

The Inn on Negley

412-661-0631

www.innonnegley.com

Evening Event Information

Private Dinners - Cocktail Parties - Corporate Meetings

Birthday or Anniversary 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 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

The Inn can comfortably accommodate up to 30 guests for seated meals, or a cocktail-style reception or buffet for 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

Evening Events require a minimum spend of \$1200 for private use of the space. Service and menu selections contribute to this meeting this threshold, with any remainder to be charged as a rental fee for the space itself.

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

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 its 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.