

# **The Inn on Negley**

412-661-0631

www.innonnegley.com

## **Evening Event Information**

Private Dinners - Cocktail Parties - Corporate Meetings

Birthday or Anniversary Celebrations

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*The Inn is best suited for small groups. Consider these options for you and your guests, and please don't hesitate to stop by and see the Inn anytime before deciding on an event space!*

The Main Dining Room	Seats up to 9 Guests
The Fernwood Dining Room	Seats up to 20 Guests
The First Floor (The Main Dining Room, The Fernwood, Parlor & Patio)	Seats up to 30 Guests

While the Inn can comfortably fit up to 30 guests for seated meals, a cocktail-style reception or buffet event can accommodate up to 45 guests with limited seating. Weather permitting, our Patio is also available for use during your event in whatever capacity you would like!

## **Rates**

Rental fees include one server and private use of your selected dining area.

The rental fee is taken as a deposit when you book your event and does not include food costs and gratuity, which will be calculated only after menu options are chosen.

The Main Dining Room	\$60 for Two Hours (\$30 for each additional hour)
The Fernwood Dining Room	\$150 for Two Hours (\$75 for each additional hour)
The First Floor	\$300 for Two Hours (\$150 for each additional hour)

All rentals include 30 minutes before and after the event for hosts to comfortably set up and take down any decorations or equipment.

Events may begin as early as 5:00pm and end as late as 9:00pm, based on availability.

You are welcome to leave flowers, alcohol, or decorations at the Inn prior to your event, at your convenience - just let us know when we can expect you!

## **Menu Options**

We are a chef-driven Inn and serve handmade, from-scratch food with pride. Our ingredients change seasonally based on what is freshest and most delicious. While we are happy to accommodate special requests and build your menu with you, here are some examples of our most popular event options.

*Prices based on menu selections.*

### ***The Inn on Negley Dinner - 3 courses***

House Salad with Seasonal Vegetables and Homemade Vinaigrette  
A selection of artisan breads from Allegro Hearth Bakery

Petit Filet Mignon with Red Wine & Mushroom Reduction  
Potato and Celery Root Gratin  
Roasted Seasonal Vegetables

*-or-*

Herb Roasted Chicken Quarters with Pan Sauces  
Whipped Potatoes  
Grilled Seasonal Vegetables

Chocolate Souffle Roll with Fresh Berries  
and Homemade Whipped Cream

*-or-*

Seasonal Fruit Crostada with Vanilla Bean Ice Cream

### ***Cocktail Reception with Gourmet Hors d'oeuvres***

Beverage Service including Fruit-Infused Water, Hot & Iced Tea, Coffee, Sodas  
Bar Service by Request

Imported Cheese Platter with Cured Meats, Olives, Nuts, and Fruits  
Hummus or Baba Ganoush with Pita and Vegetable Crudite  
Shrimp Cocktail with Homemade Cocktail Sauce  
Sweet Potato Latkes with Whipped Feta and Citrus Salsa  
Lamb Sliders with Tomato Jam on Savory Gougeres  
Steamed Pork Buns with Cucumber & Pickled Cabbage Slaw  
Crabcakes with Herb Remoulade

*We pride ourselves on providing an exceptional experience to all of our guests, regardless of food allergies or diet restrictions. If you know of any allergies within your party, please let us know as soon as possible. Gluten-free and Vegan options are always available, though a \$5.00 upcharge will be applied per person.*

*A note on alcohol:*

*The Inn on Negley does not have a liquor license and can not legally sell alcoholic beverages.*

*Though we are happy to serve your guests wine, beer, or cocktails,  
we require that you bring your own alcohol and we'll take care of the rest!*

*There is an additional charge for mixers and service, at \$2.50 per person.*

## **Proposals**

After working with our events coordinator, you will receive a written proposal detailing the terms and estimated costs of your event. Upon agreement, return the document signed or initialed to the Inn. *No event will be considered officially booked until this document is discussed and received.*

## **Other Costs and Considerations**

### **Server Requirements**

With some exception, most events can be managed by our Innkeepers and Chefs. For larger groups or events, or if the host requests a bartender or a more elaborately designed menu, we may suggest adding additional staff at \$130 per server/chef.

### **Guest Count**

Everything at the Inn is purchased as-needed from reputable local vendors and prepared freshly. One week prior to your event, you will be responsible for confirming a guest count for your event. Food costs will then be calculated based on that guest count.

### **Gratuity**

For parties of 8 guests or more, an 18% gratuity will be added to your final invoice and divided among the entire staff. You are welcome to adjust this as you see fit.

### **Parking**

Parking at the Inn is reserved for our overnight guests, though there are often spaces available for guests with mobility issues or with several packages to bring in to the event. Additional parking two blocks from the Inn, may be arranged with notice for a fee of \$60.

### **Table Settings and Decorations**

We have a variety of linens and floral displays that our Innkeepers will be happy to show you if you have something particular in mind, but most guests choose to sit back, relax, and have us take care of the details. You may also choose to bring your own flowers and decorations. If you like, we can recommend a reliable linen rental service or florist and help to make arrangements with them.

In addition, we ask that you are kind to the house when considering your decorative needs. Great care has been given to preserve the Inn in it's original condition, so please let an Innkeeper help you if something needs hung up or pulled down.

**Cancellations**

Cancellations of the event must be done in writing, directed to the Inn on Negley manager. Deposits are non-refundable starting a month prior to the event.

**Special Requests & Exceptions**

We are a small business with an experienced staff dedicated to all of our guests. While we cannot promise to accommodate every special request, we are happy to try. Whether you are working with a budget or have ideas outside of what is described here, please feel welcome to discuss the possibilities with our Innkeepers and Event Coordinator.