale grocery store, can order deli sandwich, fruit, vegetable, cheese trays. Also have pizza, sushi and other specialty items. Extensive bakery options.
- There are a number of other local restaurants that offer catering or family style options.

Local Full-Service Caterers:

We have relationships with the following full-service caterers.

[Hoag's Catering](#) – 814-238-0824

[Paul's Provisions Catering](#) – 814-571-3811

In order to book an event, please complete and sign below:

Event Name:

Event Date and Time:

Event Description:

Event Caterer:

Number of Attendees (maximum of 25):

My signature below indicates that I agree to all terms and conditions of this contact and authorize Apple Pony Inn to charge my credit card \$200 for the non-refundable event fee and \$250 for the refundable damage deposit (minus any required fees).

Guest Signature

Date

Thomas Foster, Apple Pony Inn Owner

Date