

# The Inn on Negley

412-661-0631

www.innonnegley.com

## Daytime Event Information

Private High Tea or Brunch Service - Bridal and Baby Showers

Corporate Meetings - Luncheons - Birthday Celebrations

---

*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 8 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 cover **one** server, **one** chef, 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, additional staffing, and gratuity, which will be calculated only after menu options are chosen.

*No event will be considered booked until this deposit is paid.*

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 favors.

Events may begin as early as Noon and end as late as 4pm, 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.

### ***The Inn on Negley Brunch - \$25 per person***

Fresh Fruit and Our House-Made Scones, Muffins, and/or Tea Breads  
Quiche or Frittata with Seasonal Vegetables and Imported Cheeses with a Side Salad  
Waffles or Pancakes with Seasonal Fruit Compote, Nuts and Whipped Cream  
Breakfast Meats served Family-Style  
Petite Lemon Cakes, French Macaroons, or Truffle Brownies  
La Prima Coffee, Hot or Iced Tea, Assorted Juices

### ***Traditional High Tea Service - \$35 per person***

A sampling of Loose Teas from our extensive Harney & Sons Menu  
A Three-Tiered Display of Our Favorite Tea Pairings including:  
Savory Finger Sandwiches and Crostinis (3 per person)  
Vanilla Cream Scones and Seasonal Fruit Scones (2 per person)  
Assorted Decadent Pastries (3 per person)  
Fresh Fruit  
House-Made Creme Fraiche and Jam

### ***Afternoon Luncheon - Priced per Menu***

Menu designed to order; our Inn-House Chef can guide your ideas into an impressive luncheon, guaranteed to wow!

*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 Mimosas or Bloody Marys, 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.

## Other Costs and Considerations

### Guest Count & Space Requirements

Everything at the Inn is purchased on an as-needed basis from reputable local vendors and prepared freshly. One week prior to your event, you will be responsible for confirming an official guest count. Food costs will then be calculated based on that guest count and cannot be readjusted at this point.

A minimum of 20 guests is required to rent the First Floor. Should you rent the First Floor and your guest count drop below 20 guests, you will have two options: (1) rent only the Fernwood Dining Room, with the additional cost from the First Floor rental to be put toward the final balance of your event, or (2) keep the First Floor for your private use and pay for 20 guests, regardless of your final guest count.

### Service

Smaller events can be easily managed by our Innkeepers and Chefs, and your Room Rental includes one server and one chef. *Groups larger than 12 will require an additional chef and server of each at a flat rate of \$130 per staff member.* A bartender is also available by request at the same rate.

### 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.

### Payment

One week prior to your event, when you confirm your guest count with our Event Coordinator, you will receive a final invoice detailing all charges. Payment is due in full on the day of your event. Payment can be divided among a few people, but *we will not provide separate checks for your entire party. If you wish for your guests to pay for themselves individually, it is your responsibility to collect payment and present it in full.*

### 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.